

### 郵送による転出届の方法について

この用紙に記入し、次のものを同封の上、引越し前の区役所戸籍課へ郵送してください。

- ① 届出する方の本人確認書類の写し：運転免許証、健康保険証など(住所変更前の住所が記載されているもので可)

※健康保険証の写しを送付いただく際は、保険者番号と被保険者記号・番号の部分を

黒塗りなどにより見えないようにして、送付してください。

- ② 返信用封筒：返信先(「いままでの住所」あるいは「これからのある住所」)を記入し、切手を貼付してください。

※国外へ転出される場合は、転出証明書の発行がありませんので、返信用封筒の送付は不要です。

### 郵送による転出届

(届出先)  
横浜市 区長

届出年月日 (記入した日)	年 月 日
転出年月日	年 月 日

届出人氏名 ※署名してください	
連絡先 ※日中連絡の取れる連絡先を必ず記載してください	
届出人の住所 (※代理人による届出の場合のみ)	

これからの住所

いままでの住所  
横浜市 区

※転出する方全員の名前を記載してください。	フリガナ		生年月日
	氏	名	
1			大正 昭和 平成 令和 西暦 年 月 日
2			大正 昭和 平成 令和 西暦 年 月 日
3			大正 昭和 平成 令和 西暦 年 月 日
4			大正 昭和 平成 令和 西暦 年 月 日
5			大正 昭和 平成 令和 西暦 年 月 日

(注意) ・ この届出書を郵送される場合は、平日の**日中に連絡が取れる連絡先**を必ず記載してください。

- ・ 国民健康保険、国民年金、介護保険、児童手当などの手続きが必要な場合があります。あらかじめご確認ください。

## 送付先一覧

郵便番号	送付先	あて先
〒230-0051	鶴見区鶴見中央三丁目20番1号	鶴見区役所 戸籍課
〒221-0824	神奈川区広台太田町3番地8	神奈川区役所 戸籍課
〒220-0051	西区中央一丁目5番10号	西区役所 戸籍課
〒231-0021	中区日本大通35番地	中区役所 戸籍課
〒232-0024	南区浦舟町2丁目33番地	南区役所 戸籍課
〒233-0003	港南区港南四丁目2番10号	港南区役所 戸籍課
〒240-0001	保土ヶ谷区川辺町2番地9	保土ヶ谷区役所 戸籍課
〒241-0022	旭区鶴ヶ峰一丁目4番地12	旭区役所 戸籍課
〒235-0016	磯子区磯子三丁目5番1号	磯子区役所 戸籍課
〒236-0021	金沢区泥亀二丁目9番1号	金沢区役所 戸籍課
〒222-0032	港北区大豆戸町26番地1	港北区役所 戸籍課
〒226-0013	緑区寺山町118番地	緑区役所 戸籍課
〒225-0024	青葉区市ヶ尾町 31番地4	青葉区役所 戸籍課
〒224-0032	都筑区茅ヶ崎中央32番1号	都筑区役所 戸籍課
〒244-0003	戸塚区戸塚町16番地17	戸塚区役所 戸籍課
〒247-0005	栄区桂町303番地19	栄区役所 戸籍課
〒245-0024	泉区和泉中央北五丁目1番1号	泉区役所 戸籍課
〒246-0021	瀬谷区二ツ橋町190番地	瀬谷区役所 戸籍課

# Yokohama Naka — 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 &amp; Dates (Part 1/2)

- ①
- ②
- ③

**郵送による転出届の方法について**

**この用紙に記入し、次のものを同封の上、引越し前の区役所戸籍課へ郵送してください。**

**1 郵送による転出届の方法について Moving out**

This is a header section explaining the mail-in method for submitting a moving-out notification (転出届). As a foreign resident, you don't need to write anything here - this is just instructional text explaining that you should fill out this form and mail it to your current ward/city office before moving.

