

[illegible]

# Bunkyo — 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 |

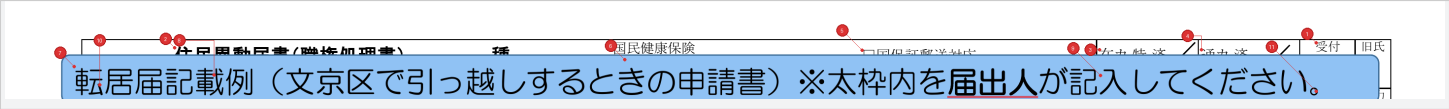
## COMMON MISTAKES

- 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



- 1 受付旧氏 Reception former surname  
Staff use only - do not fill in
- 2 住民異動届書 (職権処理書) 種 Processing  
Staff use - processing status. Do not fill in.
- 3 在力特済 Visa status  
Check appropriate box for your current residence status/visa type
- 4 通力済 Notification completed  
Staff use only - do not fill in
- 5 ☐ 国保証郵送対応 National health insurance card mail delivery support  
Check this box if you need your national health insurance card mailed to you
- 6 ・ 職業 Occupation  
Write your job title or profession (e.g., "Teacher," "Engineer," "Student," "Company Employee")
- 7 転居届記載例 (文京区で引っ越しするときの申請書) ※太枠内を届出人が記入してください。  
Example of address change notification / Moving within the same municipality / To do/perform  
This is a sample form showing how to fill out the address change notification.  
This is typically part of a longer phrase on forms - look for the complete text before filling
- 8 確認点 1点個力・住力写・免・経歴・パ・官身・在力・特・他 ( )  
Identity verification documents: 1 item - Individual Number Card, Residence Card copy, Driver's License, Career History, Passport, Official ID, Residence  
You need to provide one form of identification from the listed options  
(Individual Number Card, Residence Card, driver's license, passport, etc.) and check the appropriate box.
- 9 住所変 1 2 3 4 外返納 1 2 3 4 Address change 1 2 3 4 External Return 1 2 3 4  
Staff use only - do not fill in
- 10 文京区長 殿 To the Mayor of Bunkyo Ward
- 11 入力入力 Input  
Staff use only - do not fill in



届出人情報 — Who Is Filing (Part 1/2)

転居届記載例（文京区で引っ越しするときの申請書）※太枠内を届出人が記入してください。

届出人 ☒ 本人・代理人（本人との関係： ） いずれかに○をしてください。 ☒ 保険証（新）発行 - 済・未（1・2・3・4）

氏名 文京 太郎 窓口に来て手続きする人（届出人）の

個 住力 済	個力申請		
継・更 1 2 3 4	I D 1 2 3 4	照合	照合
後 日 1 2 3 4	ID郵送 1 2 3 4		
再 交 付 1 2 3 4	白紙 済 1 2 3 4		

