

別紙の第1号様式（第4条関係） **Notification of Change in Residence** ※When applied by proxy, a Letter of Proxy is required. **Complete the section framed in black below**

To the Mayor of Itabashi City ☐ 転入 ☐ (特別) ☐ 転出 ☐ (特別) ☐ 転居 ☐ 世帯変更(合併) 分離 世帯構成 世帯主変更 ☐ 修正 ☐ (その他)

In case of move-out by holders of "My Number Card" (Basic Resident Registration Card). Move-out Certificate information is sent via the Basic Resident Registration Network. Please show your Card when submitting your Move-in/Form Entry of your PIN is required

Date of transfer (Y) (M) (D)						Date of submission (Y) (M) (D)			Details of Applicant (proxy)			
New address Postcode						Name			Address Postcode			
Previous address Postcode						Name of new household head			Relationship to transferee			
						Date of Birth (Y) (M) (D)			<input type="checkbox"/> Same as a new household head / <input type="checkbox"/> Same as previous household head <input type="checkbox"/> Same as a new address <input type="checkbox"/> Same as a previous address			
						Name of previous household head <input type="checkbox"/> Tick if same as above			Tel. No.			
The person who has My Number Card and Notification Card. <input type="checkbox"/> Alteration of registered matters / <input type="checkbox"/> Return									Relationship to transferee <input type="checkbox"/> Transferee/household member <input type="checkbox"/> Proxy			
Please fill in for all members who have transferred.						※NHI (National Health Insurance)			区記入欄			
No.	Furigana Name	Date of birth (Y) (M) (D)	Gen der	Relation to household head	My Number Card registered as NHI Card?	児 手 医 案	再転 個 新 住 新	住 未	<input type="checkbox"/> 期間経過 <input type="checkbox"/> 免許証・経歴 <input type="checkbox"/> バスポート <input type="checkbox"/> 個人番号カード (住基カードB) <input type="checkbox"/> 特永・在留カ (外登) <input type="checkbox"/> 身障手帳 <input type="checkbox"/> 保険証 <input type="checkbox"/> 資格確認書 <input type="checkbox"/> 診察券 <input type="checkbox"/> カード等 <input type="checkbox"/> その他 <input type="checkbox"/> 聴聞 ( ) 異動年月日 <input type="checkbox"/> 届出日をいれた <input type="checkbox"/> 代理人が届けた 様と同居別居別世帯 <input type="checkbox"/> 台帳確認済 戸建旧名称 <input type="checkbox"/> 電子証明書失効説明済 <input type="checkbox"/> 前継続処理裏書 <input type="checkbox"/> 裏面要チェック			
1		(Y) (M) (D)	M/F		YES・NO	国 社 交 互 資 通 高 状 書 回 封 案 介 認 交 互 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/>	<input type="checkbox"/>				
2		(Y) (M) (D)	M/F		YES・NO	国 社 交 互 資 通 高 状 書 回 封 案 介 認 交 互 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/>	<input type="checkbox"/>				
3		(Y) (M) (D)	M/F		YES・NO	国 社 交 互 資 通 高 状 書 回 封 案 介 認 交 互 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/>	<input type="checkbox"/>				
4		(Y) (M) (D)	M/F		YES・NO	国 社 交 互 資 通 高 状 書 回 封 案 介 認 交 互 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/>	<input type="checkbox"/>	受付	入力	照合	裏書
5		(Y) (M) (D)	M/F		YES・NO	国 社 交 互 資 通 高 状 書 回 封 案 介 認 交 互 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/>	<input type="checkbox"/>	交付	受付No.		

**Application Form for Residence Certificate** If you wish to apply for Residence Certificate, please fill in below as well. If the applicant /proxy is not a member of the same household, a Letter of Proxy is required.