**2 この用紙に記入し、次のものを同封の上、引越し前の区役所戸籍課へ郵送してください。 Moving/Relocation**

Check this if you are moving to a new address

**3 ①届出する方の本人確認書類の写し：運転免許証、健康保険証など(住所変更前の住所が記載されているもので可)**

Identity verification documents / Driver's license / Health insurance card

Documents that prove your identity. Primary: Residence Card, Passport, My Number Card. Secondary: Health Insurance Card, Driver's License. Bring your physical driver's license as identification



Form p.1

## タイトル・届出日 — Header &amp; Dates (Part 2/2)

**1 送付先一覧** Mailing Address List

This is a header section titled 'Mailing Address List' - you don't need to write anything here as it's just the title of the form section. This indicates the form will contain fields below for entering mailing addresses of recipients.

**2 あて先** Addressed to / Recipient

Leave blank - this field is for the municipal office to fill in internally

**3 郵便番号** Postal code

Enter your 7-digit Japanese postal code (e.g., 123-4567)

**4 送付先** Mailing address

Enter the address where you want official documents and notifications to be sent  
(can be different from your registered residence address)



## 届出人情報 — Who Is Filing (Part 1/2)

- ① この用紙に記入し、次のものを同封の上、引越し前の区役所戸籍課へ郵送してください。
- ② 届出する方の本人確認書類の写し：運転免許証、健康保険証など(住所変更前の住所が記載されているもので可)
- ※健康保険証の写しを送付いただく際は、保険者番号と被保険者記号・番号の部分を  
黒塗りなどにより見えないようにして、送付してください。
- ③ 返信用封筒：返信先(「今までの住所」あるいは「これからのある住所」)を記入し、切手を貼付してください。

① 届出する方の本人確認書類の写し：運転免許証、健康保険証など(住所変更前の住所が記載されているもので可)  
Identity verification documents / Driver's license / Health insurance card

Documents that prove your identity. Primary: Residence Card, Passport, My Number Card. Secondary: Health Insurance Card, Driver's License. Bring your physical driver's license as identification

※健康保険証の写しを送付いただく際は、保険者番号と被保険者記号・番号の部分を  
Health insurance card / Copy  
Japanese health insurance card. Can serve as secondary ID at some banks. Refers to certified copies of documents that may be required

黒塗りなどにより見えないようにして、送付してください。  
Please black out or otherwise make it invisible before sending.  
This instruction tells you to redact/cover sensitive information on documents before submitting them.

④ 返信用封筒：返信先(「今までの住所」あるいは「これからのある住所」)を記入し、切手を貼付してください。  
Address / Postage stamp / From  
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address. Staff use only - do not fill in

※国外へ転出される場合は、転出証明書の発行がありませんので、返信用封筒の送付は不要です。  
Certificate of Moving Out / Moving out /  
Document issued by your previous ward when you move out. Required when registering at your new ward (転入届).



Form p.1

## 届出人情報 — Who Is Filing (Part 2/2)

1 郵便番号	2 住所	3 機関名	4 課名
〒230-0051	鶴見区鶴見中央三丁目20番1号	鶴見区役所	戸籍課
〒221-0824	神奈川区広台太田町3番地8	神奈川区役所	戸籍課

1 〒230-0051 〒230-0051

This is a pre-printed postal code for the municipal office address - do not fill in or change this field.

2 鶴見区鶴見中央三丁目20番1号 3-20-1 Tsurumi-Chuo, Tsurumi-ku

This is a sample address format - write your address following this pattern:  
[district]-[area name], [ward/city]

3 鶴見区役所 Tsurumi Ward Office

This shows Tsurumi Ward Office as a pre-filled option. Select this if you live in Tsurumi Ward or need services from this specific ward office.

4 戸籍課 Family Registry Division

This indicates the Family Registry Division (koseki-ka), which handles birth certificates, marriage registration, and other family record documents. This section would be pre-selected based on your document type.

5 〒221-0824 〒221-0824

This is the postal code for the ward office address. These codes are typically pre-filled and don't require input from you.

6 神奈川区広台太田町3番地8 3-8 Hirodai Ota-cho, Kanagawa-ku

This is an example address format - write your actual address following this structure: district number-building number, town name, ward/city name

7 神奈川区役所 Kanagawa Ward Office

This shows Kanagawa Ward Office as another option. Choose this if you reside in Kanagawa Ward or your matter falls under their jurisdiction.

