

記入例

居民運動局

区長 あて

\*お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします

# Chiba Miham — 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 (Part 1/2)

The screenshot shows the Japanese version of the form with several sections highlighted:

- 記入例** (Example) in a red-bordered box.
- 住民異動届** (Resident Registration Change Notification) in a large red-bordered box.
- 区長 あて** (To the Ward Mayor) in a red-bordered box.
- 世帯コード** (Household Code) field.
- 特例** (Special provision) checkboxes for **転入** (Moving in), **転出** (Moving out), **区内** (Within the ward), **世帯変更** (Change of household), and **職権記載** (Official entry/notation).
- 新** (New) checkbox.
- 未届** (Not yet registered), **国外** (Overseas), and **住所設定** (Address setting) checkboxes.
- 一軒主妻** (Single household head wife) checkbox.
- 主妻** (Single household head wife), **世帯分離** (Household separation), and **かた書き** (Handwritten note) checkboxes.
- 30条の48** (Article 48 of the 30th Article) note.
- 全⇒全**, **全⇒一部**, **一部⇒全**, and **一部⇒一部** checkboxes.
- ( )** ( ) section.

**1 記入例** Example of how to fill in

Sample form showing how to complete each field. Study this before filling your own form.

**2 特例** Special provision

Check this box if special circumstances apply to your registration

**3 特例** Special provision

Check this box if special circumstances apply to your registration

**4 転入** Moving in (from another municipality or abroad)**5 転出** Moving out**6 区内** Within the ward

Check this box if you're moving within the same ward/district, leave unchecked if moving from outside the ward

**7 世帯変更** Change of household (head of household change, merge, split)**8 職権記載** Official entry/notation by authority

N/A (this indicates information filled in by municipal office staff, not by applicants)

**9 世帯コード** Household Code

This field is typically filled in by municipal office staff - leave blank when submitting your form

**10 住民異動届** Resident Registration Change Notification

This is the form title - you'll need to fill out this form when moving, changing address, or updating household composition in Japan.

**11 区長 あて** To the Ward Mayor**12 職記** Employment Record

Write your current job title or occupation; if unemployed, write "無職" (unemployed)

**13 全一国外** All within one country abroad

This likely refers to moves between addresses within the same foreign country - check this option if you moved from one address to another within the same country outside Japan.

**14 全一職修** Complete one occupation/job training

N/A - this appears to be a form section header or formatting text rather than a fillable field

**15 →全→全分離かた書き部職消** Single⇒All Single⇒All Separation Method Writing Section Position Elimination

N/A (appears to be fragmented form layout/formatting text rather than a field to complete)



## セクション 1 — Section 1 (Part 2/2)

<b>住民異動届</b>		提出 納入		<b>新</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>①全部</b>	<b>国外</b>	<b>国外 住所設定 届出取消 30条の46</b>	<b>全部</b>	<b>一部</b>	<b>国外 一転主変</b>	<b>全⇒生</b>	<b>全⇒生</b>	<b>王変</b>	<b>錯誤</b>	<b>全部</b>	<b>一部</b>	<b>国外 職修 届出取消 30条の47</b>
□届出日 <b>令 年 月 日</b>		提出口 <b>令 年 月 日</b>		<b>新</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>①全部</b>	<b>国外</b>	<b>国外 住所設定 届出取消 30条の46</b>	<b>全部</b>	<b>一部</b>	<b>国外 一転主変</b>	<b>全⇒生</b>	<b>全⇒生</b>	<b>王変</b>	<b>錯誤</b>	<b>全部</b>	<b>一部</b>	<b>国外 職修 届出取消 30条の47</b>

## 1 部部住所設定 Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

## 2 一転主変→→→合併30条の48 Transfer principal change → → Merger Article 30-48

N/A (this appears to be reference text indicating form sections and legal article numbers)

## 3 30職条の回47 Article 30, Section 47

N/A - this appears to be a reference number or legal citation for administrative purposes

## 4 転30出条取の消46 Transfer Article 30, Withdrawal, Acquisition, Cancellation Article 46

N/A - this appears to be administrative reference codes for different types of residence registration procedures