Type/No. of copies	1 All household members	copies	2 Some household members*	copies	※Names of list _____		Name of household head/List family relationships?	Yes · No
[Foreign applicants only] Circle any items you <b>do not</b> wish to be shown on your Certificate of Residence. Please inquire if you require other items to be shown. Katakana notation of name    Nationality/region    Article 30, Clause 45 classification    Resident Card etc. number    Residence status/residence period/expiry date							[Japanese applicants only] List legal domicile/family head?	Yes · No
You agree "My Number" (Individual Number)	To be indicated in the Certificate/ Not to be indicated in the Certificate		Purpose of Use	Personal/Submit to Employer/ [ ]		Submit to:		

備考欄 ☐ CS ☐ 本籍・筆頭・最終住所地 (担当 ) 住C ☐ 変更なし

# Itabashi – 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

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別記第1号様式（第4条関係） Notification of Change in Residence ※When applied by proxy, a Letter of Proxy is required. Complete the section framed in black below

To the Mayor of Itabashi City ☐転入（○ 特例） ☐転出（○ 特例） ☐転居 ☐世帯変更（合併 分離 世帯構成 世帯主変更） ☐修正（ ） ☐その他（ ）

In case of move-out by holders of “My Number Card” (Basic Resident Registration Card), Move-out Certificate information is sent via the Basic Resident Register Network. Please show your Card when submitting your Move-in Form. Entry of your PIN is required

Date of transfer

Date of submission

Details of Applicant(proxy)

- 1別記第1号様式（第4条関係） Notification of Change in Residence ※When applied by proxy, a Letter of Proxy is required. Complete the section framed in black below  
[別記第1号様式（第4条関係） Notification of Change in Residence ※When applied by proxy, a Letter of Proxy is required. Complete the section framed in black below]
- 2To the Mayor of Itabashi City ☐転入（○ 特例） ☐転出（○ 特例） ☐転居 ☐世帯変更（合併 分離 世帯構成 世帯主変更） ☐修正（ ） ☐その他（ ）  
Change of household (head of household change, merge, split) / Moving in (from another municipality or abroad) / Moving out
- 3In case of move-out by holders of “My Number Card” (Basic Resident Registration Card), Move-out Certificate information is sent via the Basic Resident Register Network. Please show your Card when submitting your Move-in Form. Entry of your PIN is required  
[In case of move-out by holders of “My Number Card” (Basic Resident Registration Card), Move-out Certificate information is sent via the Basic Resident Register Network. Please show your Card when submitting your Move-in Form. Entry of your PIN is required]
- 4☐ Date of transfer [ ☐ Date of transfer ]
- 5Details of Applicant(proxy) [Details of Applicant(proxy)]
- 6Date of submission [Date of submission]

届出人情報 – Who Is Filing

届出人情報

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届出人情報

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届出人情報

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- 1 Name ☐ Same as new household head / ☐ Same as previous household head  
[Name ☐ Same as new household head / ☐ Same as previous household head]
- 2 認 (Y) (M) (D) [認 (Y) (M) (D) ]
- 3 (Y) (M) (D) [ (Y) (M) (D) ]
- 4 New address Postcode [New address Postcode]
- 5 Name of new household head [Name of new household head]
- 6 全 有 ☐ 自世帯のみ All/Entire household only  
Check this box if registering changes for your entire household rather than individual members
- 7 Address Postcode ☐ Same as a new address [Address Postcode ☐ Same as a new address]
- 8 ☐ Same as a previous address [☐ Same as a previous address]
- 9 一 無 ☐ 方書略 Building name / room number  
Apartment/mansion name and room number. e.g. ○○マンション 301号室
- 10 Date of Birth (Y) (M) (D) [Date of Birth (Y) (M) (D)]
- 11 Name of previous household head ☐ Tick if same as above [Name of previous household head ☐ Tick if same as above]
- 12 全 Previous address Postcode [全 Previous address Postcode]

住所 – Addresses (Part 1/2)

