



# Himeji — 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

## セクション 1 — Section 1 (Part 1/2)

[illegible]

- 1 受付事務所 [受付事務所]
  - 2 住民異動届 [住民異動届]
  - 3 即時・即日・確 [即時・即日・確]
  - 4 《青色刷り部分だけ黒のボールペンで記入してください。》届出の際には、窓口に来られた方の本人確認書類を提示してください。代  
Identity verification documents / Letter of proxy / Power of attorney / .  
Documents that prove your identity. Primary: Residence Card, Passport, My Number  
Card. Secondary: Health Insurance Card, Driver's License. Required if someone  
else is filing on your behalf.
  - 5 住所 [住所]
  - 6 全全全全全全 [全全全全全全]
  - 7 平日の昼間に連絡のつくところ [平日の昼間に連絡のつくところ]
  - 8 令和 Reiwa (era name)  
This refers to the current Japanese era period that began in 2019 - you'll need  
to convert Western calendar years when filling dates on the form
  - 9 電話 Phone number  
Japanese mobile number preferred. Some forms accept overseas numbers.
  - 10 本人氏名 Full name  
Write in katakana for foreign names. Some forms accept romaji.
  - 11 届出日 Date of filing  
Today's date. Use Japanese calendar or Western calendar.
  - 12 民転特30条出転特死一一全全転帰職職職30条 [民転特30条出転特死一一全全転帰職職職30条]
  - 13 世帯主 Head of household  
The primary person in a household for registration purposes. If you live alone,  
you are the head of household.
  - 14 出出出出出 [出出出出出]
  - 15 転46 [転46]

所得課税関係の書類

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所得の種類 給与所得

所得の金額 1,000,000

所得の源泉徴収額 100,000

2010年

セクション 1 — Section 1 (Part 2/2)

令和		出	<input type="checkbox"/> 世帯主 <input type="checkbox"/> 同居の	—			—			異動	例転	の46	例転	出	出	出	出	権記	権消	権回	の47
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1

記消回47

[記消回47]



## セクション 2 — Section 2

[illegible]

- 1 世帯主 Head of household  
The primary person in a household for registration purposes. If you live alone, you are the head of household.
- 2 出出出出出 [出出出出出]
- 3 転46 [転46]
- 4 記消回47 [記消回47]
- 5 令和 Reiwa (era name)  
This refers to the current Japanese era period that began in 2019 - you'll need to convert Western calendar years when filling dates on the form
- 6 事入入転入生出出亡一全一全消化載除復届出 Moving in (from another municipality or abroad)
- 7 ( 転出予定日 ) Moving out
- 8 代理人 ( 代理人のみ ) [代理人 ( 代理人のみ )]
- 9 新世帯コード [新世帯コード]
- 10 世フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 11 番地 Street number  
Write the building/house number portion of your address (e.g., '123' from '123 Main Street')
- 12 分合世 [分合世]
- 13 地町方 [地町方]

[illegible]

セクション 3 — Section 3

新 住 所	フリガナ アパート・マンション名 〇〇様方等	番 号 主	新世帯国保番号	通称町名コード	新住所通称町名
旧	番地 番	世帯 号 主	旧世帯国保番号	国 保 社 生 加 会 離 死 出 国	

- 1 分合世 [分合世]
- 2 地町方 [地町方]
- 3 訂訂訂 [訂訂訂]
- 4 離併更 [離併更]
- 5 新世帯国保番号 [新世帯国保番号]
- 6 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 7 通称町名コード [通称町名コード]
- 8 新住所通称町名 New address / Address  
The address you are moving TO. Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 9 アパート・マンション名 [アパート・マンション名]
- 10 旧世帯国保番号 [旧世帯国保番号]
- 11 世フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 12 番地 Street number  
Write the building/house number portion of your address (e.g., '123' from '123 Main Street')
- 13 号主 [号主]
- 14 金離死出国 [金離死出国]
- 15 保社社生加 [保社社生加]



セクション 4 — Section 4 (Part 1/2)

住所	フリガナ アパート・マンション名 〇〇様方等	氏名 (本国名)	生年月日	性	続柄	住民となった日	国保	国民年金	介護保険	後期高齢者医療	児童通知カード	外国人登録カード等	国保異動事由	社会保険加入	生保加入	加入滞り	離婚	死亡	出国	加入しない

- 1 号主 [号主]
- 2 金離死出国 [金離死出国]
- 3 保社社生加 [保社社生加]
- 4 異婚亡加加 [異婚亡加加]
- 5 保保保入 [保保保入]
- 6 旧世帯コード [旧世帯コード]
- 7 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 8 所 ア○パ○様ト方・等マンション名 [所 ア○パ○様ト方・等マンション名]
- 9 事→→すし [事→→すし]
- 10 事離加廃漏 [事離加廃漏]
- 11 脱入止れ [脱入止れ]
- 12 1 1 るい [1 1 るい]
- 13 氏 名 (本国名) [氏 名 (本国名)]
- 14 生年月日 Date of birth  
Write in format: Year/Month/Day (YYYY/MM/DD) using Western calendar
- 15 性続柄住民となった日 Relationship to head of household  
See relationship terms table.