CS確認

- 1 転居届記載例（文京区で引っ越しするときの申請書）※太枠内を届出人が記入してください。  
Example of address change notification / Moving within the same municipality / To do/perform  
This is a sample form showing how to fill out the address change notification.  
This is typically part of a longer phrase on forms - look for the complete text before filling
- 2 確 1 点個力・ 住力写・ 免・ 経歴・ パ・ 官身・ 在力・ 特・ 他（ ）  
Identity verification documents: 1 item - Individual Number Card, Residence Card copy, Driver's License, Career History, Passport, Official ID, Residence  
You need to provide one form of identification from the listed options  
(Individual Number Card, Residence Card, driver's license, passport, etc.) and  
check the appropriate box.
- 3 住 所 変 1 2 3 4 外 返 納 1 2 3 4    Address change 1 2 3 4 External Return 1 2 3 4  
Staff use only - do not fill in
- 4 文京区長 殿    To the Mayor of Bunkyo Ward
- 5 入力入力    Input  
Staff use only - do not fill in
- 6 個 住力    済個力申請    Individual Residence Card Already Obtained Individual Card Application  
Check this if you already have a residence card and are applying for an  
individual number card (My Number card)
- 7 届出人    【本人・ 代理人（ 本人との関係： ） いずれかに○をしてください。】  
Applicant / Person filing the form  
The person physically submitting the form. Usually yourself.
- 8 ・ 保険証（ 新 ） 発行 - 済・ 未（ 1・ 2・ 3・ 4 ）    Health insurance card  
Japanese health insurance card. Can serve as secondary ID at some banks.
- 9 継・ 更 1 2 3 4 I D 1 2 3 4    Continuation/Renewal 1 2 3 4 ID 1 2 3 4
- 10 照合照合    Verification  
Staff use only - do not fill in
- 11 文京 太郎    Bunkyo Taro  
This appears to be an example name showing the format (surname first, then given  
name) - replace with your actual name in this order.
- 12 窓口に来て手続きする人（ 届出人 ） の    Applicant / Person filing the form / To do/perform  
The person physically submitting the form. Usually yourself. This is typically  
part of a longer phrase on forms - look for the complete text before filling
- 13 ・ 保険証（ 旧 ） 回収 - 済・ 未（ 1・ 2・ 3・ 4 ）    返信用封筒渡し済    Health insurance card  
Japanese health insurance card. Can serve as secondary ID at some banks.
- 14 氏名    Full name  
Write in katakana for foreign names. Some forms accept romaji.
- 15 再 交 付 1 2 3 4 白紙 済 1 2 3 4    Reissue 1 2 3 4 Blank Complete 1 2 3 4  
Staff use only - do not fill in



1

CS確認 CS confirmation  
Staff use only - do not fill in

2

の連絡先 電話番号 0 8 0 ( 1 2 3 4 ) 5 6 7 8 1 携帯 2 自宅 3 勤務氏先名を記社保載・共し

Phone number / Mobile phone / Home address

Japanese mobile number preferred. Some forms accept overseas numbers. Enter your mobile/cell phone number including area code

3

外返納 1 2 3 4 Return foreign resident card 1 2 3 4

Staff use only - do not fill in



住所 — Addresses (Part 1/2)

氏名 連絡先 電話番号 080(1234)5678 1 携帯 2 自宅 3 勤務氏先名を記社保載・共済  
代理人の場合のみ記入してください。住所 氏名を記載してください。  
届出(受付)年月日 引越(異動)年月日 異動事由 新住所に住み始めた日(実際に住み始めていないと受付できません)  
令和 〇〇・3・1 令和 〇〇・3・1  
再交付 1234 白紙済 1234 CS確認  
返納 1234 外返納 1234  
項・在留情報変更有 □旧氏有 □期間経過 住コ通知  
□同居人了承[同席・電話] □転証希望[個力・住A・住B]有  
5. 申立書 6. 9条2項[届] 7. FAX 国保 後期

- 1 1 連絡先 電話番号 080(1234)5678 1 携帯 2 自宅 3 勤務氏先名を記社保載・共済  
Phone number / Mobile phone / Home address  
Japanese mobile number preferred. Some forms accept overseas numbers. Enter your mobile/cell phone number including area code
- 2 外返納 1 2 3 4 Return foreign resident card 1 2 3 4  
Staff use only - do not fill in
- 3 住コ通知 Resident code notification  
Staff use only - do not fill in
- 4 住所 Address  
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 5 FAX FAX  
Enter your fax number if you have one; leave blank if not applicable
- 6 □パ( ) □続柄確認済[証明係・電話] □同居人了承[同席・電話] □転証希望[個力・住A・住B]有  
Relationship to head of household  
See relationship terms table.
- 7 国保 National Health Insurance  
Check this box if you need to enroll in or make changes to Japan's National Health Insurance (kokumin kenkou hoken)
- 8 新住所に住み始め備考た日(実際に住み始めてい New address / Address / Remarks / Notes  
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 異動事由 Reason for change / Type of move  
Why you are filing this notification (moving in, moving out, address change within municipality).
- 10 処理区分 Processing classification  
Staff use only - do not fill in
- 11 届出(受付)年月日引越(異動)年月日 Application (reception) date / Moving (change) date  
Enter the date you're submitting this form and the actual date you moved
- 12 全な部・い全部と受付届出できません ) Entire section/All items (cannot be accepted/processed if incomplete)  
Staff use only - do not fill in
- 13 後期 Late-stage elderly (75+)  
Medical insurance category for those 75 and older. Different system from regular National Health Insurance.
- 14 て令和 〇〇・3・1 令和 〇〇・3・1 From Reiwa 〇〇/3/1 Reiwa 〇〇/3/1  
Fill in the year (replace 〇〇 with actual year numbers) for the start and end dates of your residence period, both showing March 1st of the Reiwa era years.
- 15 特例 Special provision  
Check this box if special circumstances apply to your registration



