

To the Mayor of Minato City

Notification on Change of Address

Date of Notification	Date of Moving in/out
YearMonthDay	YearMonthDay

We have confirmed that there are no errors in the following content and attached documents. ※If there are errors in the printed items, please correct them with double lines.

☐move in ☐move in (INC) ☐move in from overseas (date of entry·return: year month day)
☐move in by Item46 of Article30 ☐Eligibility of MTL Resident ☐move out ☐move out (INC) ☐move out of Japan ☐move out of Japan

※Person who has an Individual Number Card will be applicable of exception of the Moving In Notification requirement.

Name of Notifier

New address		附図確認	Name of new Householder		Notifier classification	<input type="checkbox"/> Householder <input type="checkbox"/> Household members
					Telephone number	Tel
Old address		Agent address [Not required if same household at new address]				

No.	"katakana" to indicate pronunciation Name of person who moves in/out	Date of Birth	Sex	Relation-ship	Individual Number Card	National Health Type of National Pension	Late Elderly	Long-term Care Insurance	Child Allowance	力申	在力	優先
1		Year /Month /Day	M. F.	Householder	Return/() Change of Resistered	Yes No	Yes No	Yes No	Yes No	有	有	英漢通
					First grade/Voluntary				無	無		
2		Year /Month /Day	M. F.		Return/() Change of Resistered	Yes No	Yes No	Yes No	Yes No	有	有	英漢通
					First grade/Voluntary				無	無		
3		Year /Month /Day	M. F.		Return/() Change of Resistered	Yes No	Yes No	Yes No	Yes No	有	有	英漢通
					First grade/Voluntary				無	無		
4		Year /Month /Day	M. F.		Return/() Change of Resistered	Yes No	Yes No	Yes No	Yes No	有	有	英漢通
					First grade/Voluntary				無	無		
5		Year /Month /Day	M. F.		Return/() Change of Resistered	Yes No	Yes No	Yes No	Yes No	有	有	英漢通
					First grade/Voluntary				無	無		

受 付 番 号

受 取 者

本人確認書類

1号書類

☐個人番号カード等

☐運転免許証

☐旅券

☐在留カード等

☐身分証明書

2号書類

☐健康保険証

☐年金手帳等

☐その他

()

☐委任状

☐学校

☐児童手当

☐署名用電子証明書

☐住民票・印鑑登録

☐本籍地確認

☐その他

()

☐証明書発行履歴

※Reason why person who has an Individual Number Card needs the issuance of a Moving Out Certificate.

1	個人番号カード運用状況	確認時間	確認者	4	個人番号カード運用状況	確認時間	確認者
	有⇒運用中・一時停止	：			有⇒運用中・一時停止	：	
2	個人番号カード運用状況	確認時間	確認者	5	個人番号カード運用状況	確認時間	確認者
	有⇒運用中・一時停止	：			有⇒運用中・一時停止	：	
3	個人番号カード運用状況	確認時間	確認者	世帯主特定日			
	有⇒運用中・一時停止	：		年 月 日			
				受付 入力 審査 最終確認			

備考欄

Minato – 住民異動届 – Residence Registration (Moving In/Out/Within)

Deadline: Must be submitted within 14 days of moving in | Cost: Free | Penalty: Fine of up to ¥50,000 for failure to register

WHAT TO BRING

>> First Time from Abroad

- | | |
|--|--------------|
| * Passport (all household members) | パスポート |
| * Residence Card (received at airport) | 在留カード |
| Marriage Certificate + Japanese translation (If registering with spouse) | 婚姻証明書 + 日本語訳 |
| Birth Certificate + Japanese translation (If registering children) | 出生証明書 + 日本語訳 |

>> From Another Municipality

- | | |
|---|-----------|
| * Residence Cards (all household members) | 在留カード |
| * Moving-Out Certificate (from previous ward) | 転出証明書 |
| My Number Card (all who have one) | マイナンバーカード |
| National Health Insurance Card (If enrolled) | 国民健康保険証 |

>> Moving Within Same Municipality

- | | |
|---|-----------|
| * Residence Cards (all household members) | 在留カード |
| My Number Card | マイナンバーカード |

COMMON MISTAKES

X Writing name in romaji instead of katakana

-> Most forms want katakana (カタカナ). Ask staff for help converting your name.