氏 名 (本国名) 生年月日 性 続 柄 住民となった日 国 保 国民年金 介護保険 後期高齢者医療 児童手当 通知カード 個人番号カード

- 1 国 保 [国 保]
- 2 国 民 年 金 [国 民 年 金]
- 3 介 護 保 険 [介 護 保 険]
- 4 後 期 高 齢 者 医 療 [後 期 高 齢 者 医 療]
- 5 児通知カード個人番号カード等 My Number (Individual Number) / Individual 12-digit number. Leave blank on first registration — it will be mailed to you after. Used to distinguish individual applications from household or corporate ones

Figure 1 shows a sample Japanese invoice. The header includes the company name (会社名), address (住所), and phone number (電話番号). The main body is a table with columns for item name (品名), quantity (数量), and unit price (単価). The table lists several items, including A-100, A-200, and A-300. The total amount (合計) and consumption tax (消費税) are also displayed.



セクション 5 — Section 5 (Part 1/2)

氏名 (本国名)	生年月日	性	続柄	氏となった日	国保	国民年金	介護保険	後期高齢者医療	児童通知カード	個人番号カード
フリガナ	明・大・昭・平・令・西暦	男・女		明・大・昭・平・令	得・喪・平・令	得・喪・昭・平・令	得・喪・平・令	得・喪・平・令	有・無	有・無
				郵・手・交・回・任					有・無	有・無

- 1 氏 名 (本国名) [氏 名 (本国名)]
- 2 生 年 月 日 Date of birth  
Write in format: Year/Month/Day (YYYY/MM/DD) using Western calendar
- 3 性続柄住民となった日 Relationship to head of household  
See relationship terms table.
- 4 国 保 [国 保]
- 5 国 民 年 金 [国 民 年 金]
- 6 介 護 保 険 [介 護 保 険]
- 7 後 期 高 齢 者 医 療 [後 期 高 齢 者 医 療]
- 8 児通知カード個人番号カード等 My Number (Individual Number) / Individual  
12-digit number. Leave blank on first registration — it will be mailed to you  
after. Used to distinguish individual applications from household or corporate  
ones
- 9 明・大・昭・得・喪・平・令 . . . [明・大・昭・得・喪・平・令 . . . ]
- 10 得・喪・平・令 . . . 1得・喪・平・令 . . . 1. Income  
This likely refers to income information or income type classification
- 11 有・無有・無 Yes / No  
Circle or check the appropriate option
- 12 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in  
katakana.
- 13 明・大・昭・平・令・西暦 Meiji・Taisho・Showa・Heisei・Reiwa Western calendar  
Select the era type for your birth date: Japanese imperial eras or Western  
calendar year
- 14 得・喪・昭・平・令 . . . [得・喪・昭・平・令 . . . ]
- 15 郵送手渡交回收任 [郵送手渡交回收任]



## セクション 5 — Section 5 (Part 2/2)

[illegible]

無濟・未濟・未 [無濟・未濟・未]

Figure 1 shows a screenshot of a Microsoft Excel spreadsheet. The spreadsheet is titled "Sales Data" and has a date of "1/1/2000" in the top right corner. The main data area is a table with four columns: "Date", "Product", "Sales", and "Profit". The "Sales" column is highlighted with a red background. The "Sales" column contains values like 100, 200, 300, etc. The "Profit" column contains values like 20, 40, 60, etc. The spreadsheet is divided into several sections by bold lines. The top section contains the title and date. The middle section contains the main data table. The bottom section contains a summary of the data.

## セクション 6 — Section 6

共 動	フリガナ 2	送・得・喪・平・令・西照 明・大・昭・平・令・西照	女	送・得・喪・平・令・西照 明・大・昭・平・令・西照	1	得・喪・昭・平・令・	得・喪・平・令・	1	得・喪・平・令・	無 有	済・未 済・未	済・未 済・未	済・未 済・未
			男	得・喪・平・令・	1	得・喪・昭・平・令・	得・喪・平・令・	1	得・喪・平・令・	有 無	済・未 済・未	済・未 済・未	済・未 済・未