Form p.1

## セクション 2 — Section 2 (Part 1/2)

<b>住民異動届</b>		区長 あて																									
<input checked="" type="checkbox"/> 太線の枠内	届出日 (今日) 令 2 年 3 月 13 日	異動日 令和 2 年 3 月 10 日	区長コード <table border="1"><tr><td>新</td><td>-</td><td>-</td><td>-</td></tr><tr><td>旧</td><td>-</td><td>-</td><td>-</td></tr></table>	新	-	-	-	旧	-	-	-	<table border="1"><tr><td>全部</td><td>一部</td><td>未届国外 住所設定 転出取消 30条の46</td></tr><tr><td>全部</td><td>一部</td><td>国外 一転主変</td></tr><tr><td>全⇒全</td><td>全⇒一部</td><td>全⇒全</td></tr><tr><td>主変 世帯 分離</td><td>錯誤 かたの書 30条の48</td><td>主変 世帯 合併</td></tr><tr><td>全部</td><td>一部</td><td>備記 備考 欄消 欄回 30条の47</td></tr></table>	全部	一部	未届国外 住所設定 転出取消 30条の46	全部	一部	国外 一転主変	全⇒全	全⇒一部	全⇒全	主変 世帯 分離	錯誤 かたの書 30条の48	主変 世帯 合併	全部	一部	備記 備考 欄消 欄回 30条の47
新	-	-	-																								
旧	-	-	-																								
全部	一部	未届国外 住所設定 転出取消 30条の46																									
全部	一部	国外 一転主変																									
全⇒全	全⇒一部	全⇒全																									
主変 世帯 分離	錯誤 かたの書 30条の48	主変 世帯 合併																									
全部	一部	備記 備考 欄消 欄回 30条の47																									
<input checked="" type="checkbox"/> こ れか 住か	千葉市中央区千葉港1番1号		これから世帯主氏名 <table border="1"><tr><td>新世帯 氏名</td><td>⑩ 続柄</td><td>世帯主変更による続柄修正</td><td>⑪ 続柄</td><td>新世帯 氏名</td><td>⑫ 続柄</td></tr></table>		新世帯 氏名	⑩ 続柄	世帯主変更による続柄修正	⑪ 続柄	新世帯 氏名	⑫ 続柄																	
新世帯 氏名	⑩ 続柄	世帯主変更による続柄修正	⑪ 続柄	新世帯 氏名	⑫ 続柄																						

## 1 全一国外 All within one country abroad

This likely refers to moves between addresses within the same foreign country - check this option if you moved from one address to another within the same country outside Japan.

## 2 全一職修 Complete one occupation/job training

N/A - this appears to be a form section header or formatting text rather than a fillable field

## 3 →全一→全分離かた書部部職消 Single⇒All Single⇒All Separation Method Writing Section Section Position Elimination

N/A (appears to be fragmented form layout/formatting text rather than a field to complete)

## 4 部部住所設定 Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

## 5 一転主変→→→一合併30条の48 Transfer principal change → → Merger Article 30-48

N/A (this appears to be reference text indicating form sections and legal article numbers)

## 6 30職条の回47 Article 30, Section 47

N/A - this appears to be a reference number or legal citation for administrative purposes

## 7 転30出条取の消46 Transfer Article 30, Withdrawal, Acquisition, Cancellation Article 46

N/A - this appears to be administrative reference codes for different types of residence registration procedures

## 8 ○太 (届今出日日) 令2(年Y)3(月M)13(日D)異動日令和2年3(月M)10(日D) Date of move / change

The date you actually moved into your new address — NOT your arrival date in Japan if different.

## 9 世帯主変更による続柄修正 Head of household / Relationship to head of household / Change

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

## 10 これから世帯主氏名 Head of household name / Head of household / Full name

If you live alone, YOU are the head of household — write your own name. The primary person in a household for registration purposes. If you live alone, you are the head of household.

## 11 こ千葉市中央区千葉港1番1号 c/o Chiba City, Chuo Ward, Chiba Port 1-1

This appears to be a pre-printed address example or office address - don't copy this unless it's actually your address.

## 12 新世帯 New household

Check this box if you're establishing a new household (e.g., moving out from family to live alone or starting a new family unit)

## 13 旧世帯 Former/Previous Household

Enter information about your previous household before the move or change in household composition.

## 14 続柄 Relationship to head of household

See relationship terms table.