X Using arrival date instead of move-in date

-> 異動日 is when you moved into your apartment, not when your flight landed.

X Leaving head of household (世帯主) blank

-> If you live alone, you ARE the head of household. Write your own name.

X Forgetting Japanese translations of certificates

-> Marriage/birth certificates need a Japanese translation with the translator's name stated. A friend can do it – no certified translator required.

AFTER YOU SUBMIT

1. Your new address is printed on the back of your Residence Card (10-30 min wait)
2. My Number notification card mailed to your address (2-3 weeks, first-time only)
3. Enrolled in National Health Insurance (if not employer-provided) – same counter or nearby
4. Enrolled in National Pension (ages 20-59)
5. Can request Certificate of Residence (住民票) immediately – ¥300, needed for bank/phone/lease

タイトル・届出日 – Header & Dates

1To the Mayor of Minato City

2Notification on Change of Address

3

4Date of Notification

5Date of Moving in/out

We have confirmed that there are no errors in the following

受付番号

- 1To the Mayor of Minato City [To the Mayor of Minato City]
- 2Notification on Change of Address [Notification on Change of Address]
- 3受付番号 Reception Number
- 4Date of Notification [Date of Notification]
- 5Date of Moving in/out [Date of Moving in/out]

届出人情報 – Who Is Filing

Date of Notification			Date of Moving In/Out			1 We have confirmed that there are no errors in the following 2 content and attached documents. ※If there are errors in the 3 printed items, please correct them with double lines.			
4 Year	5 Month	6 Day	7 Year	8 Month	9 Day				
12 <input type="checkbox"/> move in <input type="checkbox"/> move in (INC) <input type="checkbox"/> move in from overseas (date of entry・return: year month day)						11 Name of Notifier		10 受取者	
13 <input type="checkbox"/> move in by Item46 of Article30 <input type="checkbox"/> Eligibility of MTL Resident <input type="checkbox"/> move out <input type="checkbox"/> move out (INC) <input type="checkbox"/> move out of Japan <input type="checkbox"/> move									
14 ※Person who has an Individual Number Card will be applicable of exception of the Moving In Notification requirement.									
Notifier						<input type="checkbox"/> Householder <input type="checkbox"/> Household members			

- 1 We have confirmed that there are no errors in the following
[We have confirmed that there are no errors in the following]
- 2 content and attached documents. ※If there are errors in the
[content and attached documents. ※If there are errors in the]
- 3 Year [Year]
- 4 Month [Month]
- 5 Day [Day]
- 6 Year [Year]
- 7 Month [Month]
- 8 Day [Day]
- 9 printed items, please correct them with double lines. [printed items, please correct them with double lines.]
- 10 受取者 Recipient
Write the name of the person who will receive the residence certificate or
documents related to this registration change.
- 11 Name of Notifier [Name of Notifier]
- 12 ☐move in ☐move in (INC) ☐move in from overseas (date of entry・return: year month day)
[☐move in ☐move in (INC) ☐move in from overseas (date of entry・return: year month day)]
- 13 ☐move in by Item46 of Article30 ☐Eligibility of MTL Resident ☐move out ☐move out (INC) ☐move out of Japan ☐move
[☐move in by Item46 of Article30 ☐Eligibility of MTL Resident ☐move out ☐move out (INC) ☐move out of Japan ☐move]
- 14 ※Person who has an Individual Number Card will be applicable of exception of the Moving In Notification requirement.
[※Person who has an Individual Number Card will be applicable of exception of the Moving In Notification requirement.]