					Tel. No	
The person who has My Number Card and Notification Card. <input type="checkbox"/> Alteration of registered matters / <input type="checkbox"/> Return					Relationship to transferee <input type="checkbox"/> Transferee/household member <input type="checkbox"/> Proxy	
Please fill in for all members who have transferred. ※NHI (National Health Insurance)					区記入欄	
No.	Furigana Name	Date of birth	Gen der	Relation to household head	My Number Card registered as NHI Card?	児 手 医 案
						再 転 住 新 未 個 新 住 新
					国 社 交 予 資 通 高 状 書 回 封 案	
					□ 期間経過 □ 免許証・経歴 □ パスポート □ 個人番号カード (住基カードB) □ 特永・在留力 (外登) □ 身障手帳 □ 保険証 □ 資格確認書 □ 診察券	

- 1 Tel.No [Tel.No]
- 2 The person who has My Number Card and Notification Card. ☐ Alteration of registered matters / ☐ Return  
[The person who has My Number Card and Notification Card. ☐ Alteration of registered matters / ☐ Return]
- 3 Relationship to transferee ☐ Transferee/household member ☐ Proxy  
[Relationship to transferee ☐ Transferee/household member ☐ Proxy]
- 4 Please fill in for all members who have transferred. ※NHI (National Health Insurance)  
[Please fill in for all members who have transferred. ※NHI (National Health Insurance)]
- 5 区記入欄 Ward/Municipal Office Entry Section  
N/A (this section is filled out by government office staff, not applicants)
- 6 再個転新 住□□免期許間証経・過経 歴 □パスポート [再個転新 住□□免期許間証経・過経 歴 □パスポート]
- 7 Furigana [Furigana]
- 8 Date of Gen Relation to My Number Card [Date of Gen Relation to My Number Card]
- 9 der household head registered as NHI Card? 児 手 医 案 [der household head registered as NHI Card? 児 手 医 案]
- 10 Name [Name]
- 11 birth [birth]
- 12 住新 未 □個人番号カード (住基カードB) My Number (Individual Number)  
12-digit number. Leave blank on first registration – it will be mailed to you after.
- 13 ☐ 特永・在留力 (外登) ☐ 身障手帳 ☐ Special Permanent Resident/Residence Card (Foreign Registration) ☐ Disability Handbook  
Check the first box if you have special permanent resident status or a residence card; check the second box if you have a disability handbook
- 14 国 社 交 予 資 通 高 状 書 回 封 案  
Country Social Insurance Number Postal Code Assets Transportation Education Status Documents Return Envelope Reference
- 15 ☐ 保険証 ☐ 資格確認書 ☐ 診察券 Health insurance card  
Japanese health insurance card. Can serve as secondary ID at some banks.

住所 – Addresses (Part 2/2)

1	(Y)	M/F	YES・NO	国・自治体・市区町村・町内会・郵便局等 介 認 交 付 書 回 封 案 年 案 後 案	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 保険証 <input type="checkbox"/> 資格確認書 <input type="checkbox"/> 診療券 <input type="checkbox"/> カード等 <input type="checkbox"/> その他
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- 1 (Y) M/F [(Y) M/F]
- 2 YES・NO 介 認 交 付 書 回 封 案 年 案 後 案 ☐ ☐ ☐ カード等 ☐ その他  
[YES・NO 介 認 交 付 書 回 封 案 年 案 後 案 ☐ ☐ ☐ カード等 ☐ その他]

1	(Y) (M) (D)	M/F	YES・NO	<input type="checkbox"/> 保険証 <input type="checkbox"/> 資格確認書 <input type="checkbox"/> 診察券 <input type="checkbox"/> カード等 <input type="checkbox"/> その他 <input type="checkbox"/> 聴聞
2	(Y) (M) (D)	M/F	YES・NO	<input type="checkbox"/> 異動年月日 <input type="checkbox"/> 届出日をいれた <input type="checkbox"/> 代理人が届けた <input type="checkbox"/> 様と同居の別世帯 <input type="checkbox"/> 台帳確認済

