

記入例

転出届 郵送届出用)

練馬区長宛

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)

下記のとおり届けます。

届出日

令和 〇 年 〇 月 〇 日

転出(予定)年月日

令和 〇 年 〇 月 〇 日

フリガナ

ネリマ タロウ

世帯主

練馬 太郎

国民健康保険

入力・未入力

国保証記号・番号

喪失年月日

日

今までの住所

練馬区 豊玉北6 丁目 12 番 1 号

(建物名と部屋番号)

区役所マンション101

新しい住所

東京都 〇〇区 △△町 1-2-3

□□マンション101

転出する人全員の氏名(フリガナ)

生年月日

性別

続柄

備考

1

ネリマ タロウ

明大 昭 平 西暦

男

世帯主

2

練馬 太郎

60 年 12 月 25 日

女

妻

3

ネリマ ハナコ

明大 昭 平 西暦

男

子

4

練馬 花子

63 年 3 月 30 日

女

子

5

ネリマ カズコ

明大 昭 平 西暦

男

子

6

練馬 一子

22 年 2 月 22 日

女

子

7

ネリマ ジロウ

明大 昭 平 西暦

男

子

8

練馬 二郎

1 年 11 月 11 日

女

子

9

明大 昭 平 西暦

男

子

10

明大 昭 平 西暦

男

子

本人または同一世帯の方 ※署名してください。

氏名

練馬 太郎

TEL

090-xxxx-xxxx

自宅勤務先

日中連絡が取れる連絡先を必ずご記入ください。

世帯主転出に伴う続柄変更(新続柄)

世帯主が転出され同一世帯の方が残る場合、残る方の氏名と新続柄を記入してください。

1

世帯主

2

3

4

5

封する書類のご案内

1 届出人の本人確認書類のコピー

マイナンバーカードのおもて面、運転免許証、在留カード

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

2 返信用封筒 ※国外転出、特例転出の方は不要です。

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。

切手の額)簡易書留 推奨)460円分または普通郵便110円分

本人確認

免許

個カード

旅券

障手永

在留

保険

年金

後期

介護

生保

乳・子

学校

個人番号カード

通知カード

選挙

その他

児童手当

国保

在留カード等

国外継続

届出人

証回収

全部

一部

特

受入

入力

証発行

証回収

審査

照合

国保

住記

受入

入力

審査

カード処理

通知

所長

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

記入例

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)

練馬区長宛

届出日 令和 年 月 日 転出(予定)年月日 令和 年 月 日

国保証記号・番号

- 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

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.
- 7

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.
- 8

○年△月○日国民健康保険入力・未入力 National Health Insurance entry: entered/not entered

Staff use only - do not fill in
- 9

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



届出人情報 — Who Is Filing (Part 1/2)

- 1 届出日令和〇年△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 〇年△月〇日国民健康保険入力・未入力 National Health Insurance entry: entered/not entered
Staff use only - do not fill in
- 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 NERIMA TAROU
This appears to be an example name showing katakana format - enter your name in katakana characters as it appears on your residence card.
- 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 Toyotamakita 6
This is a specific address in Nerima Ward, Tokyo - write exactly as shown if this is your location
- 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 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)
- 10 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)
- 11 練馬 太郎 Nerima Taro
This is a sample name showing the format (last name first, then first name) - replace with your actual name in this order.
- 12 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.
- 13 区役所マンション101 Ward Office Mansion 101
This appears to be a sample address showing format: building name + room number
- 14 なか新 し住い所 東京都 マンション区ヨ ン△1△01町 1-2-3
New address: Tokyo Prefecture, Mansion District, 1-2-3, Apartment 101
Write your new address in Japan using the standard format: Prefecture, City/Ward, District/Town, Block-Building-Unit numbers, Apartment number
- 15 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

届出人情報 — Who Is Filing (Part 2/2)

のな
 新しい住所 東京都 ○○区 △△町 1-2-3
 □□マンション101

- 1 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.
- 2 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.
- 3 印登 録鑑証** Seal (inkan / hanko)

Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
- 4 個住 力** Individual Residence - Head of Household

Check the box if you are registering as an individual resident and head of your household



住所 — Addresses (Part 1/3) (continued)

- 14

備考Remarks

Use this section for any additional notes or special circumstances regarding your address change that don't fit in other fields.
- 15

格例回収Document retrieval/collection

This likely refers to collecting or retrieving official documents - follow staff instructions for any required document pickup.

住所 — Addresses (Part 3/3)

[illegible]

- 1** **明 大 昭 平 令 西曆男** 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
- 2** **受有済** Already received

This is typically a checkbox or status field that office staff will mark - leave blank as an applicant
- 3** **有済** Completed/Settled

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

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.
- 5** **有有** Yes/Yes

This appears to be a checkbox or selection field - mark "Yes" for applicable items or questions on the form.
- 6** **有有済済** Completed/Processed (status indicators)

N/A - this appears to be administrative status marking fields that office staff would fill out
- 7** **練馬 花子** Nerima Hanako

This appears to be an example name - replace with your actual name in the same format (surname first, given name second)
- 8** **63** 63
- 9** **30** 30
- 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.