住所 – Addresses (Part 1/2)

5New address

12Old address

2

3

4

6

7

8

9

10

11

13

14

15

1

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

101

102

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

119

120

121

122

123

124

125

126

127

128

129

130

131

132

133

134

135

136

137

138

139

140

141

142

143

144

145

146

147

148

149

150

151

152

153

154

155

156

157

158

159

160

161

162

163

164

165

166

167

168

169

170

171

172

173

174

175

176

177

178

179

180

181

182

183

184

185

186

187

188

189

190

191

192

193

194

195

196

197

198

199

200

201

202

203

204

205

206

207

208

209

210

211

212

213

214

215

216

217

218

219

220

221

222

223

224

225

226

227

228

229

230

231

232

233

234

235

236

237

238

239

240

241

242

243

244

245

246

247

248

249

250

251

252

253

254

255

256

257

258

259

260

261

262

263

264

265

266

267

268

269

270

271

272

273

274

275

276

277

278

279

280

281

282

283

284

285

286

287

288

289

290

291

292

293

294

295

296

297

298

299

300

301

302

303

304

305

306

307

308

309

310

311

312

313

314

315

316

317

318

319

320

321

322

323

324

325

326

327

328

329

330

331

332

333

334

335

336

337

338

339

340

341

342

343

344

345

346

347

348

349

350

351

352

353

354

355

356

357

358

359

360

361

362

363

364

365

366

367

368

369

370

371

372

373

374

375

376

377

378

379

380

381

382

383

384

385

386

387

388

389

390

391

392

393

394

395

396

397

398

399

400

401

402

403

404

405

406

407

408

409

410

411

412

413

414

415

416

417

418

419

420

421

422

423

424

425

426

427

428

429

430

431

432

433

434

435

436

437

438

439

440

441

442

443

444

445

446

447

448

449

450

451

452

453

454

455

456

457

458

459

460

461

462

463

464

465

466

467

468

469

470

471

472

473

474

475

476

477

478

479

480

481

482

483

484

485

486

487

488

489

490

491

492

493

494

495

496

497

498

499

500

501

502

503

504

505

506

507

508

509

510

511

512

513

514

515

516

517

518

519

520

521

522

523

524

525

526

527

528

529

530

531

532

533

534

535

536

537

538

539

540

541

542

543

544

545

546

547

548

549

550

551

552

553

554

555

556

557

558

559

560

561

562

563

564

565

566

567

568

569

570

571

572

573

574

575

576

577

578

579

580

581

582

583

584

585

586

587

588

589

590

591

592

593

594

595

596

597

598

599

600

601

602

603

604

605

606

607

608

609

610

611

612

613

614

615

616

617

618

619

620

621

622

623

624

625

626

627

628

629

630

631

632

633

634

635

636

637

638

639

640

641

642

643

644

645

646

647

648

649

650

651

652

653

654

655

656

657

658

659

660

661

662

663

664

665

666

667

668

669

670

671

672

673

674

675

676

677

678

679

680

681

682

683

684

685

686

687

688

689

690

691

692

693

694

695

696

697

698

699

700

701

702

703

704

705

706

707

708

709

710

711

712

713

714

715

716

717

718

719

720

721

722

723

724

725

726

727

728

729

730

731

732

733

734

735

736

737

738

739

740

741

742

743

744

745

746

747

748

749

750

751

752

753

754

755

756

757

758

759

760

761

762

763

764

765

766

767

768

769

770

771

772

773

774

775

776

777

778

779

780

781

782

783

784

785

786

787

788

789

790

791

792

793

794

795

796

797

798

799

800

801

802

803

804

805

806

807

808

809

810

811

812

813

814

815

816

817

818

819

820

821

822

823

