

転出届 (郵送届出用)

(兼 国民健康保険被保険者資格喪失届・後期高齢者医療連絡票)

太ワクのなかをボールペンでお書きください。

12		1	
()			
- -			
60		12	25
63		3	30
22		2	22
1		11	11

1 届出人の本人確認書類のコピー

2 返信用封筒 ※国外転出、特例転出の方は不要です。

TEL 090-xxxx-xxxx

460 110

1	
2	
3	
4	
5	

記入しないでください。

ここには何も

Nerima – 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. 轉出届 (郵送届出用) 兼 国民健康保険被保険者資格喪失届・後期高齢者医療連絡票
 2. 兼 国民健康保険被保険者資格喪失届・後期高齢者医療連絡票
 3. 兼 国民健康保険被保険者資格喪失届・後期高齢者医療連絡票
 4. 兼 国民健康保険被保険者資格喪失届・後期高齢者医療連絡票

- 1 記入例 [記入例]
 - 2 住 定 日 年 月 日 Date of residence establishment ____year ____month ____day
Enter the date you officially established residence at this address (usually your move-in date)
 - 3 転 出 届 (郵送届出用) Moving Out Notification (For Mail-in Submission)
Use this form when moving out of the municipality and submitting by mail rather than in person
 - 4 (兼 国民健康保険被保険者資格喪失届・後期高齢者医療連絡票)
(Also serves as National Health Insurance Policyholder Qualification Loss Notification / Elderly Medical Care Liaison Form)
 - 5 練馬区長宛 To the Mayor of Nerima Ward
 - 6 下記のとおり届けます。 I hereby notify/report as follows.
This is standard form language that appears before the details section - no action needed from you as it's just instructional text.

- 1 届出日令和○年△月□日転出(予定)年月日令和 Date of filing / Moving out
Today's date. Use Japanese calendar or Western calendar.
- 2 ○年△月○日国民健康保険入力・未入力 [○年△月○日国民健康保険入力・未入力]
- 3 国保証記号・番号 National Health Insurance Card Symbol/Number
Enter the symbol and number from your National Health Insurance card if you have one; leave blank if not enrolled
- 4 ネリマ タロウ [ネリマ タロウ]
- 5 フリガナ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 6 豊玉北 6 [豊玉北 6]
- 7 12 12
- 8 練馬区 Nerima Ward
This indicates the municipal jurisdiction – if you live in Nerima Ward, this form is for you
- 9 ワ今まで Previous/Until now
This appears to be a section header for information about your previous residence – fill in details about where you lived before your current address.
- 10 丁目 Block/District Number
Enter the numbered district section of your address (e.g., if your address is “1-2-3 Shibuya”, enter “1” for 1-chome)
- 11 号世 Household Number
Enter the household number assigned to your residence (found on your residence certificate or previous registration documents)
- 12 喪失年月日 Date of Loss
Enter the date you lost your previous status or registration (format: year/month/day using Japanese calendar or Western calendar as specified)
- 13 練馬 太郎 [練馬 太郎]
- 14 クの住所(建物名と部屋番号) Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 15 区役所マンション１０１ [区役所マンション１０１]

住所 – Addresses (Part 1/4)

- 1 なか新 し住い所 東 京口都口 マ〇ン〇シ区ヨ ン△1△01町 1-2-3
[なか新 し住い所 東 京口都口 マ〇ン〇シ区ヨ ン△1△01町 1-2-3]
- 2 後期負担区 Late-stage burden category
This refers to healthcare cost burden classification for those 75+ enrolled in the Late-stage Elderly Healthcare System – leave blank if under 75
- 3 介護住所介護 Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 4 国保住所資・知高齢証 Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 5 印登 録鑑証 Seal (inkan / hanko)
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
- 6 個住 カ力 Individual Residence – Head of Household
Check the box if you are registering as an individual resident and head of your household
- 7 地証 Address certificate
This likely refers to documentation proving your address – prepare utility bills, lease agreement, or other address verification documents
- 8 高証 Senior citizen certificate
Check this box if you hold a senior citizen certificate (高齢者証明書) or similar elderly identification document
- 9 保特回 Special Protection Return
N/A – this appears to be a system code or administrative marking rather than a field requiring input
- 10 資特 Special Status
Leave blank unless you have special residential status circumstances that need to be noted by the municipal office
- 11 性続 柄 Gender and Relationship
Fill in your gender (male/female) and relationship to the head of household (e.g., head, spouse, child, etc.)
- 12 登回 Registration/Return
This likely refers to registering a return to a previous address or re-registering after temporary absence – check the appropriate box if this applies to your situation.
- 13 登回 Registration/Return
This likely refers to registering a return to a previous address or re-registering after temporary absence – check the appropriate box if this applies to your situation.
- 14 転出する人全員の氏名 (フリガナ) Phonetic reading (katakana) / Full name / Moving out
Write the katakana reading of your name. For foreign names, this IS your name in katakana. Write in katakana for foreign names. Some forms accept romaji.