8 戸籍課 Family Registry Division

Another Family Registry Division option corresponding to Kanagawa Ward Office. Select based on which ward office you're submitting your documents to.

9 〒220-0051 〒220-0051

This is a pre-printed postal code for the municipal office - do not fill in or change this field.

10 西区中央一丁目5番10号 5-10, Chuo 1-chome, Nishi-ku

This is a sample address format - enter your actual address using this structure: district/ward, neighborhood + block number, building number

11 西区役所 Nishi Ward Office

This represents Nishi Ward Office as a third option. Pick this if you live in Nishi Ward or need to file documents with this particular office.

12 戸籍課 Family Registry Division

The Family Registry Division for Nishi Ward Office. Choose the division that matches your selected ward office and document type.



## 住所 — Addresses (Part 1/3)

- ① ② 返信用封筒：返信先（「今までの住所」あるいは「これからのお住まい」）を記入し、切手を貼付してください。  
※国外へ転出される場合は、転出証明書の発行がありませんので、返信用封筒の送付は不要です。

## 郵送による転出届

(届出先)  
横浜市 区長

届出年月日 (記入した日)	年 月 日	届出人氏名 ※署名してください
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※国外へ転出される場合は、転出証明書の発行がありませんので、返信用封筒の送付は不要です。

Certificate of Moving Out / Moving out / .

Document issued by your previous ward when you move out. Required when registering at your new ward (転入届).

## 郵送による転出届 Moving out

This is the title section for 'Moving Out Notification by Mail'. You don't need to fill anything in this red circle area - it's just the form header indicating this is for submitting a moving out notification via postal mail.

横浜市 区長 Yokohama City \_\_\_\_\_ Ward Mayor

This is a header showing the form is addressed to the ward mayor - you don't fill this part in

年 月 日 Year \_\_\_ Month \_\_\_ Day \_\_\_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

## ( 記入した日 ) (Date of completion)

Write the date you filled out this form, not the date you moved or want to register the change.

## ※署名してください Signature

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

## 連絡先 Contact Information

Fill in your phone number and/or email address where the municipal office can reach you regarding this registration



Form p.1

## 住所 — Addresses (Part 2/3)

1	2	3	4
〒220-0051	西区中央一丁目5番10号	西区役所	戸籍課
〒231-0021	中区日本大通35番地	中区役所	戸籍課
〒232-0024	南区浦舟町2丁目33番地	南区役所	戸籍課

1 〒220-0051 〒220-0051

This is a pre-printed postal code for the municipal office - do not fill in or change this field.

2 西区中央一丁目 5 番10号 5-10, Chuo 1-chome, Nishi-ku

This is a sample address format - enter your actual address using this structure: district/ward, neighborhood + block number, building number

3 西区役所 Nishi Ward Office

Select this if your address is in Nishi Ward (西区). Check your residence card or utility bills to confirm which ward you live in.

4 戸籍課 Family Registry Division

This indicates the Family Registry Division which handles birth, marriage, death certificates and family record matters. This is pre-filled and shows which department will process your request.

5 〒231-0021 〒231-0021

This is a pre-printed postal code for the municipal office address - leave as is, no filling required.

6 中区日本大通35番地 35 Nihon-odori, Naka-ku

This is a sample address format - enter your actual address using the same structure (district, street name, building number)

7 中区役所 Naka Ward Office

Select this if your address is in Naka Ward (中区). Foreign residents should check their address carefully as ward boundaries can be confusing in large cities.

8 戸籍課 Family Registry Division

This indicates the Family Registry Division for Naka Ward. As a foreign resident, you'll interact with this office for family-related documentation and certificates.

9 〒232-0024 〒232-0024

This is a postal code example - enter your actual 7-digit Japanese postal code in this format

10 南区浦舟町 2 丁目33番地 2-33 Urafune-cho, Minami-ku

This appears to be a pre-printed address example - replace with your actual address using the same format: [district]-ku [neighborhood name] [chome number]-[block number]

11 南区役所 Minami Ward Office

Select this if your address is in Minami Ward (南区). Double-check your ward by looking at official documents or asking your landlord if unsure.



