

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)

太ワクのなかをボールペンでお書きください。

[illegible]

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

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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)

- 1

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)
- 2

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
- 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)

(Also serves as National Health Insurance Policyholder Qualification Loss Notification / Elderly Medical Care Liaison Form)

This is just a descriptive header explaining that this form also serves as a National Health Insurance qualification loss notification and elderly medical care liaison form – no action needed, it's informational only.
- 4

練馬区長宛

To the Mayor of Nerima Ward

This indicates the form is addressed to the Mayor of Nerima Ward – this is pre-printed text showing who will receive your form, so you don't need to write anything here.
- 5

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.

[illegible]

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住所 – Addresses (Part 1/3)

- 1 **なか新 し住い所** New address
Write your complete new residential address including postal code, prefecture, city/ward, and building details
- 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 **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.
- 4 **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.
- 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 **資特** Special Status
Leave blank unless you have special residential status circumstances that need to be noted by the municipal office
- 10 **保特回** Special Protection Return
N/A – this appears to be a system code or administrative marking rather than a field requiring input
- 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 1/3) (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 2/3)

- | 備考 | 備考 | 備考 |
|----|---------------|---|
| 1 | 備 | Remarks |
| 2 | 格例回 収 | Document retrieval/collection |
| 3 | 齡発行 | Age issuance |
| 4 | 陰例収 | Insurance enrollment |
| 5 | 録収 | Receipt/Recording |
| 6 | 録収 | Receipt/Recording |
| 7 | 明 大 昭 平 令 西曆男 | Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male |
| 8 | 受有済 | Already received |
| 9 | 有済 | Completed/Settled |
| 10 | 有済 | Completed/Settled |
| 11 | 有有 | Yes/Yes |
| 12 | 有有済済 | Completed/Processed (status indicators) |
| 13 | 無未 | None/Not applicable |
| 14 | 無未 | None/Not applicable |
| 15 | 無無 | None/None |

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

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

N/A – this appears to be a partial label or system text, likely part of a larger field name

Check the box if you need to enroll in National Health Insurance (required for most foreign residents without employer insurance)

N/A – this is likely a header or administrative marking on the form

N/A – this is likely a header or administrative marking on the form

These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check “男” if male

This is typically a checkbox or status field that office staff will mark – leave blank as an applicant

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

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

This appears to be a checkbox or selection field – mark “Yes” for applicable items or questions on the form.

N/A – this appears to be administrative status marking fields that office staff would fill out

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

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

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

住所 – Addresses (Part 3/3)

[illegible]

- 1 **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.
 - 2 **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
 - 3 **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
 - 4 **受有済** Already received
This is typically a checkbox or status field that office staff will mark – leave blank as an applicant
 - 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 **有済** Completed/Settled
This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.
 - 7 **有済** Completed/Settled
This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.
 - 8 **有有** Yes/Yes
This appears to be a checkbox or selection field – mark “Yes” for applicable items or questions on the form.
 - 9 **ㄣ2** N2
This appears to be part of an address field where you would write the second character of a katakana place name or building name. If your address contains katakana characters (often used for foreign place names or modern building names), write the appropriate katakana character here following the sequence from the previous boxes.
 - 10 **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
 - 11 **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.
 - 12 **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.
 - 13 **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.

住所 – Addresses (Part 3/3) (continued)

- 14 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.

異動者 – Person Table (Part 1/6) (continued)

- 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

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

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異動者 – Person Table (Part 2/6) (continued)

- 14

明書を交付しないため、返信用

Because a certificate will not be issued, for return mail

This appears to be part of instructions about return postage – likely indicating when you don't need to provide return postage because no certificate will be mailed back to you.
- 15

日女

Japanese female

Check this box if you are a Japanese citizen and female

異動者 – Person Table (Part 3/6)

[illegible]

- 1 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
 - 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 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
 - 4 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.
 - 5 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.
 - 6 封筒の同封が不要になります。 An envelope for enclosure will not be necessary.
This is informational text indicating you don’t need to include a return envelope with your submission.
 - 7 特例転出を希望する方は、チェツ Moving out
Check this box if you want to use the special moving-out procedure (特例転出) which allows you to complete your move-out notification without visiting the municipal office in person. This is typically used when moving to another municipality within Japan and can simplify the moving process.
 - 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 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.
 - 11 有有済済 Completed/Processed (status indicators)
N/A – this appears to be administrative status marking fields that office staff would fill out
 - 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.

