

郵送による転出届の手続き方法について  
About the procedure method of a moving - out notification by the mail  
太い枠の中を記入して下さい。Please fill it out in the big frames

英語

② ご本人様が確認できるもの（運転免許証・在留カード・特別永住者証明書などの両面コピー）

Copies of both sides such as a driver's license,  
Residence card, Special permanent resident certificate .



③ 返信用の封筒に送付先（現住所あるいは新たに住民登録をする所）・宛名を記入し、110円切手を貼ったもの。（海外へ転出される場合は不要です。）



You write the present address and full name in an envelope for replies, and you stick an 110 yen stamp on it. When you move to the foreign countries, you do not have make the envelope for replies.

④ 上記 ①～③ を同封の上、

元    -



役所 住民登録担当課 まで送付して下さい。

Enclose above ①-③. Please send it to the government office resident registration charge section.

⑤ その他 不明な点がございましたら、電話 一一一までお問い合わせ下さい。

if you have any questions. Please call to tell us.

# Yokohama Kohoku — 住民異動届 — Residence Registration (Moving In/Out/Within)

Deadline: Must be submitted within 14 days of moving in | Cost: Free | Penalty: Fine of up to ¥50,000 for failure to register

## WHAT TO BRING

### >> First Time from Abroad

- |  |              |
|--|--------------|
| * Passport (all household members)                                       | パスポート        |
| * Residence Card (received at airport)                                   | 在留カード        |
| Marriage Certificate + Japanese translation (If registering with spouse) | 婚姻証明書 + 日本語訳 |
| Birth Certificate + Japanese translation (If registering children)       | 出生証明書 + 日本語訳 |

### >> From Another Municipality

- |   |           |
|---|-----------|
| * Residence Cards (all household members)     | 在留カード     |
| * Moving-Out Certificate (from previous ward) | 転出証明書     |
| My Number Card (all who have one)             | マイナンバーカード |
| National Health Insurance Card (If enrolled)  | 国民健康保険証   |

### >> Moving Within Same Municipality

- |   |           |
|---|-----------|
| * Residence Cards (all household members) | 在留カード     |
| My Number Card                            | マイナンバーカード |

## COMMON MISTAKES

### X Writing name in romaji instead of katakana

-> Most forms want katakana (カタカナ). Ask staff for help converting your name.

### X Using arrival date instead of move-in date

-> 異動日 is when you moved into your apartment, not when your flight landed.

### X Leaving head of household (世帯主) blank

-> If you live alone, you ARE the head of household. Write your own name.

### X Forgetting Japanese translations of certificates

-> Marriage/birth certificates need a Japanese translation with the translator's name stated. A friend can do it — no certified translator required.

## AFTER YOU SUBMIT

1. Your new address is printed on the back of your Residence Card (10-30 min wait)
2. My Number notification card mailed to your address (2-3 weeks, first-time only)
3. Enrolled in National Health Insurance (if not employer-provided) — same counter or nearby
4. Enrolled in National Pension (ages 20-59)
5. Can request Certificate of Residence (住民票) immediately — ¥300, needed for bank/phone/lease

## セクション 1 — Section 1

<b>郵送による転出届の手続き方法について</b> About the procedure method of a moving - out notification by the mail 太い枠の中を記入して下さい。Please fill it out in the big frames		<input checked="" type="checkbox"/> 英語		
<b>① 転出届 moving - out notification</b>				
② 届出人氏名 Full name of the report person				
③ 連絡先 (日中連絡の取れる電話番号) Phone number to get the communication in the daytime				
④ 転出年月日 Date of move				
⑤ 新住所 New address				
⑥ 旧住所 Old address				
⑦ 旧世帯主 Name of head of household in old address	⑧ 生年月日 The date of birth	⑨ 性別 Sex	⑩ 続柄 Relation	⑪ 国籍 Nationality
⑫ 転出者の氏名 Full name of the person of move				

**1 英語 English**

Select if you prefer forms or communication in English

**2 郵送による転出届の手続き方法について Moving out**

This is just a header explaining this section is about the procedure for mail-in moving-out notifications - no action needed.

**3 About the procedure method of a moving-out notification by the mail**

About the procedure method of a moving-out notification by mail

This is the English translation of the header above - no action needed.

**4 ① 転出届 moving-out notification Moving out**

This indicates you're filling out a moving-out notification form - no action needed, just informational.

**5 Full name of the report person Full name of the report person**

Write your full legal name exactly as it appears on your residence card or other official documents.

**6 Phone number to get the communication Phone number to get the communication**

Provide a phone number where you can be reached for any follow-up communication regarding your residence registration

**7 Date of move Date of move**

Enter the date you plan to move out in Japanese format (year/month/day), using the Japanese calendar year if required.

**8 New address New address**

Write your complete new address including postal code, prefecture, city, and apartment/building details if applicable.

**9 Old address Old address**

Write your previous registered address in Japan, or your foreign address if moving from overseas for the first time.