824

825

826

827

828

829

830

831

832

833

834

835

836

837

838

839

840

841

842

843

844

845

846

847

848

849

850

851

852

853

854

855

856

857

858

859

860

861

862

863

864

865

866

867

868

869

870

871

872

873

874

875

876

877

878

879

880

881

882

883

884

885

886

887

888

889

890

891

892

893

894

895

896

897

898

899

900

901

902

903

904

905

906

907

908

909

910

911

912

913

914

915

916

917

918

919

920

921

922

923

924

925

926

927

928

929

930

931

932

933

934

935

936

937

938

939

940

941

942

943

944

945

946

947

948

949

950

951

952

953

954

955

956

957

958

959

960

961

962

963

964

965

966

967

968

969

970

971

972

973

974

975

976

977

978

979

980

981

982

983

984

985

986

987

988

989

990

991

992

993

994

995

996

997

998

999

1000

- 1
New address
[New address]
- 2
附図確認
Attached Map Confirmation
Check this box if you've confirmed the attached residential map/diagram showing your new address location
- 3
Name of new Householder
[Name of new Householder]
- 4
本人確認書類
Personal identification documents
Bring valid ID like passport, residence card, or driver's license to verify your identity
- 5
1号書類
Document No. 1
- 6
holder
[holder]
- 7
Telephone number
[Telephone number]
- 8
My Number (Individual Number)
12-digit number. Leave blank on first registration – it will be mailed to you after.
- 9
Agent address
[Not required if same household at new address]
[Agent address [Not required if same household at new address]]
- 10
運転免許証
Driver's license
Check this box if you're providing your driver's license as identification
- 11
Old address
[Old address]
- 12
旅券
Passport
Check this box if the registration change is related to passport matters or if you need to update passport information in your residence record.
- 13
在留カード
Residence Card
Check this box if the registration change is related to residence card matters or if you need to update residence card information in your residence record.
- 14
Relsahtiipon-NIunmbievri dCuaarlNTaytipoen alo fH eNalatthionLaalt eP EelndseriloynLonBigna-sstuierrcamn cPCeaernesic
[Relsahtiipon-NIunmbievri dCuaarlNTaytipoen alo fH eNalatthionLaalt eP EelndseriloynLonBigna-sstuierrcamn cPCeaernesic]
- 15
Cohnil dN uAlm

住所 – Addresses (Part 2/2)

1	No.	4	5	Date of Birth	Sex	Relation-ship	Individual Number Card	National Health	Late Elderly	Long-term Care Insurance	Child Allowance	力申	在力	優先	2号書類
	"katakana" to indicate pronunciation Name of person who moves in/out		Type of National Pension					Basic Pension Number	Yes No	Yes No	Yes No				
1		6	7	Year /Month /Day	M.	9	Return/() Change of	Yes No	Yes No	Yes No	Yes No	有有	有有	英漢	11

- 1 Nam “ek aotafk anpae” r stoo nin dwichaote mproovnuensci aitino/nout
[Nam “ek aotafk anpae” r stoo nin dwichaote mproovnuensci aitino/nout]
- 2 No. No.
- 3 Sex [Sex]
- 4 Date of Birth [Date of Birth]
- 5 Yes No有有英 [Yes No有有英]
- 6 Year /Month /Day [Year /Month /Day]
- 7 M. [M.]
- 8 Return/()Yes No [Return/()Yes No]
- 9 Yes No [Yes No]
- 10 Yes No [Yes No]
- 11 2号書類 Document No. 2
- 12 Householder [Householder]

異動者 – Person Table (Part 1/6)

1		Year /Month /Day	M. F.	Householder	Return/()	Yes No	Yes No	Yes No	Yes No	有 無	有 無	2号書類 健康保険証 年金手帳等 その他
		Year /Month /Day	M. F.	Change of Registered	First grade/Voluntary	Yes No	Yes No	Yes No	Yes No	有 無	有 無	

- 1Householder [Householder]
- 2Change of [Change of]
- 3

健康保険証Health insurance card

Japanese health insurance card. Can serve as secondary ID at some banks.
- 4

無無通None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.
- 5F. [F.]
- 6First grade/Voluntary [First grade/Voluntary]
- 7Registered [Registered]
- 8

年金手帳等 Pension handbook, etc.