- 1 郵送手渡交回収任 [郵送手渡交回収任]
  - 2 無済・未済・未 [無済・未済・未]
  - 3 明・大・昭得・喪平・令・・ [明・大・昭得・喪平・令・・]
  - 4 得・喪平・令・・ 1得・喪平・令・・ 1. Income  
This likely refers to income information or income type classification
  - 5 有・無有・無 Yes / No  
Circle or check the appropriate option
  - 6 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
  - 7 明・大・昭・平・令・西暦 Meiji・Taisho・Showa・Heisei・Reiwa・Western calendar  
Select the era type for your birth date: Japanese imperial eras or Western calendar year
  - 8 得・喪昭・平・令・・ [得・喪昭・平・令・・]
  - 9 郵送手渡交回収任 [郵送手渡交回収任]
  - 10 無済・未済・未 [無済・未済・未]

## セクション 7 — Section 7

[illegible]

- 1 郵送手渡交回収任 [郵送手渡交回収任]
- 2 無済・未済・未 [無済・未済・未]
- 3 明・大・昭得・喪平・令・ [明・大・昭得・喪平・令・ ]
- 4 得・喪平・令・ 1得・喪平・令・ 1. Income  
This likely refers to income information or income type classification
- 5 有・無有・無 Yes / No  
Circle or check the appropriate option
- 6 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 7 明・大・昭・平・令・西暦 Meiji・Taisho・Showa・Heisei・Reiwa・Western calendar  
Select the era type for your birth date: Japanese imperial eras or Western calendar year
- 8 得・喪昭・平・令・ [得・喪昭・平・令・ ]
- 9 郵送手渡交回収任 [郵送手渡交回収任]
- 10 無済・未済・未 [無済・未済・未]

The image shows a portion of a Japanese customs declaration form (輸入申告書). A red rectangular box highlights the '品名' (Name of Goods) field, which is currently empty. The form includes various other fields for classification, quantity, and value, with some fields containing handwritten or printed text. The header of the form includes the text '輸入申告書' (Import Declaration Form) and '品名' (Name of Goods).

## セクション 8 — Section 8

[illegible]

- 1 郵送手渡交回収任 [郵送手渡交回収任]
  - 2 無済・未済・未 [無済・未済・未]
  - 3 明・大・昭得・喪平・令・ [明・大・昭得・喪平・令・ ]
  - 4 得・喪平・令・ 1得・喪平・令・ 1. Income  
This likely refers to income information or income type classification
  - 5 有・無有・無 Yes / No  
Circle or check the appropriate option
  - 6 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
  - 7 明・大・昭・平・令・西暦 Meiji・Taisho・Showa・Heisei・Reiwa・Western calendar  
Select the era type for your birth date: Japanese imperial eras or Western calendar year
  - 8 得・喪昭・平・令・ [得・喪昭・平・令・ ]
  - 9 郵送手渡交回収任 [郵送手渡交回収任]
  - 10 無済・未済・未 [無済・未済・未]

The image shows a portion of a Japanese customs declaration form (輸入申告書). A red rectangular box highlights the '品名' (Name of Goods) field in the '品名・数量' (Name and Quantity) section. The form contains various fields for import details, including origin, value, and quantity.

## セクション 9 — Section 9

[illegible]

- 1 郵送手渡交回収任 [郵送手渡交回収任]
  - 2 無済・未済・未 [無済・未済・未]
  - 3 明・大・昭得・喪平・令・ [明・大・昭得・喪平・令・ ]
  - 4 得・喪平・令・ 1得・喪平・令・ 1. Income  
This likely refers to income information or income type classification
  - 5 有・無有・無 Yes / No  
Circle or check the appropriate option
  - 6 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
  - 7 明・大・昭・平・令・西暦 Meiji・Taisho・Showa・Heisei・Reiwa Western calendar  
Select the era type for your birth date: Japanese imperial eras or Western calendar year
  - 8 得・喪昭・平・令・ [得・喪昭・平・令・ ]
  - 9 郵送手渡交回収任 [郵送手渡交回収任]
  - 10 無済・未済・未 [無済・未済・未]

The image shows a portion of a Japanese customs declaration form (輸入申告書). A red rectangular box highlights the '品名' (Name of goods) field in the '品名・数量' (Name and quantity) section. The form contains various fields for import details, including origin, value, and quantity.

## セクション 10 — Section 10

[illegible]

- 1 郵送手渡交回収仕 [郵送手渡交回収仕]
  - 2 無済・未済・未 [無済・未済・未]
  - 3 明・大・昭得・喪平・令・・ [明・大・昭得・喪平・令・・]
  - 4 得・喪平・令・・ 1得・喪平・令・・ 1. Income  
This likely refers to income information or income type classification
  - 5 有・無有・無 Yes / No  
Circle or check the appropriate option
  - 6 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
  - 7 明・大・昭・平・令・西暦 Meiji・Taisho・Showa・Heisei・Reiwa・Western calendar  
Select the era type for your birth date: Japanese imperial eras or Western calendar year
  - 8 得・喪昭・平・令・・ [得・喪昭・平・令・・]

The image shows a portion of a Japanese customs declaration form. A red rectangular box highlights the '品名' (Name of Goods) field in the '品名・数量' (Name and Quantity) section. The form contains various fields for import details, including origin, value, and quantity.