住所 — Addresses (Part 2/2)

新住所 ※国外の場合は国名のみ

フリガナ

フリガナ

ブンキョウ タロウ

年金

- 1

新住所 ※国外の場合は国名のみ      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.
- 2

ブンキョウ   タロウ      BUNKYOU TAROU

This appears to be a sample name written in katakana - replace with your own name in katakana characters.
- 3

フリガナ      Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 4

年金      Pension

Select your pension type (National Pension, Employee Pension, etc.)
- 5

新世帯主 ※国外の場合は不要      Head of household

The primary person in a household for registration purposes. If you live alone, you are the head of household.



## 異動者 — Person Table (Part 1/5)

新住所 ※国外の場合は国名のみ  
 フリガナ  
 東京都 文京区春日1丁目16番21号 シビックアパート101  
 旧住所 ※国外の場合は国名のみ  
 東京都 文京区小石川1丁目1番1-1001号  
 異動される方全員の氏名 (通称) 生年月日 性別 続柄 住定年月日 国民年金 国保 介護 住こ 簡番 再転入

- 1 **年金** Pension  
Select your pension type (National Pension, Employee Pension, etc.)
  - 2 **新世帯主** ※国外の場合は不要 Head of household  
The primary person in a household for registration purposes. If you live alone, you are the head of household.
  - 3 **都道府県** 東京都文京区春日1丁目16番21号 シビックアパート101 Prefecture  
Select your prefecture from the dropdown or write the full prefecture name
  - 4 **介護** Long-term Care Insurance  
Insurance for elderly care services. Mandatory for residents 40+. Premiums deducted with health insurance.
  - 5 **東京** Tokyo  
Write the full name of Tokyo prefecture or specific Tokyo ward/city
  - 6 **文京 太郎** Bunkyo Taro  
This appears to be an example name showing the format (surname first, then given name) - replace with your actual name in this order.
  - 7 **。旧住所** ※国外の場合は国名のみ Previous address / Address  
If coming from abroad, write your country name (e.g. アメリカ合衆国). Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
  - 8 **旧世帯主** ☒ 同上 Head of household  
The primary person in a household for registration purposes. If you live alone, you are the head of household.
  - 9 **学務** School affairs  
Related to school enrollment. Staff will update school district records if you have children.
  - 10 **都道府県** 東京都文京区小石川1丁目1番1-1001号 Prefecture  
Select your prefecture from the dropdown or write the full prefecture name
  - 11 **東京** Tokyo  
Write the full name of Tokyo prefecture or specific Tokyo ward/city
  - 12 **障福** Disability welfare  
Abbreviation for 障害者福祉 (disability welfare). Staff use for updating disability services records.
  - 13 **国保介護** National Health Insurance and Long-term Care  
Checkbox for services requiring notification of address change
  - 14 **異動される方全員の氏名 (通称)** Full name / Person who  
Write in katakana for foreign names. Some forms accept romaji. This appears to be part of a longer phrase - look for the complete text starting with the preceding characters
  - 15 **生年月日** Date of birth  
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