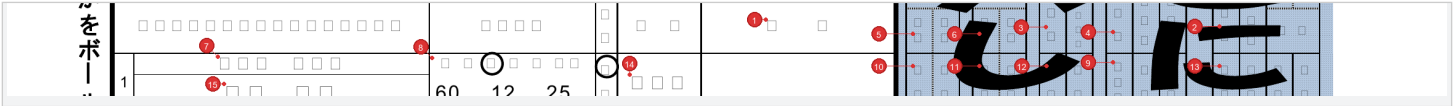
住所 – Addresses (Part 1/4) (continued)

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.

住所 – Addresses (Part 2/4)



- 1

備考 Remarks
- 2

格例回収 Document retrieval/collection
- 3

齢発行 Age issuance
- 4

険例収 Insurance enrollment
- 5

録収 Receipt/Recording
- 6

録収 Receipt/Recording
- 7

ネリマ タロウ [ネリマ タロウ]
- 8

明 大 昭 平 令 西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male
- 9

受有済 Already received
- 10

有済 Completed/Settled
- 11

有済 Completed/Settled
- 12

有有 Yes/Yes
- 13

有有済済 Completed/Processed (status indicators)
- 14

世帯主 Head of household
- 15

練馬 太郎 [練馬 太郎]
- 1

備考 Remarks
- 2

格例回収 Document retrieval/collection
- 3

齢発行 Age issuance
- 4

険例収 Insurance enrollment
- 5

録収 Receipt/Recording
- 6

録収 Receipt/Recording
- 7

ネリマ タロウ [ネリマ タロウ]
- 8

明 大 昭 平 令 西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male
- 9

受有済 Already received
- 10

有済 Completed/Settled
- 11

有済 Completed/Settled
- 12

有有 Yes/Yes
- 13

有有済済 Completed/Processed (status indicators)
- 14

世帯主 Head of household
- 15

練馬 太郎 [練馬 太郎]

住所 – Addresses (Part 3/4)

- 1 60 60
- 2 12 12
- 3 25 25
- 4 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 5 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 6 無無 None/None
This likely indicates “none” for two related fields – leave blank or check “none” if you don’t have the requested information for either category.
- 7 無無未 None/None/Not yet
These likely refer to checkbox options for “無” (none/not applicable) and “未” (not yet/未定) – select the appropriate option based on your situation for each field.
- 8 無無未未 None/None/Not yet/Not yet
These appear to be checkbox or field options – select “無” (none) if something doesn’t apply to you, or “未” (not yet) for pending/incomplete items
- 9 ネリマ ハナコ [ネリマ ハナコ]
- 10 明 大 昭 平 令 西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male
These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check “男” if male
- 11 受有済 Already received
This is typically a checkbox or status field that office staff will mark – leave blank as an applicant
- 12 有済 Completed/Settled
This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.
- 13 有済 Completed/Settled
This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.
- 14 有有 Yes/Yes
This appears to be a checkbox or selection field – mark “Yes” for applicable items or questions on the form.
- 15 有有済済 Completed/Processed (status indicators)
N/A – this appears to be administrative status marking fields that office staff would fill out

住所 – Addresses (Part 4/4)

練馬

花子

63

3

30

無未

無未

無無

無未

無無未未

- 1

練馬 花子 [練馬 花子]
- 2

63 63
- 3

30 30
- 4

無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 5

無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 6

無無 None/None

This likely indicates “none” for two related fields – leave blank or check “none” if you don’t have the requested information for either category.
- 7

無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 8

無無未未 None/None/Not yet/Not yet

These appear to be checkbox or field options – select “無” (none) if something doesn’t apply to you, or “未” (not yet) for pending/incomplete items

異動者 – Person Table (Part 1/7)

- 1 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 2 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 3 無無 None/None
This likely indicates “none” for two related fields – leave blank or check “none” if you don’t have the requested information for either category.
- 4 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 5 無無未未 None/None/Not yet/Not yet
These appear to be checkbox or field options – select “無” (none) if something doesn’t apply to you, or “未” (not yet) for pending/incomplete items
- 6 ネリマ カズコ [ネリマ カズコ]
- 7 【特例転出のご案内】 Moving out
- 8 明 大 昭 平 令 西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male
These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check “男” if male
- 9 受有済 Already received
This is typically a checkbox or status field that office staff will mark – leave blank as an applicant
- 10 有済 Completed/Settled
This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.
- 11 有済 Completed/Settled
This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.
- 12 有有 Yes/Yes
This appears to be a checkbox or selection field – mark “Yes” for applicable items or questions on the form.
- 13 有有済済 Completed/Processed (status indicators)
N/A – this appears to be administrative status marking fields that office staff would fill out
- 14 マイナンバーカードまたは住基 My Number Card or Basic Resident Register
Provide your My Number Card if you have one, or your Basic Resident Register Card (Juki Card) as identification
- 15 お3 Child 3
Write the name of your third child if applicable, or leave blank if you have fewer than 3 children.

