

港 区 長 様

## 住 民 異 動 届

届出日		異動日										
令和 西暦	年 月 日	令和 西暦	年 月 日									
<input type="checkbox"/> 転入 <input type="checkbox"/> 特例転入 <input type="checkbox"/> 国外転入(入国日・帰国日: 年 月 日) <input type="checkbox"/> 30条の46転入 <input type="checkbox"/> 中長期在留資格取得 <input type="checkbox"/> 転出 <input type="checkbox"/> 特例転出 <input type="checkbox"/> 国外転出 <input type="checkbox"/> 転居 ※個人番号カードの交付を受けている方は、転入の特例が適用されます。												
あたらしい住所		附図確認	新世帯主									
いままでの住所			代理人の住所【新住所で同じ世帯の場合は不要】									
日本人の国外からの転入の場合	(海外での住所)	(日本での最終住所)										
No.	フリガナ 異動する(した)人の氏名	生年月日	性別	統柄	個人番号	国保 国民年金の種別	後期高齢 基礎年金番号	介護保険 児童手当	カ申 有無	カ力 有無	優先	
1		大昭平令 西暦 年 月 日	男 女	世帯主	返納・( ) 記載事項変更	有無 1号	有無 任意	有無 有無	有 無	有 無	英 漢 通	
2		大昭平令 西暦 年 月 日	男 女		返納・( ) 記載事項変更	有無 1号	有無 任意	有無 有無	有 無	有 無	英 漢 通	
3		大昭平令 西暦 年 月 日	男 女		返納・( ) 記載事項変更	有無 1号	有無 任意	有無 有無	有 無	有 無	英 漢 通	
4		大昭平令 西暦 年 月 日	男 女		返納・( ) 記載事項変更	有無 1号	有無 任意	有無 有無	有 無	有 無	英 漢 通	
5		大昭平令 西暦 年 月 日	男 女		返納・( ) 記載事項変更	有無 1号	有無 任意	有無 有無	有 無	有 無	英 漢 通	
1	個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間 :	確認者	4	個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間 :	確認者	※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由				
2	個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間 :	確認者	5	個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間 :	確認者					
3	個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間 :	確認者		世帯主任定日	年 月 日		備考欄				
					受付	入力	審査	最終確認				

受付番号

受取者

本人確認書類  
1号書類  
個人番号カード等  
運転免許証  
旅券  
在留カード等  
身分証明書

2号書類  
健康保険証  
年金手帳等  
その他  
( )  
委任状

□学校  
児童手当  
署名用電子証明書  
住民票・印鑑登録  
日本籍地確認  
その他  
( )  
証明書発行履歴

未届転入/住所設定の場合 (住所設定の異動日は届出日) ※特段の事情がある場合は説明資料があれば遡りも可

未 届 地		未届地への確認
未 届 期 間		
聞き取り内容		

No.	住民票コード	個人番号
1		
2		
3		
4		
5		

# Minato — 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 &amp; Dates (Part 1/2)

① 港区長様	② 住民異動届	③ 受付番号
届出日	異動日	
令和 二〇二二年一月一日	令和 二〇二二年一月一日	

④ 下記内容及び添付資料において誤りがないことを確認しました。  
※印字項目に誤りがある場合、二重線で訂正してください。

1 港区長様 To the Mayor of Minato Ward

2 住民異動届 Resident Registration Change Form

3 届出日 Date of filing  
Today's date. Use Japanese calendar or Western calendar.

4 異動日 Date of move / change  
The date you actually moved into your new address — NOT your arrival date in Japan if different.

5 受付番号 Reception Number

6 下記内容及び添付資料において誤りがないことを確認しました。  
I have confirmed that there are no errors in the content below and attached documents.

This is a confirmation statement - check it after reviewing all your form entries and documents are correct.

7 令和 Reiwa  
This refers to the current Japanese era name (started May 1, 2019) - leave blank as it's typically pre-printed on forms or will be filled by office staff



Form p.1

## タイトル・届出日 — Header &amp; Dates (Part 2/2)

## ① 未届転入/住所設定の場合

(住所設定の異動日は届出日) ※特段の事情がある場合は疎明資料があれば遡りも可

+ - ×

② 未届地への確認

## 1 未届転入/住所設定の場合

(住所設定の異動日は届出日) ※特段の事情がある場合は疎明資料があれば遡りも可

Date of filing / Date of move / change / Address

Today's date. Use Japanese calendar or Western calendar. The date you actually moved into your new address — NOT your arrival date in Japan if different.