**10 Name of head of household in old address Name of head of household in old address**

Write the full name of the person who was registered as the head of household at your previous address (may be yourself, a parent, or landlord depending on your living situation).



## セクション 1 — Section 1 (continued)

**郵送による転出届の手続き方法について** 英語

About the procedure method of a moving - out notification by the mail  
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<b>① 転出届 moving - out notification</b>				
② 届出人氏名 Full name of the report person				
③ 連絡先 (日中連絡の取れる電話番号) Phone number to get the communication in the daytime				
④ 転出年月日 Date of move				
⑤ 新住所 New address				
⑥ 旧住所 Old address				
⑦ 旧世帯主 Name of head of household in old address	⑧ 生年月日 The date of birth	⑨ 性別 Sex	⑩ 続柄 Relation	⑪ 国籍 Nationality
⑬ 転出者の氏名 Full name of the person of move				

**11 性別 続柄** Gender / Relationship to head of household

男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one. See relationship terms table.

**12 国籍** Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

**13 Full name of the person of move** Full name of the person of move

Write your full legal name exactly as it appears on your residence card or passport

**14 The date of birth Sex Relation** The date of birth Sex Relation

Fill in your date of birth, check your sex (male/female), and indicate your relationship to the head of household (e.g., head, spouse, child, etc.)

**15 Nationality** Nationality

Write your country of citizenship (e.g., "American", "Canadian", "British")

## セクション 2 — Section 2

				Nationality
				1

## 1 Nationality Nationality

Write your country of citizenship (e.g., "American", "Canadian", "British")



## セクション 3 — Section 3

②	ご本人様が確認できるもの（運転免許証・在留カード・特別永住者証明書などの両面コピー）	
③	Copies of both sides such as a driver's license, Residence card, Special permanent resident certificate .	
④	返信用の封筒に送付先（現住所あるいは新たに住民登録をする所）・宛名を記入し、110円切手を貼ったもの。（海外へ転出される場合は不要です。）	
⑤	You write the present address and full name in an envelope for replies, and you stick an 110 yen stamp on it. When you move to the foreign countries, you do not have make the envelope for replies.	
⑥	上記 ①～③ を同封の上、	

- 1 ② ご本人様が確認できるもの（運転免許証・在留カード・特別永住者証明書などの両面コピー）  
Residence Card / Driver's license  
ID card for foreign residents with mid- to long-term visas. Issued at the airport or immigration office. Must carry at all times. Bring your physical driver's license as identification
- 2 Copies of both sides such as a driver's license, Copies of both sides such as a driver's license,  
You need to provide photocopies of both the front and back sides of an official ID document such as your driver's license, residence card, or special permanent resident certificate. Make sure both sides are clearly visible and readable in your copies before submitting them with your application.
- 3 Residence card, Special permanent resident certificate . Residence card, Special permanent resident certificate  
Provide your residence card number if you have a residence card, or your special permanent resident certificate number if you're a special permanent resident of Japan.
- 4 ③ 返信用の封筒に送付先（現住所あるいは新たに住民登録をする所）・宛名を記入し、  
Current address / Address / To do/perform  
Your address as currently registered. Same as 住所 on most forms. Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 5 110円切手を貼ったもの。（海外へ転出される場合は不要です。） Moving out / . / Postage stamp  
Staff use only - do not fill in
- 6 stamp on it. When you move to the foreign countries, you do not have make the envelope for replies.  
When moving to a foreign country, you do not need to prepare a return envelope.  
If moving abroad, skip the return envelope requirement that applies to domestic moves.
- 7 ④ 上記 ①～③ を同封の上、 Enclose items ①-③ above and  
This refers to enclosing the documents or items numbered 1-3 mentioned earlier in the form



## セクション 4 — Section 4

1. **〒□□□-□□□**

2. 役所 住民登録担当課 まで送付して下さい。  
Enclose above ①-③, Please send it to the government office resident registration charge section.

3. ⑤ その他 不明な点がございましたら、電話 - - - までお問い合わせ下さい。  
if you have any questions, Please call to tel: - - -

**〒**

1. 〒□□□-□□□ Postal code □□□ - □□□

Enter your 7-digit Japanese postal code (3 digits, hyphen, 4 digits)

2. 役所 住民登録担当課 まで送付して下さい。 Please send to the municipal office, resident registration section.

This is an instruction - indicates where to mail the completed form

3. Enclose above ①-③, Please send it to the government office resident registration charge section.

Enclose the above items ①-③ and submit them to the municipal office's resident registration section.

This is an instruction, not a field to fill out. You need to enclose/attach the documents mentioned in items ①-③ (from earlier sections of the form) when submitting this form to your local municipal office's resident registration section.

4. ⑤ その他 不明な点がございましたら、電話 - - - までお問い合わせ下さい。 Other

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

5. if you have any questions, Please call to tel: - - - if you have any questions, Please call to tel: - - -

This is also an instruction providing contact information. The actual phone number should be printed on your specific form - call this number if you have questions about completing the form or the registration process.



## 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?