15 ☐台帳確認済 ☐台帳確認済

1	<p>国 社 交 予 資 通 高 状 書 回 封 案</p> <p>Country Social Insurance Number Postal Code Assets Transportation Education Status Documents Return Envelope Reference</p>
2	<p>戸建旧名称      Former name of detached house</p> <p>Enter the previous name/address of your house if it was recently renamed or renumbered</p>
3	<p>(Y)              M/F      [(Y)              M/F]</p>
4	<p>YES・NO      介 認 交 予 書 回 封 案 年 案 後 案 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>電子証明書失効説明済</p> <p>[YES・NO      介 認 交 予 書 回 封 案 年 案 後 案 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>電子証明書失効説明済]</p>
5	<p><input type="checkbox"/>継続処理後裏書   <input type="checkbox"/>裏面要チェック      <input type="checkbox"/>Endorsement after continued processing   <input type="checkbox"/>Back side requires check</p> <p>N/A – these are administrative checkboxes for office staff use only</p>
6	<p>(M)      (D)      [(M)      (D)]</p>
7	<p>印 回 処 在 住 A B 個 (署) 旧      Seal (inkan / hanko)</p> <p>Personal seal stamp. Most ward offices accept a written signature for foreigners instead.</p>
8	<p>受付 入力      [受付 入力]</p>
9	<p>照合 裏書      [照合 裏書]</p>
10	<p>国 社 交 予 資 通 高 状 書 回 封 案</p> <p>Country Social Insurance Number Postal Code Assets Transportation Education Status Documents Return Envelope Reference</p>
11	<p>(Y)              M/F      [(Y)              M/F]</p>
12	<p>YES・NO      介 認 交 予 書 回 封 案 年 案 後 案 <input type="checkbox"/> <input type="checkbox"/>      [YES・NO      介 認 交 予 書 回 封 案 年 案 後 案 <input type="checkbox"/> <input ]<="" p="" type="checkbox"/> </p>
13	<p>(M)      (D)      [(M)      (D)]</p>
14	<p>印 回 処 在 住 A B 個 (署) 旧      Seal (inkan / hanko)</p> <p>Personal seal stamp. Most ward offices accept a written signature for foreigners instead.</p>
15	<p>交付      Issuance/Issue</p> <p>This section is typically filled out by government office staff, not by you as the applicant.</p>



異動者 – Person Table (Part 3/3)

5	(Y) (M) (D)	M/F	YES・NO	国 社 交 予 資 通 高 状 書 回 封 案 介 認 交 予 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	交付	受付No.
Application Form for Residence CertificateIf you wish to apply for Residence Certificate, please fill in below as well. If the applicant /proxy is not a member of the same household, a Letter of Proxy is required.							
Type/No. of copies	1 All household members	copies	2 Some household members*	copies	*Names of list		Name of household head/List family relationships? Yes・No

- 1国 社 交 予 資 通 高 状 書 回 封 案  
Country Social Insurance Number Postal Code Assets Transportation Education Status Documents Return Envelope Reference
- 2受付No. Reception No.
- 3(Y) M/F [(Y) M/F]
- 4YES・NO 介 認 交 予 書 回 封 案 年 案 後 案 ☐ ☐ [YES・NO 介 認 交 予 書 回 封 案 年 案 後 案 ☐ ☐
- 5(M) (D) [(M) (D)]
- 6印 回 処 在 住 A B 個 (署) 旧 Seal (inkan / hanko)  
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
- 7Application Form for Residence CertificateIf you wish to apply for Residence Certificate, please fill in below as well.  
[Application Form for Residence CertificateIf you wish to apply for Residence Certificate, please fill in below as well. If the applica
- 8Type/No. of copies 1 All household members copies 2 Some household members※ copies ※Names of list  
[Type/No. of copies 1 All household members copies 2 Some household members※ copies ※Names of list

職員記入欄 – Staff Section

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## 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?