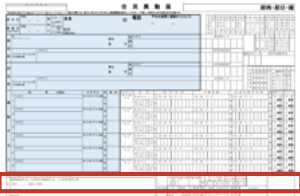
- 1 郵送手渡交回收任 [郵送手渡交回收任]
- 2 無済・未済・未 [無済・未済・未]
- 3 □ 返納 □ 返納 Return/surrender  
Used when returning official documents or cards (like residence cards, health insurance cards, etc.)
- 4 資格者証受給 Qualification  
Refers to your legal status or eligibility (e.g., resident status, insurance qualification)
- 5 保険証負担割合 Health insurance card  
Japanese health insurance card. Can serve as secondary ID at some banks.
- 6 確認 □ 未 (通知) □ 済 免・パ・住・個・保・外・特・在留・聞 (Confirmation  
Staff use only - do not fill in
- 7 受 付 転出証明母子手帳誕生記念 Moving out
- 8 点検 [点検]
- 9 住民票 [住民票]
- 10 介 (施設) [介 (施設)]
- 11 済・未済・未 [済・未済・未]
- 12 842訂正/回収訂正/回収 [842訂正/回収訂正/回収]
- 13 続柄確認済・未 / 住居表示確認済・未 / 日本居住歴有・無 Relationship to head of household / Confirmation  
See relationship terms table. Staff use only - do not fill in
- 14 未交付 [未交付]



セクション 12 — Section 12 (Part 1/2)

<input type="checkbox"/> 未(通知) <input type="checkbox"/> 済 免・バ・住・個・保・外・特・在留・間( )		受付	転出証明	母子手帳	誕生記念	介護	資格者証 (国保)	受給 842	保険証	負担割合	点検	住民票
続柄確認済・未 / 住居表示確認済・未 / 日本居住歴有・無		交付 再交付	済・未	済・未	済・未	済・未	済・未	済・未	済・未	済・未		
記 同日 届出 旧姓		就学通知 済・未	国	前高証	葬祭費	後期	保険証 回収	負担区分	葬祭費	交付番号		
事 本籍												

- 1 介 ( 施設 ) [ 介 ( 施設 ) ]
- 2 済 ・ 未済 ・ 未 [ 済 ・ 未済 ・ 未 ]
- 3 842訂正/回収訂正/回収 [842訂正/回収訂正/回収]
- 4 続柄確認済・未 / 住居表示確認済・未 / 日本居住歴有・無 Relationship to head of household / Confirmation  
See relationship terms table. Staff use only - do not fill in
- 5 未交付 [未交付]
- 6 済 ・ 未済 ・ 未済 ・ 未済 ・ 未 [ 済 ・ 未済 ・ 未済 ・ 未済 ・ 未 ]
- 7 記同日 [記同日]
- 8 届出旧姓 [届出旧姓]
- 9 葬祭費後保険証負担区分葬祭費 Health insurance card  
Japanese health insurance card. Can serve as secondary ID at some banks.
- 10 前高証 [前高証]
- 11 受付番号 Reception / Received  
Staff use - indicates form was received. Do not fill in.
- 12 事本籍 Registered domicile (family register location)  
Where your family register (戸籍) is kept. For foreigners, write your nationality instead.
- 13 回収 [回収]
- 14 交付 [交付]
- 15 済 ・ 未 [ 済 ・ 未 ]



## セクション 12 — Section 12 (Part 2/2)

事	本籍	国	济・未	宋交付連絡部	案内济	期高齡	回收	交付	案内济
筆頭者		保		型		済・未	済・未	済・未	

- 1 未交付 [未交付]
- 2 案内済高 [案内済高]
- 3 案内済 [案内済]
- 4 済・未済・未 [済・未済・未]
- 5 筆頭者 Head of family register  
First person listed in the family register. For foreigners, this field is often N/A.



セクション 13 — Section 13

<div><div></div><div>筆頭者</div></div>	<div><div></div><div>保</div></div>	<div><div></div><div>別</div></div>	<div><div></div><div>連絡票</div></div>	<div><div></div><div>受付済</div></div>	<div><div></div><div>済</div></div>	<div><div></div><div>済・未</div></div>	<div><div></div><div>済・未</div></div>	<div><div></div><div>受付済</div></div>		
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- 1

案内済高

[案内済高]
- 2

案内済

[案内済]
- 3

済・未済・未

[済・未済・未]
- 4

筆頭者

Head of family register

First person listed in the family register. For foreigners, this field is often N/A.



## 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 tōroku 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？

Mainanbā wa itsu todokimasu ka?  
When will my My Number arrive?