異動者 – Person Table (Part 2/7)

- 1

練馬 一子 [練馬 一子]
- 2

22 22
- 3

22 22
- 4

カードをお持ちの方は特例の転 If you have a card, special transfer
This refers to having a My Number card or residence card – check this section if you have either card for streamlined transfer procedures
- 5

無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 6

無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 7

無無 None/None
This likely indicates “none” for two related fields – leave blank or check “none” if you don’t have the requested information for either category.
- 8

無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 9

無無未未 None/None/Not yet/Not yet
These appear to be checkbox or field options – select “無” (none) if something doesn’t apply to you, or “未” (not yet) for pending/incomplete items
- 10

出届をすることができます。 You can submit a departure notification.
File this form when moving out of the municipality or leaving Japan to update your residence status.
- 11

ネリマ ジロウ [ネリマ ジロウ]
- 12

明 大 昭 平 令 西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male
These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check “男” if male
- 13

受有済 Already received
This is typically a checkbox or status field that office staff will mark – leave blank as an applicant
- 14

特例転出をする方には転出証 Moving out
- 15

有済 Completed/Settled
This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

- Generated 2026-02-09 from github.com/wkesner/japan-forms | Not an official government document

異動者 – Person Table (Part 4/7)

- 1 クをしてください。 Please mark/check.
Use a checkmark (✓) or fill in the circle/box completely as indicated on the form.
- 2 有済 Completed/Settled
This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.
- 3 有済 Completed/Settled
This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.
- 4 有有 Yes/Yes
This appears to be a checkbox or selection field – mark “Yes” for applicable items or questions on the form.
- 5 有有済済 Completed/Processed (status indicators)
N/A – this appears to be administrative status marking fields that office staff would fill out
- 6 さ5 Sa5
This appears to be a form section identifier or reference number – leave blank as it's likely for administrative use only.
- 7 有無未 [有無未]
- 8 ☐✓特例転出 Moving out
- 9 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 10 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 11 無無 None/None
This likely indicates “none” for two related fields – leave blank or check “none” if you don't have the requested information for either category.
- 12 無無未未 None/None/Not yet/Not yet
These appear to be checkbox or field options – select “無” (none) if something doesn't apply to you, or “未” (not yet) for pending/incomplete items
- 13 【同封する書類のご案内】 [Guide to Documents to be Enclosed]
- 14 本人または同一世帯の方 ※署名してください。 Signature
Sign your name. Foreigners can use a written signature instead of a seal (inkan).
- 15 届出の区分 Type of notification
Check the appropriate box for your situation (moving in, moving out, address change within city, etc.)

異動者 – Person Table (Part 5/7)

- 1 証回収 Certificate collection/retrieval
This likely refers to collecting or returning official certificates – check with municipal staff about which documents you need to submit or retrieve
- 2 1 届出人の本人確認書類のコピー Applicant / Person filing the form
The person physically submitting the form. Usually yourself.
- 3 練馬 太郎 [練馬 太郎]
- 4 届氏名 Full name
Write in katakana for foreign names. Some forms accept romaji.
- 5 マイナンバーカードのおもて面、運転免許証、在留カード、 Front side of My Number Card, driver's license, residence card,
Provide one of these ID documents when submitting the form
- 6 ☐☐☐ [Checkbox boxes/selection boxes]
- 7 健康保険の資格確認書（保険者番号と被保険者番号をマスキング）など全一特
Health insurance qualification confirmation document (with insurer number and insured person number masked) etc., all unified special
Provide a copy of your health insurance card or qualification document, but black out/cover the insurer and insured person numbers for privacy protection
- 8 自 宅 2 返信用封筒 ※国外転出、特例転出の方は不要です。 Moving out
- 9 TEL090-××××-×××× [TEL090-××××-××××]
- 10 部部例 Section/Department Example
N/A – this is likely a header or example text showing format for department/section fields
- 11 勤務先 Place of employment / Employer
Company name and address. Some forms also ask for 勤務先電話番号 (employer phone number).
- 12 (転出証明書返送用) 宛先を記入し、切手を貼付してください。 Moving out
- 13 日中連絡が取れる連絡先を必ずご記入ください。携 帯
Please be sure to fill in a contact number where you can be reached during the day. Mobile
Write your mobile phone number where you can be contacted during daytime hours (9 AM – 5 PM).
- 14 (切手の額) 簡易書留（推奨）460円分または普通郵便110円分
(Postage amount) Simple registered mail (recommended) 460 yen or regular mail 110 yen
Choose registered mail (460 yen) for important documents to ensure delivery confirmation, or regular mail (110 yen) for basic delivery.
- 15 世帯主転出に伴う続柄変更（新続柄） Relationship to head of household / Moving out
See relationship terms table.

