

※Please read carefully and follow the instructions

- The delegator himself/herself must fill in all the items on this form before handing it to the agent.
(DO NOT write in pencil nor pen with erasable ink.)
- <For those who delegate updating the address on the My Number Card to the agent>
- Please fill in the PIN below and enclose this form in an envelope. The envelope MUST be sealed.
 - The card cannot be updated if the PIN is wrong, the card has been locked or the card's IC chip is not functioning properly.
 - If the agent is a member of the same household as the delegator and this form is submitted on the same day as the notification of change of address, the electronic certificate can also be updated with the new address. In that case, the agent is required to present his/her valid identification card with photograph issued by the Japanese government or municipal office, e.g., Residence Card, My Number Card, and Japanese driving license.

Power of attorney (For change of resident registration)

To the Mayor of Koto City

Form completion date: YYYY / MM / DD

<Delegator(person making the request)>

Address Koto City

Name _____

Date of birth YYYY / MM / DD Telephone number _____

I hereby appoint the below-mentioned person to be my agent with regard to the following matter(s) with the box(es) with check.

- ☐ Notification of moving-in from another municipality (or from a foreign country) to Koto City
- ※Including updating the address on the My Number Card, if applicable
- ☐ Notification of moving within Koto City
- ※Including updating the address on the My Number Card, if applicable
- ☐ Notification of moving-out from Koto City to another municipality (or to a foreign country)
- ☐ Notification of change of household structure
- ☐ Other procedures for updating resident registration (To be specific, _____.)

<Agent (Person who will appear at the counter)>

Address _____

Name _____

Date of birth YYYY / MM / DD

PIN(4 characters) Numbers only

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Electronic certificate of user identification

--	--	--	--

※In case you have set different PIN for each application, please fill in these boxes.

The basic resident registration application

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※The part of this form with the PIN/ Password under the dotted line will be shredded when the procedures are completed.

To prevent the card from being locked by entering the wrong password due to misreading of alphabet/number (e.g."O"[ou]or[zero], "I"[ai]or[one]), please indicate whether it is an alphabet or a number by circling A (alphabet) or N(number) above each character.

Please write alphabets in BLOCK CAPITALS.

Alphanumeric password (6~16 characters) for the electronic certificate of the bearer's signature																	
Circle	Alphabet	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	Number	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Password																	

Koto – 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

2

1

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1

※Please read carefully and follow the instructions

[※Please read carefully and follow the instructions]

2

• The delegator himself/herself must fill in all the items on this form before handing it to the agent.

[• The delegator himself/herself must fill in all the items on this form before handing it to the agent.]

届出人情報 – Who Is Filing

1

(DO NOT write in pencil nor pen with erasable ink.)

2

<For those who delegate updating the address on the My Number Card to the agent>

3

• Please fill in the PIN below and enclose this form in an envelope. The envelope MUST be sealed.

4

• The card cannot be updated if the PIN is wrong, the card has been locked or the card’s IC chip is not functioning properly.

5

• If the agent is a member of the same household as the delegator and this form is submitted on the same day as the
notification of change of address, the electronic certificate can also be updated with the new address. In that case, the agent

- 1

(DO NOT write in pencil nor pen with erasable ink.)

[(DO NOT write in pencil nor pen with erasable ink.)]
- 2

<For those who delegate updating the address on the My Number Card to the agent>

[<For those who delegate updating the address on the My Number Card to the agent>]
- 3

• Please fill in the PIN below and enclose this form in an envelope. The envelope MUST be sealed.

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- 5

• If the agent is a member of the same household as the delegator and this form is submitted on the same day as the

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住所 – Addresses

1

2

3

4

5

6

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Power of attorney (For change of resident registration)

To the Mayor of Koto City

Form completion date: YYYY / MM / DD

- 1

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- 2

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- 4

Power of attorney (For change of resident registration) [Power of attorney (For change of resident registration)]
- 5

To the Mayor of Koto City [To the Mayor of Koto City]
- 6

Form completion date: YYYY / MM / DD [Form completion date: YYYY / MM / DD]

異動者 – Person Table

Form completion date: YYYY / MM / DD

1

<Delegator(person making the request)>

3

Address

2

Koto City

4

Name

5

Date of birth

YYYY / MM / DD

Telephone number

—

—

6

I hereby appoint the below-mentioned person to be my agent with regard to the following matter(s) with the

7

box(es) with check.

8

☐ Notification of moving-in from another municipality (or from a foreign country) to Koto City

9

※Including updating the address on the My Number Card, if applicable

10

☐ Notification of moving within Koto City

11

※Including updating the address on the My Number Card, if applicable

☐ Notification of moving out from Koto City to another municipality (or to a foreign country)

- 1 <Delegator(person making the request)> [<Delegator(person making the request)>]
- 2 Koto City [Koto City]
- 3 Address [Address]
- 4 Name [Name]
- 5 Date of birth YYYY / MM / DD Telephone number — —
[Date of birth YYYY / MM / DD Telephone number — —]
- 6 I hereby appoint the below-mentioned person to be my agent with regard to the following matter(s) with the
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- 8 ☐ Notification of moving-in from another municipality (or from a foreign country) to Koto City
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- 11 ※Including updating the address on the My Number Card, if applicable
[※Including updating the address on the My Number Card, if applicable]

職員記入欄 – Staff Section

1

☐ Notification of moving-out from Koto City to another municipality (or to a foreign country)

2

☐ Notification of change of household structure

3

☐ Other procedures for updating resident registration (To be specific,_____.)

4

<Agent (Person who will appear at the counter)>

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？

Mainanba wa itsu todokimasu ka?

When will my My Number arrive?