## セクション 2 — Section 2 (Part 1/2) (continued)

住民異動届		区長 あて		区長コード															
<input checked="" type="checkbox"/> ① 届出日 (今日)	令 2 年 3 月 13 日	異動日	令和 2 年 3 月 10 日	新	-	-	-	② 全部	未届 国外 住所設定 転出取消 30条の46	③ 全部	一部	国外 転主変更	④ 全⇒全 全⇒～ ～⇒全 ～⇒～	全⇒全 全⇒～ ～⇒全 ～⇒～	主変 世帯 分離 合併	錯誤 かた書 30条の48	⑤ 全部	一部	開記 開帳 開消 開回 30条の47
⑥ ○ 太線の 捺印 内 住 れ か	千葉市中央区千葉港1番1号			⑦ これから世帯主氏名		⑧ 世帯主変更による統柄修正		⑨ 新世帯 氏名		⑩ 既世帯 氏名		⑪ 既統柄		⑫ 新世帯 氏名		⑬ 新統柄			

15 続柄 Relationship to head of household

See relationship terms table.

## セクション 2 — Section 2 (Part 2/2)

<span style="color: red;">①</span> 様内 をボル ー の 住 か 所 の （マンション・アパート名、部屋番号等）  <b>港ハイム303号</b>	未印中大込 未記 田口 (強・申)	<span style="color: red;">②</span> <b>千葉 太郎</b>	氏名 姓 1 2	氏名 姓 1 2
-----------------------------------------------------------------------------------------------------------------------------	----------------------	----------------------------------------------------	-------------------	-------------------

- 1 を所か(マンション・アパート名、部屋番号等) (強・申)  
Location details (apartment/condominium name, room number, etc.) (Required - Application)  
Write your apartment or condominium name and room number in this field - this is a required field as indicated by (強)
  - 2 千葉 太郎 Chiba Taro  
This is an example name showing the format: write your family name first, then given name, separated by a space.
  - 3 の港ハイム 303 号 Minato Heim #303  
This appears to be part of an apartment address - fill in your building name and apartment number in this format



Form p.1

## セクション 3 — Section 3

1 ル ン で 記 入 し て く る よ う に 記 入 す 。	の 港ハイム303号 い 東京都千代田区1番地1 ま (マンション・アパート名、部屋番号等) 所 て の の 小 箱 の (転入の方のみ) の 千葉市中央区千葉港1番1号	「木 へ印 い今までの世帯主氏名 ま 千葉 太郎 の 筆頭者氏名 の 千葉 太郎	2 3 4 新 被保証 新番付号 * 2 3 4 新 被保証 新番付号 * 賃勤区分 全部 分離 合併 銀行 郵便 MPN 未納なし 未納処理 *(精算納付書)
-----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------

1 千葉 太郎 Chiba Taro

This is an example name showing the format: write your family name first, then given name, separated by a space.

2 の 港ハイム 3 0 3 号 Minato Heim #303

This appears to be part of an apartment address - fill in your building name and apartment number in this format

3 いま 東京都千代田区 1 番地 1 Tokyo

Write the full name of Tokyo prefecture or specific Tokyo ward/city

4 いままでの世帯主氏名 Head of household name / Head of household / Full name

If you live alone, YOU are the head of household — write your own name. The primary person in a household for registration purposes. If you live alone, you are the head of household.

5 で 所ま(マンション・アパート名、部屋番号等) Address (apartment/condominium name, room number, etc.)

Write your full address including building name and room/unit number if you live in an apartment or mansion

6 千葉 太郎 Chiba Taro

This is an example name showing the format: write your family name first, then given name, separated by a space.

7 記号 Symbol/Code

Leave blank unless you have a specific identification symbol or code number assigned by the municipality

8 番号 Number

Enter your residence card number or other relevant identification number as specified in the form instructions.

9 筆頭者氏名 Head of family register / Full name

First person listed in the family register. For foreigners, this field is often N/A. Write in katakana for foreign names. Some forms accept romaji.

10 新番被保証 New number guaranteed person

N/A - this appears to be a form field label rather than something you would fill out

11 (精算納付書) (Settlement Payment Notice)

N/A - this is a reference to a separate document for tax/fee payments

12 簿 千葉市中央区千葉港 1 番 1 号 Registered address: 1-1 Chibako, Chuo-ku, Chiba City

This shows your official registered address from your family register (koseki) - copy exactly from your residence card or koseki documents.