## 住所 — Addresses (Part 2/3) (continued)

郵便番号 Postal Code	住所 Address	役所 Office	課 Division
〒220-0051 ⑤	西区中央一丁目5番10号 ② ⑥	西区役所 ⑦	戸籍課 ⑧
〒231-0021 ⑨	中区日本大通35番地 ⑩	中区役所 ⑪	戸籍課 ⑫
〒232-0024 ⑬	南区浦舟町2丁目33番地 ⑭	南区役所 ⑮	戸籍課 ⑯

**戸籍課** Family Registry Division

⑫ This indicates the Family Registry Division for Minami Ward. This office handles official family documentation which foreign residents may need for visa applications or other legal matters.

**〒233-0003** 〒233-0003

⑬ This is a postal code example - enter your actual 7-digit Japanese postal code in this format.

**港南区港南四丁目2番10号** 4-2-10 Konan, Konan-ku

⑭ This is an example address format - replace with your actual district, neighborhood, and building numbers

**港南区役所** Konan Ward Office

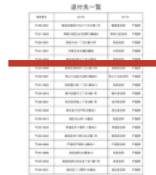
⑮ Select this if your address is in Konan Ward (港南区). Note that some wards have similar names, so verify carefully using your official address documents.

## 住所 — Addresses (Part 3/3)

1	1	2	3
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## 1 戸籍課 Family Registry Division

This indicates the department handling the form - '戸籍課' (Family Registry Division). This field is likely pre-filled or you should write '戸籍課' to specify that this document should be processed by the Family Registry Division, which handles birth certificates, marriage certificates, and other vital records.



## 異動者 — Person Table (Part 1/5)

① 届出年月日 (記入した日)	年 月 日	② 届出人氏名 ※署名してください	
④ 転出年月日	年 月 日	⑤ 連絡先 ※日中連絡の取れる連絡先を必ず記載してください	
⑥ 届出人の住所 (※代理人による届出の場合はみ)			
⑨ これからの住所			
⑩ 今までの住所 横浜市 区			
※ 転出する No.	フリガナ 氏	名	⑪ 生年月日 大正 昭和

## 1 (記入した日) (Date of completion)

Write the date you filled out this form, not the date you moved or want to register the change.

## 2 ※署名してください Signature

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

## 3 連絡先 Contact Information

Fill in your phone number and/or email address where the municipal office can reach you regarding this registration

## 4 転出年月日 Moving out

Enter the date you are moving out of your current address in year/month/day format. If you haven't moved out yet, enter your planned moving date.

## 5 年 月 日 Year \_\_ Month \_\_ Day \_\_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

## 6 先を必ず記載してください Please be sure to fill in the destination.

Write your new address where you're moving to, including postal code, prefecture, city, and building details.

## 7 (※代理人による届出) (※Notification by proxy/representative)

Check this section if someone else is submitting the form on your behalf

## 8 の場合のみ only in the case of

This field is for the address of the person submitting the form, but only needs to be filled out if someone else (a representative) is submitting this form on your behalf rather than you submitting it yourself.

## 9 これからのある住所 Address / From

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address. Used to indicate the starting point (previous address, etc.)

## 10 横浜市 区 Yokohama City \_\_\_\_\_ Ward

Write the name of your ward (district) in Yokohama City in the blank space (e.g., Nishi, Minami, Kohoku, etc.)



## 異動者 — Person Table (Part 1/5) (continued)

⑩ 届出年月日 (記入した日)	年 月 日	⑪ 届出人氏名 ※署名してください	
⑫ 転出年月日	年 月 日	⑬ 連絡先 ※日中連絡の取れる連絡先を必ず記載してください	
		⑭ 届出人の住所 (※代理人による届出の場合のみ)	
⑮ これからの住所			
⑯ 今までの住所 横浜市 区			
※ 転 出 す る	No. 氏	フリガナ 名	⑰ 生年月日
			大正 昭和

## 11 フリガナ FURIGANA

Write the phonetic reading of your name in katakana characters in the spaces above your actual name

## 12 転No Transfer No.

Leave blank - this number will be assigned by the municipal office staff when processing your residence transfer.