異動者 – Person Table (Part 6/7)

- 1 ☐免許保険 ☐License ☐Insurance
Check these boxes to indicate which documents (driver's license, insurance cards, etc.) need address updates due to your residence change.
- 2 ☐乳・子 ☐Infant/Child
Check this box if the person being registered is an infant or child (likely under a certain age threshold defined by the municipality)
- 3 ☐児童手当 ☐Child Allowance
Check this box if you're applying for or need to update child allowance benefits for dependent children under 15
- 4 世帯主が転出され同一世帯の方が残る場合、 Moving out
- 5 残る方の氏名と新続柄を記入してください。 Full name / Relationship to head of household
Write in katakana for foreign names. Some forms accept romaji. See relationship terms table.
- 6 本☐個カード☐年 金 My Number Card/Pension
Check the box if you have a My Number Card and/or need to update pension information due to your address change.
- 7 ☐学 校 ☐School
Check this box if the move involves a school-age child who needs to transfer schools due to the address change.
- 8 ☐国 保 National Health Insurance
Check this box if you need to enroll in or make changes to Japan's National Health Insurance system
- 9 入^り旅 券^の後 期 Passport expiration date
Enter the expiration date printed on your passport
- 10 ☐個人番号カード My Number (Individual Number)
12-digit number. Leave blank on first registration – it will be mailed to you after.
- 11 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
- 12 確^か障 手^て介 護 Disability Certificate / Care
Check the boxes if you have a disability certificate or need long-term care services
- 13 ☐通知カード^の☐在留カード等 ☐Notification Card ☐Residence Card, etc.
Check the box for whichever card type you possess – foreign residents should typically check "Residence Card, etc."
- 14 受 付 Reception/Received
N/A – this is an office use only section where municipal staff will stamp or write when they receive your form
- 15 入 力 Input/Entry

異動者 - Person Table (Part 7/7)

- 証発行** Certificate issuance

Check this box if you need official certificates (like residence certificate) issued along with your registration change
- 証回収** Certificate collection/retrieval

This likely refers to collecting or returning official certificates – check with municipal staff about which documents you need to submit or retrieve
- 審査** Review/Examination

N/A – this is a section header for municipal office use only
- 照合** Verification/Cross-reference
- 認口特 永口生 保** Special Permanent Resident

Check this box if you are a special permanent resident (typically applies to long-term Korean/Taiwanese residents and their descendants)
- 口選挙** ☐ Elections

Check this box if you want to register for voting eligibility (requires Japanese citizenship)
- 口国外継続** ☐ Continued residence abroad

Check this box if you are continuing to live outside Japan (e.g., extending an overseas stay)

職員記入欄 – Staff Section

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

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

COUNTER PHRASES

Point and show these to ward office staff

FINDING THE COUNTER

すみません、住民登録の窓口はどこですか？

Sumimasen, jūmin toroku no madoguchi wa doko desu ka?

Excuse me, where is the resident registration counter?

STATING YOUR PURPOSE

転入届を出したいのですが

Tennyu todoke wo dashitai no desu ga

I'd like to submit a moving-in notification

FIRST TIME FROM ABROAD

海外から初めて転入します

Kaigai kara hajimete tennyu shimasu

I'm registering for the first time from abroad

FROM ANOTHER WARD

〇〇区から転入します

〇〇-ku kara tennyu shimasu

I'm moving in from 〇〇 Ward

ASKING FOR ENGLISH FORM

英語の用紙はありますか？

Eigo no yōshi wa arimasu ka?

Do you have an English version of the form?

ASKING FOR HELP FILLING OUT

記入方法を教えていただけますか？

Kinyū hōhō wo oshiete itadakemasu ka?

Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE

住民票もお願いしたいのですが

Jūminhyō mo onegai shitai no desu ga

I'd also like a Certificate of Residence, please

ASKING ABOUT MY NUMBER

マイナンバーはいつ届きますか？

Mainanba wa itsu todokimasu ka?

When will my My Number arrive?