13 千葉 太郎 Chiba Taro

This is an example name showing the format: write your family name first, then given name, separated by a space.

14 全一部部 分合離併M銀P N行 未郵納 な便し Partial

Used when making changes to only some family members or partial updates to registration



## セクション 4 — Section 4

The form includes fields for:

- Address: 千葉市中央区千葉港1番1号 (1-1 Chibako, Chuo-ku, Chiba City)
- Name: 千葉 太郎 (Chiba Taro)
- Date of Birth: 1980年1月1日 (January 1, 1980)
- Relationship to Head of Household: 統柄 (Head of Household)
- Other Fields: Various checkboxes and dropdowns for pension type, qualification, and insurance information.

1 箇 千葉市中央区千葉港 1 番 1 号 Registered address: 1-1 Chibako, Chuo-ku, Chiba City

This shows your official registered address from your family register (koseki) - copy exactly from your residence card or koseki documents.

2 千葉 太郎 Chiba Taro

This is an example name showing the format: write your family name first, then given name, separated by a space.

3 全一部部 分合離併M銀P N行 未郵納 な便し Partial

Used when making changes to only some family members or partial updates to registration

4 国民健康保険職新旧資種国基民礎年年金金番号 Pension

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

5 資格介護認定資格後期証明 Qualification

Refers to your legal status or eligibility (e.g., resident status, insurance qualification)

6 異動される方全員の氏名 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

7 児小・通知個住資 Child/Elementary School Notification Individual Residence Information

This section relates to school enrollment notifications for children - provide information about elementary school-age children who will need enrollment notifications sent to schools due to the address change.

8 性生年月日 Date of birth

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

9 統柄 Relationship to head of household

See relationship terms table.

10 (※転入の方のみ) Moving in (from another municipality or abroad)

11 ふりがな Furigana (phonetic reading)

Write the phonetic pronunciation of your name in hiragana characters above or next to where you write your name in kanji/katakana

12 職業証証格別 Occupation

e.g. 会社員 (company employee), 自営業 (self-employed), 学生 (student)

13 取得年月日 Date of acquisition

Enter the date you obtained Japanese nationality or status (format: year/month/day)

14 被保険者番号 Insured Person Number

Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)

15 被保険者番号 Insured Person Number

Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)



## セクション 5 — Section 5 (Part 1/2)

- 1 (※転入の方のみ) Moving in (from another municipality or abroad)

2 ふりがな Furigana (phonetic reading)  
Write the phonetic pronunciation of your name in hiragana characters above or next to where you write your name in kanji/katakana

3 職業証証格別 Occupation  
e.g. 会社員 (company employee), 自営業 (self-employed), 学生 (student)

4 取得年月日 Date of acquisition  
Enter the date you obtained Japanese nationality or status (format: year/month/day)

5 被保険者番号 Insured Person Number  
Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)

6 被保険者番号 Insured Person Number  
Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)

7 男58・昭1和2・31世帯主01234567890有無小・中有無済未 個有無未 住有 無・ (本・扶 窓郵未 窓郵回未有無強任 Head of household / Yes/No/Unknown  
The primary person in a household for registration purposes. If you live alone, you are the head of household. Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

8 ち千ば 葉 Chiba (Prefecture)  
Write "Chiba" if your address is in Chiba Prefecture

9 太たろ郎う Taro (example name in furigana and kanji)  
This shows the format for writing your name - hiragana reading above/beside the kanji characters

10 の届けこ1 Notification No. 1  
N/A (this is a form number/identifier, not a field to fill)

11 有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification  
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

12 . . . (bullet points/list markers)

13 妻12345678901有無小・中有無済個有無未 住有 無・ (本・扶 窓郵 窓郵回未有無強任 Yes/No/Unknown  
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

14 、出は十2 , departure is 12th  
This appears to be a partial date or reference number - you may need to see the full context or adjacent fields to complete this entry properly.