異動者 – Person Table (Part 3/6) (continued)

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- さ5Sa5

This appears to be a form section identifier or reference number – leave blank as it's likely for administrative use only.

異動者 – Person Table (Part 4/6)

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異動者 – Person Table (Part 4/6) (continued)

- 15
- 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

異動者 – Person Table (Part 5/6)

Figure 1: A detailed diagram of a Japanese envelope (kumogata) showing the layout of the address and return address. The diagram includes a central rectangular area for the address, a smaller area for the return address, and a small square area for the postage stamp. The diagram is labeled with numbers 1 through 12, indicating the correct placement of the address and return address. The text "返信用封筒 ※国外転出、特例転出の方は不要です。" (Return envelope ※No need for international transfer, special transfer) is written in the central area. The numbers 460 and 110 are also present.

- 1 **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
Check the box for '自宅' (home) if you want documents sent to your home address, or '2 返信用封筒' if you're providing a return envelope. Foreign residents moving abroad or doing special move-out procedures don't need to provide a return envelope.
 - 2 **TEL TEL**
Write your phone number where you can be reached during business hours for any questions about your registration.
 - 3 **部部例 Section/Department Example**
N/A – this is likely a header or example text showing format for department/section fields
 - 4 **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).
 - 5 **(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
If using a return envelope option, write the destination address clearly and attach proper postage stamps. This envelope will be used to send your moving-out certificate back to you.
 - 6 **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).
 - 7 **(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.
 - 8 **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.
 - 9 **☐ 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.
 - 10 **☐ 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)
 - 11 **☐ 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
 - 12 **世帯主が転出され同一世帯の方が残る場合、** Moving out
Fill this out only if the head of household is moving out but other family members are staying in the same household. Indicate who will become the new head of household among the remaining members.
 - 13 **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.

異動者 – Person Table (Part 5/6) (continued)

- 14

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.
- 15

☐学 校 ☐School

Check this box if the move involves a school-age child who needs to transfer schools due to the address change.

異動者 – Person Table (Part 6/6)

- 1 ☐ 国保 National Health Insurance
Check this box if you need to enroll in or make changes to Japan's National Health Insurance system
 - 2 人口旅券口後期 Passport expiration date
Enter the expiration date printed on your passport
 - 3 口個人番号カード My Number (Individual Number)
12-digit number. Leave blank on first registration – it will be mailed to you after.
 - 4 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
 - 5 確口障手口介護 Disability Certificate / Care
Check the boxes if you have a disability certificate or need long-term care services
 - 6 口通知カード口在留カード等 ☐ Notification Card ☐ Residence Card, etc.
Check the box for whichever card type you possess – foreign residents should typically check "Residence Card, etc."
 - 7 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
 - 8 入力 Input/Entry
This field is for data entry personnel to initial or stamp after inputting your information into the government system. Leave this blank – it will be completed by the processing staff.
 - 9 証発行 Certificate issuance
Check this box if you need official certificates (like residence certificate) issued along with your registration change
 - 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 審査 Review/Examination
N/A – this is a section header for municipal office use only
 - 12 照合 Verification/Cross-reference
This is for verification staff to sign or stamp after cross-checking your submitted information against other records. Leave this blank as it's for internal government use only.
 - 13 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)
 - 14 口選挙 ☐ Elections
Check this box if you want to register for voting eligibility (requires Japanese citizenship)

異動者 – Person Table (Part 6/6) (continued)

15

☐ 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

記入方法を教えてくださいませんか？

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?