[illegible]



異動者 — Person Table (Part 2/5)

異動される方全員の氏名 (通称)		生年月日	性別	続柄	住定年月日	国民年金	国保	介護 受給	住口	個番	再転入
フリガナ 氏名		大・昭・平・令・西暦	男	世帯主 夫・妻・子 その他	平成	基礎年金番号					
ブンキョウ タロウ 文京 太郎											

- 1 続柄 Relationship to head of household  
See relationship terms table.
- 2 住口個番再転入 Moving in (from another municipality or abroad)  
Check this box if you are moving into this municipality from another city/town in Japan or from abroad. This indicates you are registering as a new resident rather than updating existing registration.
- 3 資格 Qualification  
Refers to your legal status or eligibility (e.g., resident status, insurance qualification)
- 4 基礎年金番号 Basic Pension Number  
Enter your Japanese pension number if you have one; leave blank if you haven't enrolled in the pension system yet
- 5 平成 ・ 新令住和所での世帯-主との続柄 Relationship to head of household  
See relationship terms table.
- 6 ブンキョウ タロウ BUNKYOU TAROU  
This appears to be a sample name written in katakana - replace with your own name in katakana characters.
- 7 大・昭・平・令・西暦 Taishō· Shōwa· Heisei· Reiwa· Western calendar  
Select the era type for your date of birth or other dates on the form
- 8 世帯主 Head of household  
Write the name of the person who is registered as the head of the household you're joining or leaving
- 9 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 10 有有有新 Yes Yes Yes New  
This appears to be a data entry error or test text - consult staff if this appears on your form
- 11 する To do/perform  
Check this box to confirm you want to proceed with or perform the registration action indicated in the form. This is typically a confirmation checkbox.
- 12 夫・妻・子 Husband/Wife/Child  
Select your relationship to the head of household
- 13 1 A 任得 1A Optional/Discretionary  
Staff use only - do not fill in
- 14 文京 太郎 Bunkyo Taro  
This appears to be an example name showing the format (surname first, then given name) - replace with your actual name in this order.
- 15 ・ ・ ・ (bullet points/list markers)  
These are bullet point markers for a list - you don't need to write anything here. They indicate list items or options that follow in the form structure.





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

- 14

する

To do/perform

Check or mark this if you are performing/completing this particular action or procedure. This confirms you are carrying out the specified registration process.
- 15