## 2 未届地への確認

Confirmation to unregistered address

This refers to verifying details about a previous address where you weren't officially registered - provide accurate information about any informal living arrangements.



## 届出人情報 — Who Is Filing (Part 1/3)

届出日	異動日		
令和 西暦 年 月 日	令和 西暦 年 月 日		
<input type="checkbox"/> 転入 <input type="checkbox"/> 特例転入 <input type="checkbox"/> 国外転入(入国日・帰国日: 年 月 日) <input checked="" type="checkbox"/> 30条の46転入 <input type="checkbox"/> 中長期在留資格取得 <input type="checkbox"/> 転出 <input type="checkbox"/> 特例転出 <input type="checkbox"/> 国外転出 <input type="checkbox"/> 転居 ※個人番号カードの交付を受けている方は、転入の特例が適用されます。			
<input checked="" type="checkbox"/> あたらしい住所		附図確認	新世帯主 <small>フリガナ</small>
		届出人区分	<input type="checkbox"/> 世帯主 <input type="checkbox"/> 世帯員 <input type="checkbox"/> 代理人
		連絡先	電話
<small>② 下記内容及び添付資料において誤りがないことを確認しました。 ※印字項目に誤りがある場合、二重線で訂正してください。</small>			
<small>③ 届出人署名</small>			
<small>④ 受付番号 Reception Number</small>		<small>⑤ 愛取者 Recipient</small>	
<small>⑥ 本人確認書類 Proof of Identity</small>		<small>⑦ 連絡先 Contact Information</small>	

1 受付番号 Reception Number

2 下記内容及び添付資料において誤りがないことを確認しました。

I have confirmed that there are no errors in the content below and attached documents.

This is a confirmation statement - check it after reviewing all your form entries and documents are correct.

3 令和 Reiwa

This refers to the current Japanese era name (started May 1, 2019) - leave blank as it's typically pre-printed on forms or will be filled by office staff

4 西暦 年 月 日 西暦 年 月 日

Western calendar \_\_\_\_year \_\_\_\_month \_\_\_\_day Western calendar \_\_\_\_year \_\_\_\_month \_\_\_\_day

Fill in dates using the Western calendar (e.g., 2024) rather than the Japanese era calendar system.

5 届出人署名 Applicant / Person filing the form / Signature

The person physically submitting the form. Usually yourself. Sign your name. Foreigners can use a written signature instead of a seal (inkan).

6 受取者 Recipient

Write the name of the person who will receive the residence certificate or documents related to this registration change.

7 30条の46転入 中長期在留資格取得 転出 特例転出 国外転出 転居

Residence status / Visa type / Moving in (from another municipality or abroad) / Moving out  
e.g. 技術・人文知識・国際業務, 日本人の配偶者等, 留学, 永住者

8 フリ Phonetic reading

Write the phonetic reading (furigana) of your name in katakana characters above where you wrote your name in kanji/Chinese characters

9 世帯主 世帯員 代理人 Household Head Household Member Representative

Check one box to indicate your relationship to the household - select "Household Head" if you're the primary resident, "Household Member" if you're joining an existing household, or "Representative" if filing on behalf of someone else.

10 届出人区分 Applicant / Person filing the form

The person physically submitting the form. Usually yourself.

11 附図確認 Attached Map Confirmation

Check this box if you've confirmed the attached residential map/diagram showing your new address location

12 新世帯主 New household head

Enter the name of the person who will be the new head of household after the move/change

13 あたらしい住所 Address

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



Form p.1

## 届出人情報 — Who Is Filing (Part 1/3) (continued)

14 連絡先 Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.

15 本人確認書類 Personal identification documents

Bring valid ID like passport, residence card, or driver's license to verify your identity

## 届出人情報 — Who Is Filing (Part 2/3)

あららしい住所	新世帯主	連絡先	本人確認書類
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**1 電話** Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.



Form p.1

## 届出人情報 — Who Is Filing (Part 3/3)

1 未届地への確認

未届地への確認 Confirmation to unregistered address

This refers to verifying details about a previous address where you weren't officially registered - provide accurate information about any informal living arrangements.

1 未届地への確認



## 住所 — Addresses (Part 1/4)

The form includes fields for the new address (新住所), previous address (今までの住所), address from abroad (日本人の国外から (海外での住所)), and final address in Japan (日本での最終住所). It also includes fields for the household head (新世帯主), contact person (連絡先), and moving-out date (転出時期). A section for "Person Confirmation Documents" (本人確認書類) lists items like My Number (Individual Number) and residence cards.