## 13 生年月日 Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

## 14 大正 Taisho

This refers to the Taisho era (1912-1926) for birth date - select if you were born during this period (highly unlikely for most current residents)

## 15 年 月 日 Year \_\_ Month \_\_ Day \_\_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

## 異動者 — Person Table (Part 2/5)

1.	する		2.	大正 昭和
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## 1 方1 Person 1

This indicates the first person section - fill in details for the primary person being registered or whose registration is changing.

## 2 平成 Heisei (era)

This refers to the Heisei era (1989-2019). If filling in dates, use the appropriate Japanese era year or convert to Western calendar year as required.



Form p.1

## 異動者 — Person Table (Part 3/5)

郵便番号 Postal Code	住所 Address	役所 Office	課 Division
〒233-0003	港南区港南四丁目2番10号	港南区役所	戸籍課
〒240-0001	保土ヶ谷区川辺町2番地9	保土ヶ谷区役所	戸籍課
〒241-0022	旭区鶴ヶ峰一丁目4番地12	旭区役所	戸籍課

1 〒233-0003 〒233-0003

This is a postal code example - enter your actual 7-digit Japanese postal code in this format.

2 港南区港南四丁目 2 番10号 4-2-10 Konan, Konan-ku

This is an example address format - replace with your actual district, neighborhood, and building numbers

3 港南区役所 Konan Ward Office

This field shows the ward office name (Konan Ward Office). If you live in Konan ward, this would be your local government office for family registry matters.

4 戸籍課 Family Registry Division

This indicates the Family Registry Division, which is the department that handles birth certificates, marriage certificates, and other family registration documents.

5 〒240-0001 〒240-0001

This is a postal code example - replace with your actual 7-digit Japanese postal code

6 保土ヶ谷区川辺町 2 番地 9 2-9 Kawabe-cho, Hodogaya-ku

This is an example address format - replace with your actual address including ward (ku), district/town (cho/machi), and building numbers

7 保土ヶ谷区役所戸籍課 Hodogaya Ward Office Family Registration Division

This shows Hodogaya Ward Office Family Registration Division. This would be the office to contact if you live in Hodogaya ward and need family registry services.

8 〒241-0022 〒241-0022

This is a Japanese postal code - leave as-is if this matches your address, otherwise replace with your actual 7-digit postal code

9 旭区鶴ヶ峰一丁目 4 番地12 4-12 Tsurugamine 1-chome, Asahi Ward

This is an example address format - replace with your actual address using the same structure (Ward/District, neighborhood, block number-building number)

10 旭区役所 Asahi Ward Office

This field shows Asahi Ward Office, which would be your local government office if you reside in Asahi ward of Yokohama city.

11 戸籍課 Family Registry Division

This indicates the Family Registry Division again. This department handles all official family status documentation and certificates.

12 〒235-0016 〒235-0016

This is a postal code example - enter your actual 7-digit postal code starting with 〒

13 磯子区磯子三丁目 5 番 1 号 5-1 Isogo 3-chome, Isogo-ku

This is a sample address format - replace with your actual address using the same structure: house number, chome (district), ward/city name.



## 異動者 — Person Table (Part 3/5) (continued)

1	2	3	4
〒233-0003	港南区港南四丁目2番10号	港南区役所	戸籍課
〒240-0001	保土ヶ谷区川辺町2番地9	保土ヶ谷区役所	戸籍課
〒241-0022	旭区鶴ヶ峰一丁目4番地12	旭区役所	戸籍課

**14 磯子区役所 Isogo Ward Office**

This shows Isogo Ward Office, which serves residents of Isogo ward for government services including family registration matters.

**15 戸籍課 Family Registry Division**

This is the Family Registry Division designation. Contact this division for services like obtaining family registry certificates or updating family status information.

## 異動者 — Person Table (Part 4/5)

1	2	3	4
〒236-0021	金沢区泥亀二丁目9番1号	金沢区役所	戸籍課
〒222-0032	港北区大豆戸町26番地1	港北区役所	戸籍課
〒226-0013	緑区寺山町118番地	緑区役所	戸籍課

1 〒236-0021 〒236-0021

This is a Japanese postal code format - enter your 7-digit postal code here (the 〒 symbol indicates postal code)

2 金沢区泥亀二丁目9番1号 2-9-1 Deikame, Kanazawa-ku

This appears to be a pre-filled address example - replace with your actual Japanese address using the same format: district/ward, neighborhood + chome + ban + gou number

3 金沢区役所 Kanazawa Ward Office

This shows 'Kanazawa Ward Office' - this field indicates which municipal ward office handles your family registry matters based on your registered address.