Check this box and bring your pension handbook (年金手帳) or other pension-related documents if you have them
- 9Yes No有有英 [Yes No有有英]
- 10

その他 Other

Check this box if your situation doesn’t fit the other provided categories on the form.
- 11M. [M.]
- 12Year /Month /Day [Year /Month /Day]
- 13Return/()Yes No [Return/()Yes No]
- 14Yes No [Yes No]
- 15Yes No [Yes No]

異動者 – Person Table (Part 2/6)

	2		Year /Month /Day	M. F.	Return/() Change of Registered	Yes No	Yes No	Yes No	Yes No	有 無	有 無	英 漢 通	□その他 () □委任状
	3		Year /Month /Day	M. F.	Return/() Change of Registered	Yes No	Yes No	Yes No	Yes No	有 無	有 無	英 漢 通	□学校

- 1 () (blank field for writing)
- 2 Change of [Change of]
- 3 無無通 None/None/Notification
This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.
- 4 F. [F.]
- 5 First grade/Voluntary [First grade/Voluntary]
- 6 Resistered [Resistered]
- 7 □委任状 Letter of proxy / Power of attorney
Required if someone else is filing on your behalf.
- 8 Yes No有有英 [Yes No有有英]
- 9 M. [M.]
- 10 Year /Month /Day [Year /Month /Day]
- 11 Return/()Yes No [Return/()Yes No]
- 12 Yes No [Yes No]
- 13 Yes No [Yes No]
- 14 Change of [Change of]
- 15 □学校 □School
Check this box if the move involves a school-age child who needs school transfer procedures

異動者 – Person Table (Part 3/6)

3			F.	Change of Resistered	First grade/Voluntary	無	漢	<input type="checkbox"/> 学校
4	Year /Month /Day	M.	F.	Return/()	Yes No	Yes No	有	<input type="checkbox"/> 児童手当
				Change of Resistered	First grade/Voluntary	無	英	<input type="checkbox"/> 署名用電子証明書
						無	漢	<input type="checkbox"/> 住民票・印鑑登録
						無	通	<input type="checkbox"/> 本籍地確認

- 1

無無通 None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.
- 2

F. [F.]
- 3

First grade/Voluntary [First grade/Voluntary]
- 4

Resistered [Resistered]
- 5

☐ 児童手当 ☐ Child Allowance

Check this box if you’re applying for or need to update child allowance benefits for dependent children under 15
- 6

☐ 署名用電子証明書 Signature

Sign your name. Foreigners can use a written signature instead of a seal (inkan).
- 7

Yes No有有英 [Yes No有有英]
- 8

M. [M.]
- 9

Year /Month /Day [Year /Month /Day]
- 10

Return/()Yes No [Return/()Yes No]
- 11

Yes No [Yes No]
- 12

Yes No [Yes No]
- 13

☐ 住民票・印鑑登録 Seal (inkan / hanko)

Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
- 14

Change of [Change of]
- 15

無無通 None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.

異動者 – Person Table (Part 4/6)

4		F. F.	Change of Registered	First grade/Voluntary	無 無 漢 通	無 無 英 漢 通	住民票・中国登録 □本籍地確認 □その他 () □証明書発行履歴
	Year /Month /Day						
5				First grade/Voluntary			

- 1 F. [F.]
- 2 □本籍地確認 [□本籍地確認]
- 3 First grade/Voluntary [First grade/Voluntary]
- 4 Resistered [Resistered]
- 5 □その他 □ Other
Check this box if your situation doesn't fit the other provided categories on the form.
- 6 Yes No有有英 [Yes No有有英]
- 7 M. [M.]
- 8 Year /Month /Day [Year /Month /Day]
- 9 Return/() Yes No [Return/() Yes No]
- 10 Yes No [Yes No]
- 11 Yes No [Yes No]
- 12 () (blank field for writing)
- 13 Change of [Change of]
- 14 無無通 None/None/Notification
This appears to be a checkbox or field code – likely leave blank or check “none” if you don't have the applicable documentation or notifications.
- 15 F. [F.]