15 女62・昭3和・6 Female, age 62, Showa 3rd year, 6th month  
This appears to be sample data showing format - enter gender, age, era/year, and birth month



## セクション 5 — Section 5 (Part 2/2)

千葉県 Chiba Prefecture

Write the name of your prefecture if you live in Chiba Prefecture

花はな子こ Hanako

This is an example name showing how to write Japanese names with furigana (pronunciation guide) above the kanji characters.

有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification

Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

- (bullet points/list markers)

5 日以内に3 within 3 days

This refers to the deadline - you must submit this form within 3 days of moving/changing residence.

6 男元·平9成·21子23456789012有無小·中有無濟個有無未 住有 無· (本·扶 窓郵 窓郵回未有無強任  
Yes/No/Unknown

Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

千葉県 Chiba Prefecture

Write the name of your prefecture if you live in Chiba Prefecture.

父 母 おじいちゃん おばあちゃん Father Mother Name Name

Write your father's name in the first field and your mother's name in the second field.

有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification

Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

- (bullet points/list markers)



## セクション 6 — Section 6 (Part 1/2)

- 1 日以内に3** within 3 days  
This refers to the deadline - you must submit this form within 3 days of moving/changing residence.

**2 男元・平9成・21子23456789012有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未有無強任**  
Yes/No/Unknown  
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

**3 千ちば葉 Chiba Prefecture**  
Write the name of your prefecture if you live in Chiba Prefecture

**4 ちちははなな Father Mother Name Name**  
Write your father's name in the first field and your mother's name in the second field

**5** • • • (bullet points/list markers)

**6 有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未有無強任** Yes/No/Unknown  
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

**7 出けをし4** Departure (moved out)  
Check this box if you are moving out of this municipality to register your departure from the current address

**8 有 無有 無有 無保 資** Yes No Yes No Yes No Insurance Qualification  
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

**9** • • • (bullet points/list markers)

**10 )未 ) Not yet**

**11 有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未有無強任** Yes/No/Unknown  
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

**12 いださく5** Idasaku 5  
This appears to be a pre-printed address part (likely "Idasaku district/area, house number 5") - you would typically circle or check this if it matches your address, or cross it out if it doesn't apply to you.

**13 有 無有 無有 無保 資** Yes No Yes No Yes No Insurance Qualification  
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

**14** • • • (bullet points/list markers)

**15 交付物部数備考** 続柄確認済 (  本籍地 TEL    戸籍端末    住記端末 )    世帯主同居了解確認済    通常転出  
Head of household / Relationship to head of household / Moving out  
The primary person in a household for registration purposes. If you live alone, you are the head of household. See relationship terms table.





## セクション 6 — Section 6 (Part 2/2)

※お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。		交付物	部類	<input type="checkbox"/> 紙柄確認済 (口本籍地名、口戸籍請求、口住記削除) <input type="checkbox"/> 世帯主同居了解確認済 <input type="checkbox"/> 通常転出
<input checked="" type="checkbox"/> 【住コ □有 □新規付番】 【個番 □有 □新規付番】 <input type="checkbox"/> C S 確認済 <input type="checkbox"/> 個人番号生成要求済 My Number (Individual Number) 12-digit number. Leave blank on first registration — it will be mailed to you after.				

1 ※お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。

Driver's license / .

Bring your physical driver's license as identification

2 【住コ □有 □新規付番】 【個番 □有 □新規付番】 C S 確認済 個人番号生成要求済

My Number (Individual Number)

12-digit number. Leave blank on first registration — it will be mailed to you after.



Form p.1

## セクション 7 — Section 7 (Part 1/2)

②※お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。		参考 □統査確認済 (日本籍地図・戸口籍請求・住む記入未) □世帯主同居了解確認済 □通常転出 □住む 口有 □新規付番 [回答 口有 □新規付番] □CS確認済 □個人番号生成要求済 [通知カード □O-2-1 □O-2-0 □O-0-O □O-1]	
届出に来た たび 姓 氏名 ※ 出主と の継続 妻 本人 確 認 書 類 運転免許証 印鑑カード 在住証 ※ （日中の連絡先）電話番号 090 - 9999 - 9999 連絡先メールアドレス Chiba @ 123456789aa		<input checked="" type="checkbox"/> 交付物 <input checked="" type="checkbox"/> 部屋  <input checked="" type="checkbox"/> 通知力  <input checked="" type="checkbox"/> 個人情報 <input checked="" type="checkbox"/> 住む <input checked="" type="checkbox"/> 在留力  <input checked="" type="checkbox"/> 転入学  <input checked="" type="checkbox"/> 国保証	
届出番号	受付	入力	総合

- 1** 交付物部数備考□続柄確認済 (  本籍地 TEL  戸籍端末  住記端末 )  世帯主同居了解確認済  通常転出  
Head of household / Relationship to head of household / Moving out  
The primary person in a household for registration purposes. If you live alone, you are the head of household. See relationship terms table.