4 戸籍課 Family Registry Division

This shows 'Family Registry Division' (Koseki-ka) - this indicates the specific department within the ward office that processes birth, death, marriage, and other family status documents.

5 〒222-0032 〒222-0032

This shows the postal code '〒222-0032' - this is the official postal code for the corresponding ward office address listed in the form.

6 港北区大豆戸町26番地1 26-1 Mameda-cho, Kohoku-ku

This appears to be a sample address format - enter your complete Japanese address including district (ku/shi), town (cho/machi), block number (banchi), and building number

7 港北区役所 Kohoku Ward Office

This shows 'Kohoku Ward Office' - similar to field 3, this indicates another ward office jurisdiction for family registry services.

8 戸籍課 Family Registry Division

This shows 'Family Registry Division' - same as field 4, indicating the koseki department within Kohoku Ward Office.

9 〒226-0013 〒226-0013

This is a postal code example - enter your actual 7-digit Japanese postal code starting with 〒

10 緑区寺山町118番地 118 Terayama-cho, Midori-ku

This is an example address format - replace with your actual address using the same structure (house number + district + ward/city)

11 緑区役所 Midori Ward Office

This shows 'Midori Ward Office' - another ward office listed for family registry jurisdiction purposes.

12 戸籍課 Family Registry Division

This shows 'Family Registry Division' - the koseki department within Midori Ward Office that handles family registry documentation.



## 異動者 — Person Table (Part 4/5) (continued)

1	2	3	4
〒236-0021	金沢区泥亀二丁目9番1号	金沢区役所	戸籍課
〒222-0032	港北区大豆戸町26番地1	港北区役所	戸籍課
〒226-0013	緑区寺山町118番地	緑区役所	戸籍課

13 〒225-0024 〒225-0024

This is a postal code (ZIP code equivalent) - enter your 7-digit Japanese postal code in the format ### ####

14 青葉区市ヶ尾町 31番地 4 31-4 Ichigao-cho, Aoba-ku

This appears to be a pre-filled address example - replace with your actual address in the same format: [house number]-[apartment number] [town name], [ward name]

15 青葉区役所 Aoba Ward Office

This shows 'Aoba Ward Office' - another municipal ward office that provides family registry services for residents in that district.

## 異動者 — Person Table (Part 5/5)

1	戸籍課	家庭登録課	外居登録課	不在登録課
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## 1 戸籍課 Family Registry Division

This field indicates the government office division that handles family registry matters (koseki). As a foreign resident, you typically don't need to fill this out as it's usually pre-printed or filled by the office staff, since most foreign residents are registered in the resident registry (jūminhyō) rather than the family registry system.



## 本人確認書類 — ID &amp; Documents (Part 1/3)

する方全員の名前を記載してください	1	3	4	5	6	7	8	9	10	11	12	13	年 月 日
													大正昭和平成令和西暦
													大正昭和平成令和西暦
													大正昭和

1 年 月 日 Year \_ Month \_ Day \_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

2 方1 Person 1

This indicates the first person section - fill in details for the primary person being registered or whose registration is changing.

3 平成 Heisei (era)

This refers to the Heisei era (1989-2019). If filling in dates, use the appropriate Japanese era year or convert to Western calendar year as required.

4 西暦 Western calendar

Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

5 昭和 Showa

If your birth year was during the Showa era (1926-1989), select this option and write the corresponding Showa year (e.g., Showa 50 for 1975)

6 年 月 日 Year \_ Month \_ Day \_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

7 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

8 大正 Taisho

This refers to the Taisho era (1912-1926) for birth date - select if you were born during this period (highly unlikely for most current residents)

9 年 月 日 Year \_ Month \_ Day \_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

10 平成 Heisei (era)

This refers to the Heisei era (1989-2019). If filling in dates, use the appropriate Japanese era year or convert to Western calendar year as required.

