

住民運動局

区長 あて

# Chiba Chuo — 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 top portion of the form with several sections highlighted by red circles:

- 1 特例 Special provision**: A checkbox labeled "Check this box if special circumstances apply to your registration".
- 2 特例 Special provision**: Another checkbox for special circumstances.
- 3 転入 Moving in**: A checkbox for moving from another municipality or abroad.
- 4 転出 Moving out**: A checkbox for moving out.
- 5 区内 Within the ward**: A checkbox for moving within the same ward/district.
- 6 世帯変更 Change of household**: A checkbox for head of household change, merge, split.
- 7 職権記載 Official entry/notation by authority**: A note stating "N/A (this indicates information filled in by municipal office staff, not by applicants)".
- 8 世帯コード Household Code**: A note stating "This field is typically filled in by municipal office staff - leave blank when submitting your form".
- 9 住民異動届 Resident Registration Change Notification**: A note stating "This is the form title - you'll need to fill out this form when moving, changing address, or updating household composition in Japan".
- 10 区長 あて To the Ward Mayor**: A note indicating the form is addressed to the Ward Mayor.
- 11 職記 Employment Record**: A note asking to write current job title or occupation; if unemployed, write "無職" (unemployed).
- 12 全一国外 All within one country abroad**: A note about moves between addresses within the same foreign country.
- 13 全一職修 Complete one occupation/job training**: A note stating "N/A - this appears to be a form section header or formatting text rather than a fillable field".
- 14 →全→全分離かた書部部職消 Single⇒All Single⇒All Separation Method Writing Section Position Elimination**: A note about fragmented form layout/formatting text.
- 15 部部住所設定 Address**: A note asking to write address in kanji if possible, with a note that ward office staff can help.



## セクション 1 — Section 1 (Part 2/2)

届出日 令和 年 月 日	調動日 平成 年 月 日	新規登録 住所設定 転出取消 30条の46	全部 部	一 部	主変更 転主変	全⇒一 →⇒全 →⇒一	全⇒一 →⇒全 →⇒一	世変 分離 合併	新規登録 かた書 30条の48	全部 部	一 部	異常 撤消 機回 30条の47
-----------------	-----------------	--------------------------------	---------	--------	------------	-------------------	-------------------	----------------	-----------------------	---------	--------	--------------------------

① 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)

② 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

③ 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

④ ○太 ( 届今出日日 ) 令和 年 月 日異動日平令成和 年 月 日 Date of move / change

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



Form p.1

## セクション 2 — Section 2

The form includes fields for date of entry, address, household head information, and legal section numbers. Red circles highlight specific fields: 1 (top left), 2 (address), 3 (section 30), 4 (section 47), 5 (section 46), 6 (date of move/change), 7 (dates in Japanese calendar format), 8 (household head), 9 (household head name), 10 (new household), 11 (old household), 12 (relationship term), 13 (relationship term), and 14 (location details).

- 1 →全⇒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)
- 2 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.
- 3 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)
- 4 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
- 5 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
- 6 ○太 (届今出日日) 令和 年 月 日異動日平令成和 年 月 日 Date of move / change  
The date you actually moved into your new address — NOT your arrival date in Japan if different.
- 7 (Y) (M) (D) (Y)(M)(D)  
Enter dates in Year-Month-Day format using the Japanese calendar system (e.g., for 2024, use Reiwa 6)
- 8 世帯主変更による統柄修正 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.
- 9 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.
- 10 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)
- 11 旧世帯 Former/Previous Household  
Enter information about your previous household before the move or change in household composition.
- 12 統柄 Relationship to head of household  
See relationship terms table.
- 13 統柄 Relationship to head of household  
See relationship terms table.
- 14 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)



## セクション 3 — Section 3

①をボーレルベンで記入してください	所から (マンション・アパート名、部屋番号等)	(強・申)		1	1		
				2	2		
いままで記入してつか いまでの世帯主氏名			いままでの世帯主氏名	3	3		
				4	4		
本籍 (転入の方のみ)			筆頭者氏名	記号	備考	新番付与	異動区分
				新		*	未納処理 (複数納付書)
				旧			全部 分離 合併 銀 行 部 使 MPN 未納なし

- 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 今までの世帯主氏名** 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.
  - 3 の(マンション・アパート名、部屋番号等)** (Apartment/building name, room number, etc.)  
Include apartment/mansion name and room number if applicable. Write in katakana if building name is foreign.
  - 4 記号** Symbol/Code  
Leave blank unless you have a specific identification symbol or code number assigned by the municipality
  - 5 番号** Number  
Enter your residence card number or other relevant identification number as specified in the form instructions.
  - 6 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.
  - 7 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
  - 8 (精算納付書)** (Settlement Payment Notice)  
N/A - this is a reference to a separate document for tax/fee payments
  - 9 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 5 — Section 5 (Part 2/2)