その他

Other

Use this section for any additional information not covered in other fields

## 異動者 — Person Table (Part 4/5)

氏名 氏名を記入してください。本籍・軍票は省略構いません。

2 本籍 ( 在留期間 在留期間の満了日 法第30条の45に規定する区分 在留資格 在留カードの番号 ) 軍票者 ( 国籍・地域 ) 住民票コード

フリガナ 大・昭・平・令・西暦 年・月・日 平成・令和 住居 備考 再輸入

- 1 **1 A 任** 1A designation  
Staff use only - do not fill in
  - 2 **は省略で構いません。** May be omitted  
This field is optional - you can leave it blank if desired
  - 3 **・** (bullet points/list markers)
  - 4 **・** (bullet points/list markers)
  - 5 **無無無** None/Not applicable  
This appears to be a placeholder or indicates no entry is required for this field
  - 6 **女 ( )** Female ( )  
Check this box if you are female; the parentheses are for additional notes if needed
  - 7 **・** (bullet points/list markers)
  - 8 **しない** Do not  
This typically appears before other text to indicate something should not be done or does not apply
  - 9 **本籍 ( 在留期間 在留期間の満了日 法第30条の4 5 に規定する区分 在留資格 在留カードの番号 )**  
Residence Card / Residence status / Visa type / Period of stay  
ID card for foreign residents with mid- to long-term visas. Issued at the airport or immigration office. Must carry at all times. e.g. 技術・ 人文知識・ 国際業務, 日本人の配偶者等, 留学, 永住者
  - 10 **筆頭者 ( 国籍・ 地域 )** Nationality / Region / Head of family register  
Write your country of nationality. For Taiwan, write 台湾. First person listed in the family register. For foreigners, this field is often N/A.
  - 11 **住民票コード** Resident Registry Code  
11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.
  - 12 **1と同じ** Same as 1  
Check this box or write this phrase if your information is identical to what you filled in field #1
  - 13 **1と同じ** Same as 1  
Check this box or write this phrase if your information is identical to what you filled in field #1
  - 14 **大・ 昭・ 平・ 令・ 西暦** Taishō・ Shōwa・ Heisei・ Reiwa・ Western calendar  
Select the era type for your date of birth or other dates on the form
  - 15 **平成 ・ 令和** Heisei・ Reiwa  
Choose the appropriate era name - use "Reiwa" for dates from May 1, 2019 onward, or "Heisei" for earlier dates

[illegible]

## 異動者 — Person Table (Part 5/5)

フリガナ 大・昭・平・令・西暦 里 土、事、立 平成・令和 住、個番 再転入

- 1 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 2 住こ番再転入 Moving in (from another municipality or abroad)



[illegible]

- [illegible]

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

15

しない Do not

This typically appears before other text to indicate something should not be done or does not apply

本人確認書類 — ID & Documents (Part 2/3)

本籍 ( 在留期間 在留期間の満了日

フリガナ

氏名

★記入する際の注意点★

・住民異動届書の裏面の記載は不要です。

再 再 しない

住民票コード

有 有 有 住 個 再

無 無 無 転 番 転

入 入 入 入 入 入

- 1 本籍 ( 在留期間 在留期間の満了日 法第30条の4 5に規定する区分 在留資格★ 在留記カードの番す号 る ) 際 1・ の 2 と  
Nationality / Region / Residence status / Visa type / Period of stay  
Write your country of nationality. For Taiwan, write 台湾. e.g. 技術・ 人文知識・ 国際業務, 日本人の配偶者等, 留学, 永住者
- 2 住民票コード Resident Registry Code  
11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.
- 3 1・ 2 と同じ Same as 1 and 2  
This indicates you should copy the same information you provided in fields 1 and 2 above
- 4 大・ 昭・ 平・ 令・ 西暦 Taishō・ Shōwa・ Heisei・ Reiwa・ Western calendar  
Select the era type for your date of birth or other dates on the form
- 5 平成 ・ 令和 Heisei・ Reiwa  
Choose the appropriate era name - use "Reiwa" for dates from May 1, 2019 onward, or "Heisei" for earlier dates
- 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 住 転 入 再 転 入 Moving in (from another municipality or abroad)  
Check this box if you are moving into this municipality from another city/town in Japan or from overseas. This applies to foreign residents registering their address for the first time or transferring from another location.
- 8 男 夫 ・ 妻 ・ 子 Male/Husband・ Wife・ Child  
Select relationship to head of household from the options provided
- 9 有 有 有 Yes/Yes/Yes  
This appears to be a checkbox or selection field with three 'Yes' options - check with staff for clarification
- 10 ・ 住民異動届書の裏面の記載は不要です。  
This is an informational note stating that you do not need to fill out the back side of the resident registration form. You can ignore the reverse side of this document.
- 11 する To do/perfor  
This appears to be part of a checkbox or selection where you would mark 'する' (to do/yes) if the preceding condition applies to your situation. Check this if the statement above applies to you.
- 12 その他 Other  
Use this section for any additional information not covered in other fields
- 13 1 A 任 1A designation  
Staff use only - do not fill in
- 14 ・ ・ ・ (bullet points/list markers)  
These are bullet point markers for a list of instructions or requirements. Read the text that follows these bullets for specific guidance on completing your form.