The image shows a close-up of a Japanese customs declaration form titled "記入の注意" (Notes on Filing). The form is divided into several sections, including "個人情報" (Personal Information), "旅行情報" (Travel Information), and "持ち込み品" (Items Brought In). A red rectangular box highlights the "持ち込み品" section, which contains a table for declaring items.

品名	数量	単位	備考
タバコ	10	本	
酒類	1	本	
化粧品	1	本	
その他	1	本	

To the right of the form, there are two vertical signs. The top sign reads "記入の注意" (Notes on Filing) and the bottom sign reads "何れも" (Either one).

異動者 — Person Table (Part 3/5)

1 受有済 Already received
2 有済 Completed/Settled
3 有済 Completed/Settled
4 有有 Yes/Yes
5 有有済済 Completed/Processed (status indicators)
6 さ5 Sa5
7 ☒ 特例転出 Moving out / Special provision
8 本人または同一世帯の方 ※署名してください。 Signature
9 届出の区分 Type of notification
10 証回収 Certificate collection/retrieval
11 練馬 太郎 Nerima Taro
12 届氏名 Full name
13 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
14 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

- 1 受有済 Already received
This is typically a checkbox or status field that office staff will mark - leave blank as an applicant
- 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 ☒ 特例転出 Moving out / Special provision
Check this box if special circumstances apply to your registration
- 8 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).
- 9 届出の区分 Type of notification
Check the appropriate box for your situation (moving in, moving out, address change within city, etc.)
- 10 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
- 11 練馬 太郎 Nerima Taro
This is a sample name showing the format (last name first, then first name) - replace with your actual name in this order.
- 12 届氏名 Full name
Write in katakana for foreign names. Some forms accept romaji.
- 13 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
- 14 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



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

15

TEL090-xxxx-xxxx TEL090-xxxx-xxxx

Enter your mobile phone number in the format shown (090 is a common Japanese mobile prefix)

異動者 — Person Table (Part 4/5)

- 1 部部例 Section/Department Example
N/A - this is likely a header or example text showing format for department/section fields
- 2 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).
- 3 (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.
- 4 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.
- 5 ☐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.
- 6 ☐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)
- 7 ☐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
- 8 世帯主が転出され同一世帯の方が残る場合、 Moving out
- 9 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.
- 10 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
- 11 確☐障 手☐介 護 Disability Certificate / Care
Check the boxes if you have a disability certificate or need long-term care services
- 12 ☐通知カード☐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."
- 13 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
- 14 入 力 Input/Entry

異動者 — Person Table (Part 4/5) (continued)

15

証発行 Certificate issuance

Check this box if you need official certificates (like residence certificate)
issued along with your registration change

異動者 — Person Table (Part 5/5)

1		世帯主	人 確 認	<input type="checkbox"/> 旅券 <input type="checkbox"/> 特永 <input type="checkbox"/> 在留	<input type="checkbox"/> 後期 <input type="checkbox"/> 介護 <input type="checkbox"/> 生保	<input type="checkbox"/> 個人番号カード <input type="checkbox"/> 通知カード <input type="checkbox"/> 選挙 <input type="checkbox"/> その他	<input type="checkbox"/> 在留カード等 <input type="checkbox"/> 国外継続	受 入 力	証 発 行	証 回 収	審 査	照 合
2				国 保								

- 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 審査 Review/Examination
N/A - this is a section header for municipal office use only
- 3 照合 Verification/Cross-reference
- 4 ☐ 国外継続 ☐ Continued residence abroad
Check this box if you are continuing to live outside Japan (e.g., extending an overseas stay)
- 5 ☐ その他 ☐ Other
Check this box if your situation doesn't fit the other provided categories on the form.



本人確認書類 — ID & Documents

2		
3		
4		
5		

認

☐ 特永

☐ 在留

☐ 生保

☐ 選挙

☐ その他

☐ 国外継続

()

()

()

国保

受付

入力

審査

カード処理

通知

所長

住記

- 1

☐ 国外継続

☐ Continued residence abroad

Check this box if you are continuing to live outside Japan (e.g., extending an overseas stay)
- 2

☐ その他

☐ Other

Check this box if your situation doesn't fit the other provided categories on the form.
- 3

() () () ()
- 4

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
- 5

入力

Input/Entry
- 6

審査カード処理通知

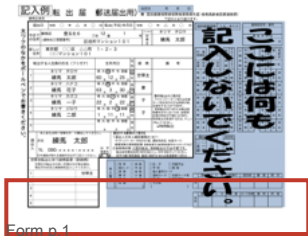
Examination Card Processing Notification

N/A if it's just instructions/layout text
- 7

所長

Director

N/A (this is a title/header field, not for you to fill out)



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?