届け出先	男 明・大・昭・平・令	未 木 無	一本 窓 濃 有 強	有 無 保 資
------	-------------	-------	------------	---------

## 1 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

## 2 男・女 明・大・昭・平・令 Male·Female

Circle or check the appropriate gender

## 3 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.



Form p.1

## セクション 6 — Section 6 (Part 1/2)

届け出をして下さい。	性別	男 明・大・昭・平・令	有無	未	本・扶	窓郵	窓郵回未	有無強任	Yes/No/Unknown
4	・	女	・	・	・	・	・	・	
5	・	男 明・大・昭・平・令	有無	未	本・扶	窓郵	窓郵回未	有無強任	Yes/No/Unknown
6	・	女	・	・	・	・	・	・	
<small>*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。</small>									
<input type="checkbox"/> 交付物 <input type="checkbox"/> 部数 <input type="checkbox"/> 備考 <input type="checkbox"/> 統柄確認済 <input type="checkbox"/> 本籍地TEL <input type="checkbox"/> 戸籍端末 <input type="checkbox"/> 住記端末 <input type="checkbox"/> 世帯主同居了解確認済 <input type="checkbox"/> 通常転出 <input type="checkbox"/> 【住コ 口有 口新規付番】 <input type="checkbox"/> 【宿番 口有 口新規付番】 <input type="checkbox"/> CDS確認済 <input type="checkbox"/> 個人番号生成要求済 <input type="checkbox"/> 【通知カード 口O-2-1 口O-2-0 口O-O-O 口O-1】									
<input type="checkbox"/> 通知力									

1 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)

2 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

3 男・女明・大・・昭・・平・令 Male· Female

Circle or check the appropriate gender

4 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.

5 • • • (bullet points/list markers)

These bullet points are for listing additional details or subcategories related to the main entry above. Leave blank if no additional items need to be specified.

6 )未 ) Not yet

Check this box or fill in details if the item or status is 'not yet' completed or applicable. This is typically used for pending or future items.

7 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)

8 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.

9 男・女明・大・・昭・・平・令 Male· Female

Circle or check the appropriate gender

10 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.

11 • • • (bullet points/list markers)

Similar to field 5, these bullet points are for listing supplementary information or multiple items under the main category. Only fill in if you have specific additional details to provide.

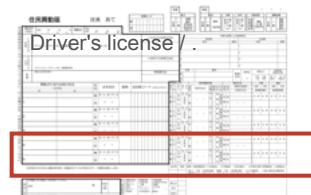
12 交付物部数備考□統柄確認済 (□本籍地TEL □戸籍端末 □住記端末) □世帯主同居了解確認済 □通常転出

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.

13 ※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。

Bring your physical driver's license as identification



## セクション 6 — Section 6 (Part 1/2) (continued)

【住口 □有 □新規付番】 【個番 □有 □新規付番】 □CS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.

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.

## セクション 6 — Section 6 (Part 2/2)

※	※	□運転免許証 □健康保険 □預金通帳 □健保証・ □社員証・学生証 □旅券 □パスポート □ハガキの他	□運転免許証 □健康保険 □預金通帳 □健保証・ □社員証・学生証 □旅券 □パスポート □ハガキの他	個人用
---	---	--	--	-----

**1** ※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.

**2** 人確認書□□□□□住個旅在特力力券力永一一一証ドドド□ □ □クキ生年証レヤ保金書ジッ受手カシ給帳ーユ証・ド・明□□□ (委社聽そ)  
Confirmation / Date of birth

Staff use only - do not fill in Enter your birth year, month, and day as shown on your residence card or passport

**3** 世と続帶の柄主 Head of household and dependents

List the household head first, followed by all dependents/family members



Form p.1

## セクション 7 — Section 7

出に来た方	氏名	番号	紙柄	印鑑	記入欄	□旅券 □在カード □持永証	□キッズコ・ クレジカード □出生実績証明	□その他 委任状	住力	
(日中の連絡先) 電話番号	—	—							★留力	
連絡先メールアドレス	①								転入学	
									国保証	

**1** 人確認書□□□□□住個旅在特力力券力永一一証ドドド□ □ □クキ生年証レヤ保金書ジッ受手カシ給帳一ユ証・ド・明□□□ (委社聴ぞ)  
Confirmation / Date of birth

Staff use only - do not fill in Enter your birth year, month, and day as shown  
on your residence card or passport

**2** 世と続帶の柄主 Head of household and dependents

List the household head first, followed by all dependents/family members

**3** 在留力 Residence Card

Enter your residence card number if you are a foreign national

**4** た(日中の連絡先)電話番号 - - - Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.

**5** 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

**6** 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, 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？

Kin'yū 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?