11 西暦 Western calendar

Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

12 昭和 Showa

If your birth year was during the Showa era (1926-1989), select this option and write the corresponding Showa year (e.g., Showa 50 for 1975)



## 本人確認書類 — ID &amp; Documents (Part 1/3) (continued)

出する方全員の名前を記載してください	1	③	④	⑤	大正 昭和 平成 令和 西暦	①	年 月 日
	2	⑥	⑦	⑧	大正 昭和 平成 令和 西暦	②	年 月 日
	3	⑨	⑩	⑪	大正 昭和 平成 令和 西暦	③	年 月 日
					大正 昭和	④	

年 月 日 Year \_\_ Month \_\_ Day \_\_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

## 本人確認書類 — ID &amp; Documents (Part 2/3)

郵便番号	住所	役所名	課名
〒224-0032	都筑区茅ヶ崎中央32番1号	都筑区役所	戸籍課
〒244-0003	戸塚区戸塚町16番地17	戸塚区役所	戸籍課
〒247-0005	栄区桂町303番地19	栄区役所	戸籍課

1 〒224-0032 〒224-0032

This is a postal code - enter your 7-digit Japanese postal code in the format shown (〒 followed by numbers with hyphen)

2 都筑区茅ヶ崎中央32番 1号 32-1 Chigasaki Chuo, Tsuzuki Ward

This appears to be a sample address format - enter your address following this Japanese addressing convention (ward/district, area name, block number-building number)

3 都筑区役所 Tsuzuki Ward Office

This field shows 'Tsuzuki Ward Office' - this is pre-printed and indicates which municipal office handles family registry matters for this address. No action needed from you.

4 戸籍課 Family Registry Division

This shows 'Family Registry Division' (koseki-ka) - the specific department within the ward office that manages birth, death, marriage, and family records. This is pre-printed information.

5 〒244-0003 〒244-0003

This is a postal code example - enter your actual 7-digit Japanese postal code here

6 戸塚区戸塚町16番地17 16-17 Totsuka-cho, Totsuka-ku

This is an example address format - enter your actual address using this structure (district-ward, town/neighborhood, block number-building number)

7 戸塚区役所 Totsuka Ward Office

This field shows 'Totsuka Ward Office' - another pre-printed ward office name indicating the responsible municipal office for family registry services in this area.

8 戸籍課 Family Registry Division

This shows 'Family Registry Division' for Totsuka Ward - the department that handles all family registry documentation and procedures. No input required as this is pre-printed.

9 〒247-0005 〒247-0005

This is a postal code - enter your 7-digit Japanese postal code in the format shown (〒 xxx-xxxx)

10 栄区桂町303番地19 303-19 Katsura-cho, Sakae-ku

This is a sample address format - replace with your actual district, town/neighborhood name, and building numbers

11 栄区役所 Sakae Ward Office

This displays 'Sakae Ward Office' - a pre-printed field showing which ward office serves residents in this district for official family registry matters.



## 本人確認書類 — ID &amp; Documents (Part 2/3) (continued)

1	2	3	4
〒224-0032	都筑区茅ヶ崎中央32番1号	都筑区役所	戸籍課
〒244-0003	戸塚区戸塚町16番地17	戸塚区役所	戸籍課
〒247-0005	栄区桂町303番地19	栄区役所	戸籍課

**戸籍課 Family Registry Division**

12 This shows 'Family Registry Division' for Sakae Ward - the specific section within the ward office that processes koseki (family registry) documents and applications.

**〒245-0024 〒245-0024**

13 This is a postal code - leave as-is if it matches your address, or replace with your actual Japanese postal code

**泉区和泉中央北五丁目1番1号 5-1-1 Izumi Chuo Kita, Izumi-ku**

14 This is a sample address format - write your actual address using the same structure (district-street-block-building number)

**泉区役所 Izumi Ward Office**

15 This field shows 'Izumi Ward Office' - pre-printed information indicating the municipal office responsible for family registry services in the Izumi ward area.

## 本人確認書類 — ID &amp; Documents (Part 3/3)

〒245-0024	泉区和泉中央北五丁目1番1号	泉区役所	戸籍課
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**1 戸籍課 Family Registry Division**

This shows the department name 'Family Registry Division' - this is pre-printed and indicates which government office handles this form, no action needed from you.