**2** ※お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。 Driver's license / .  
Bring your physical driver's license as identification

**3** 【住口  有  新規付番】 【個番  有  新規付番】  C S 確認済  個人番号生成要求済  
My Number (Individual Number)  
12-digit number. Leave blank on first registration — it will be mailed to you after.

**4** 通知力 Notification Card  
This refers to the residence notification card (jūminhyō) - check this box or fill in details if you need to receive/update your residence certificate card.

**5** 本□運転免許証□健康保険□預金通帳 Driver's license / Passbook / bankbook  
Bring your physical driver's license as identification Physical booklet that records transactions. Some banks now offer passbook-free (通帳なし) digital-only accounts.

**6** ※手書きしない場合は、記名押印してください。 Do not / Seal (inkan / hanko)  
This typically appears before other text to indicate something should not be done or does not apply Personal seal stamp. Most ward offices accept a written signature for foreigners instead.

**7** 世と続帯の柄主人確認書□□□□□住個旅在特力力券力永一一証ドドドロ   クキ生年証レヤ保金書ジツ受手カシ給帳ユ証・ド・  
Household head and family member identification documents □□□□□ residence card □□□ permanent resident card □□□ passport  driver's license  birth Present one of the listed identification documents to verify your identity when submitting the residence registration form.

**8** 来(日中の連絡先)電話番号 Phone number  
Japanese mobile number preferred. Some forms accept overseas numbers.

**9** 在留力 Residence Card  
Enter your residence card number if you are a foreign national

**10** 090 - 090-  
This is the start of a Japanese mobile phone number format - enter your cell phone number starting with 090, 080, or 070

**11** 9999 - 9999 9999-9999

**12** )呼 ) Reading/Pronunciation  
Write the phonetic reading (furigana) of your name in katakana if you are a foreign resident

**13** @123456789aa @123456789aa

**14** Chiba Chiba  
This refers to Chiba Prefecture - if this is a field to fill out, enter the name of your prefecture/administrative division.



## セクション 7 — Section 7 (Part 1/2) (continued)

※お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。

※お書きしない場合は、記名押印してください。

※ 世帯主この経柄 妻

(日中の連絡先) 電話番号 090-1234-5678

連絡先メールアドレス Chiba 123456789aa

文付物 郵便  
備考 □統括確認済 (□本籍地名 □戸籍消滅 □住記端末) □世帯主同居了解確認済 □通常転出  
【住コ □有 □新規付番】【留番 □有 □新規付番】 □CS確認済 □個人番号生成要求済  
【通知カード □O-2-1 □O-2-0 □O-O-O □O-1】

届出に来た方	印
連絡先番号	受付
	入力
	総合
	転入学
	国保証

連絡先メールアドレス Email address

Enter a valid email address where you can receive communications from the municipal office

15

## セクション 7 — Section 7 (Part 2/2)

万	連絡先メールアドレス	Chiba	@ 123456789aa	出番号	受付	入力	発行	モバイル	国保証
---	------------	-------	---------------	-----	----	----	----	------	-----

## 1 国保証 National Health Insurance Card

Bring your national health insurance card if you have one, or indicate if you need to enroll in the system



Form p.1

## セクション 8 — Section 8

連絡先メールアドレス	Chiba	@ 123456789aa	番号	付	カ	合	国保証
------------	-------	---------------	----	---	---	---	-----

1 @123456789aa @123456789aa

2 Chiba Chiba

This refers to Chiba Prefecture - if this is a field to fill out, enter the name of your prefecture/administrative division.

3 連絡先メールアドレス Email address

Enter a valid email address where you can receive communications from the municipal office

4 国保証 National Health Insurance Card

Bring your national health insurance card if you have one, or indicate if you need to enroll in the system



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, jumin 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?