異動者 – Person Table (Part 5/6)

5					F.	5 Change of Resistered		1 First grade/Voluntary		無	無	漢通	2 証明書発行履歴
11	9 個人番号カード運用状況	3 確認時間	6 確認者	10 個人番号カード運用状況	7 確認時間	8 確認者	※Reason why person who has an Individual Number Card needs the issuance of a Moving Out Certificate.						
1	有⇒運用中・一時停止	:		4 有⇒運用中・一時停止	:								
	無⇒廃止等	3	確認時間	確認者									
	個人番号カード運用状況	確認時間	確認者	個人番号カード運用状況	確認時間	確認者							

- 1 First grade/Voluntary [First grade/Voluntary]
- 2 証明書発行履歴 Certificate issuance history
- 3 Resistered [Resistered]
- 4 ※Reason why person who has an Individual Number Card needs the issuance of a Moving Out Certificate.
[※Reason why person who has an Individual Number Card needs the issuance of a Moving Out Certificate.]
- 5 確認時間 Confirmation Time
- 6 確認者 Confirming Officer
- 7 確認時間 Confirmation Time
- 8 確認者 Confirming Officer
- 9 個人番号カード運用状況 My Number (Individual Number)
12-digit number. Leave blank on first registration – it will be mailed to you after.
- 10 個人番号カード運用状況 My Number (Individual Number)
12-digit number. Leave blank on first registration – it will be mailed to you after.
- 11 1有⇒運用中・一時停止 1 Yes ⇒ In use・Temporarily suspended
- 12 4有⇒運用中・一時停止 4 Available ⇒ In use・Temporarily suspended
- 13 無⇒廃止等 None⇒Abolished/etc.
Select this if your previous address had no house number or if the address system was abolished/changed
- 14 無⇒廃止等 None⇒Abolished/etc.
Select this if your previous address had no house number or if the address system was abolished/changed
- 15 確認時間 Confirmation Time

異動者 – Person Table (Part 6/6)

2	個人番号カード運用状況 有⇒運用中・一時停止	確認時間	確認者	5	個人番号カード運用状況 有⇒運用中・一時停止	確認時間	確認者	備考欄
---	---------------------------	------	-----	---	---------------------------	------	-----	-----

- 1

確認者 Confirming Officer
- 2

確認時間 Confirmation Time
- 3

確認者 Confirming Officer
- 4

個人番号カード運用状況 My Number (Individual Number)
12-digit number. Leave blank on first registration – it will be mailed to you after.
- 5

個人番号カード運用状況 My Number (Individual Number)
12-digit number. Leave blank on first registration – it will be mailed to you after.
- 6

備考欄 Remarks column
Leave blank unless you have special circumstances to note – municipal staff will fill this if needed
- 7

2有⇒運用中・一時停止 2 Available⇒In operation・Temporarily suspended
- 8

5有⇒運用中・一時停止 5 Available ⇒ In Use・Temporarily Suspended

職員記入欄 – Staff Section

		無⇒廃止等		:						無⇒廃止等		:			
個人番号カード運用状況		確認時間		確認者		世帯主住定日		年		月		日			
有⇒運用中・一時停止						受付		入力		審査		最終確認			
無⇒廃止等															

DO NOT FILL IN – Office use only (職員記入欄)

This section is completed by ward office staff after you submit the form.

COUNTER PHRASES

Point and show these to ward office staff

FINDING THE COUNTER

すみません、住民登録の窓口はどこですか？

Sumimasen, jūmin toroku no madoguchi wa doko desu ka?

Excuse me, where is the resident registration counter?

STATING YOUR PURPOSE

転入届を出したいのですが

Tennyu todoke wo dashitai no desu ga

I'd like to submit a moving-in notification

FIRST TIME FROM ABROAD

海外から初めて転入します

Kaigai kara hajimete tennyu shimasu

I'm registering for the first time from abroad

FROM ANOTHER WARD

〇〇区から転入します

〇〇-ku kara tennyu shimasu

I'm moving in from 〇〇 Ward

ASKING FOR ENGLISH FORM

英語の用紙はありますか？

Eigo no yōshi wa arimasu ka?

Do you have an English version of the form?

ASKING FOR HELP FILLING OUT

記入方法を教えていただけますか？

Kinyū hōhō wo oshiete itadakemasu ka?

Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE

住民票もお願いしたいのですが

Jūminhyō mo onegai shitai no desu ga

I'd also like a Certificate of Residence, please

ASKING ABOUT MY NUMBER

マイナンバーはいつ届きますか？

Mainanba wa itsu todokimasu ka?

When will my My Number arrive?