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

- 15
- - 
  - (bullet points/list markers)

Additional bullet point markers continuing the list of instructions. Follow any specific requirements or provide information as indicated by the text following these markers.

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

氏名	<ul style="list-style-type: none"> <li>• 任氏英勳廟書の裏面の記載は不要です。</li> <li>• 消せるボールペンで記入しないでください。</li> </ul>										新	新	新
4	無	無	無	再	再	しない							
本籍（在留期間 在留期間の満了日											任氏票コード		

- 1 無 無 無 None/Not applicable  
This appears to be a placeholder or indicates no entry is required for this field
  - 2 女 ( ) Female ( )  
Check this box if you are female; the parentheses are for additional notes if needed
  - 3 • • • (bullet points/list markers)  
These are bullet points listing form instructions - no input required from you. The instructions state that you don't need to fill in information from the back of your residence card and to use a pen (not pencil) that won't erase.
  - 4 し ない Do not  
This typically appears before other text to indicate something should not be done or does not apply
  - 5 • 消 せる ボール ペン で 記 入 し ない で く だ さ い 。 Do not  
This typically appears before other text to indicate something should not be done or does not apply
  - 6 本 籍 ( 在 留 期 間 在 留 期 間 の 満 了 日 法 第 3 0 条 の 4 5 に 規 定 す る 区 分 在 留 資 格 在 留 カ ー ド の 番 号 )  
Residence Card / Residence status / Visa type / Period of stay  
ID card for foreign residents with mid- to long-term visas. Issued at the airport or immigration office. Must carry at all times. e.g. 技 術 ・ 人 文 知 識 ・ 国 際 業 務 , 日 本 人 の 配 偶 者 等 , 留 学 , 永 住 者
  - 7 筆 頭 者 ( 国 籍 ・ 地 域 ) Nationality / Region / Head of family register  
Write your country of nationality. For Taiwan, write 台 灣 . First person listed in the family register. For foreigners, this field is often N/A.
  - 8 住 民 票 コー ド Resident Registry Code  
11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.
  - 9 1 ・ 2 ・ 3 と 同 じ Same as 1, 2, and 3  
This indicates you should follow the same instructions as items 1, 2, and 3 above. Refer to the earlier sections of the form for the specific formatting or information requirements.
  - 10 1 ・ 2 ・ 3 と 同 じ Same as 1, 2, and 3  
This indicates you should follow the same instructions as items 1, 2, and 3 above. Refer to the earlier sections of the form for the specific formatting or information requirements.



## 記入方法・注意事項 — Instructions

摘要・主・転(入・居・出) 最終登録地	・A4サイズ(両面短辺とJ)に印刷し持参してください。											
	旧筆頭者・旧氏											

- 1 筆頭者 ( 国籍・地域 )      Nationality / Region / Head of family register  
Write your country of nationality. For Taiwan, write 台湾. First person listed in the family register. For foreigners, this field is often N/A.
  - 2 1・2・3と同じ      Same as 1, 2, and 3
  - 3 1・2・3と同じ      Same as 1, 2, and 3
  - 4 ・A4サイズ(両面短辺と同じ)に印刷し持参してください。      Seal (inkan / hanko)  
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
  - 5 摘要      Remarks  
Leave blank unless specifically instructed by city office staff - used for official notes and special circumstances.
  - 6 主・転(入・居・出)につき      →      Regarding primary/transfer (moving in/residence/moving out) →  
Check the appropriate box to indicate your type of residence change (moving in, establishing residence, or moving out)
  - 7 備考追加 【世帯主及び続柄変更】      Head of household / Relationship to head of household / Remarks / Notes  
The primary person in a household for registration purposes. If you live alone, you are the head of household. See relationship terms table.
  - 8 旧筆頭者・旧氏      Head of family register  
First person listed in the family register. For foreigners, this field is often N/A.
  - 9 最終登録地      Last registered address  
Enter the address where you were most recently registered in Japan's residence registration system



## 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?