**2 〒246-0021 Postal code 246-0021**

This is a pre-printed postal code (246-0021) for the government office location - you don't need to write anything here as it's already filled in.

**3 瀬谷区ニツ橋町190番地 190 Futatsuhashi-cho, Seya-ku**

This is a sample address format - enter your actual address using this structure: [number] [town name], [ward name]

**4 瀬谷区役所 Seya Ward Office**

N/A if it's just instructions/layout text

**5 戸籍課 Family Registry Division**

This is another pre-printed reference to the Family Registry Division department - like field 1, this is for administrative reference and requires no input from you.



## 記入方法・注意事項 — Instructions (Part 1/2)

く だ さ い 。			①	西暦	
			②	大正	年   月   日
			③	昭和	
			④	平成	
			⑤	令和	
			⑥	西暦	
			⑦	大正	年   月   日
			⑧	昭和	
				平成	
				令和	
				西暦	

(注意⑨)・この届出書を郵送される場合は、平日の日中に連絡が取れる連絡先を必ず記載してください。

## 1 昭和 Showa

If your birth year was during the Showa era (1926-1989), select this option and write the corresponding Showa year (e.g., Showa 50 for 1975)

## 2 年   月   日   Year \_\_ Month \_\_ Day \_\_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

## 3 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

## 4 大正 Taisho

This refers to the Taisho era (1912-1926) for birth date - select if you were born during this period (highly unlikely for most current residents)

## 5 年   月   日   Year \_\_ Month \_\_ Day \_\_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

## 6 平成 Heisei (era)

This refers to the Heisei era (1989-2019). If filling in dates, use the appropriate Japanese era year or convert to Western calendar year as required.

## 7 西暦 Western calendar

Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

( 注意 )・この届出書を郵送される場合は、平日の日中に連絡が取れる連絡先を必ず記載してください。 Document

## 8 国民健康保険、国民年金、介護保険、児童手当などの手続きが必要な場合があります。あらかじめご確認ください

National Health Insurance / Yes/There is / National Pension

Japan's public health insurance for self-employed, unemployed, and those not covered by employer insurance. Enrollment is mandatory. This indicates affirmative response - check if applicable to your situation



## 記入方法・注意事項 — Instructions (Part 2/2)

1 〒246-0021 Postal code 246-0021

This is a pre-printed postal code (246-0021) for the government office - you don't need to write anything here as it's already filled in.

2 瀬谷区二ツ橋町190番地 190 Futatsuhashi-cho, Seya-ku

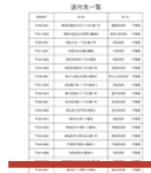
This is a sample address format - enter your actual address using this structure: [number] [town name], [ward name]

3 瀬谷区役所 Seya Ward Office

N/A if it's just instructions/layout text

4 戸籍課 Family Registry Division

This shows the department name 'Family Registry Division' (戸籍課) - this is also pre-printed and indicates which office section handles this form, so no action needed from you.



## 備考・その他 — Footer &amp; Notes

①

(注意②)・この届出書を郵送される場合は、平日の**日中に連絡が取れる連絡先を必ず記載してください。**

- ・国民健康保険、国民年金、介護保険、児童手当などの手続きが必要な場合があります。あらかじめご確認ください。

1

( 注意 )・この届出書を郵送される場合は、平日の日中に連絡が取れる連絡先を必ず記載してください。

Document

This is a note stating that if you mail this notification form, you must include contact information where you can be reached during weekday business hours. Make sure to provide a phone number where you or someone who can assist you can answer calls during regular daytime hours (typically 9 AM to 5 PM on weekdays).

2

国民健康保険、国民年金、介護保険、児童手当などの手続きが必要な場合があります。あらかじめご確認ください

National Health Insurance / Yes/There is / National Pension

Japan's public health insurance for self-employed, unemployed, and those not covered by employer insurance. Enrollment is mandatory. This indicates affirmative response - check if applicable to your situation



Form p.1

## 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

**○○区から転入します**

○○-ku kara tennyu shimasu

I'm moving in from ○○ 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?