## 1 フリ Phonetic reading

Write the phonetic reading (furigana) of your name in katakana characters above where you wrote your name in kanji/Chinese characters

## 2 □世帯主 □世帯員 □代理人 □Household Head □Household Member □Representative

Check one box to indicate your relationship to the household - select "Household Head" if you're the primary resident, "Household Member" if you're joining an existing household, or "Representative" if filing on behalf of someone else.

## 3 届出人区分 Applicant / Person filing the form

The person physically submitting the form. Usually yourself.

## 4 附図確認 Attached Map Confirmation

Check this box if you've confirmed the attached residential map/diagram showing your new address location

## 5 新世帯主 New household head

Enter the name of the person who will be the new head of household after the move/change

## 6 あたらしい住所 Address

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

## 7 連絡先 Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.

## 8 本人確認書類 Personal identification documents

Bring valid ID like passport, residence card, or driver's license to verify your identity

## 9 電話 Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.

## 10 代理人の住所【新住所で同じ世帯の場合は不要】 New address / Address

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

## 11 □個人番号カード等 My Number (Individual Number)

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

## 12 今までの住所 Address

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

## 13 日本人の国外から (海外での住所) Address

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

## 14 (日本での最終住所) Address

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

## 15 (転出時期) Moving out



## 住所 — Addresses (Part 2/4)

日本人の国外からの転入の場合		(海外での住所)		(日本での最終住所)						(転出時期)			年 月 日			<input type="checkbox"/> 旅券 <input checked="" type="checkbox"/> 在留カード等 <input type="checkbox"/> 身分証明書  <input type="checkbox"/> 2号書類 <input type="checkbox"/> 健康保険証
No.	フリガナ	生年月日	性別	続柄	個人番号	国保	後期高齢	介護保険	児童手当	申力先	在力	優先				
	異動する(した)人の氏名	大昭平令 西暦	男	返納・( )	有無	有無	有無	有無	有無	有	有	英				

1 在留カード等 Residence Card, etc.

Check this box if you have a residence card or special permanent resident certificate to submit with your form.

2 年 月 日 Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality

3 フリガナ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.

4 後期高齢介護保険児童手当力在優 Late-stage elderly long-term care insurance child allowance card presence/priority

N/A - this appears to be a truncated or corrupted label mixing unrelated benefit categories

5 No. No.

6 続柄 Relationship to head of household

See relationship terms table.

7 生年月日 Date of Birth

Enter your birth date in the Japanese format: year/month/day (often using the Japanese calendar era system like Reiwa, Heisei, etc.)

8 性別 Gender

男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.

9 個人番号 My Number (Individual Number)

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

10 申力先 Application destination

Write the name of the municipal office or ward office where you're submitting this form

11 異動する(した)人の氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

12 国民年金の種別 National Pension Category

Select your pension category (typically Category 1 for self-employed/unemployed, Category 2 for company employees, Category 3 for dependent spouses)

13 基礎年金番号 Basic Pension Number

Enter your Japanese pension number if you have one; leave blank if you haven't enrolled in the pension system yet

14 有有英 Yes/Yes/English

This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"

15 返納・( )有無 Return/Surrender - ( ) Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable



Form p.1

## 住所 — Addresses (Part 3/4)

1	大昭平令西曆	男	返納・( )	有無	有無	有無	有無	有無	英語	2号書類	<input type="checkbox"/> 健康保険証
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## 1 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not  
(Yes/No)

## 2 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not  
(Yes/No)

## 3 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not  
(Yes/No)

## 4 大昭平令西曆 Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates - use Western Calendar (西曆) for standard year format like 2024

5  健康保険証 Health insurance card

Japanese health insurance card. Can serve as secondary ID at some banks.



Form p.1

## 住所 — Addresses (Part 4/4)

No.	① 住民票コード	② 個人番号
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## 1 住民票コード Resident Registry Code

11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.

## 2 個人番号 My Number (Individual Number)

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



## 異動者 — Person Table (Part 1/6)

異動する(じこ)人の氏名								国民年金の種別		基礎年金番号		申込者		2号書類		
1	大昭平令 西暦 年月日		男女	世帯主 返納・( ) 記載事項変更	有無		有無		有無		有無		英漢通		<input checked="" type="checkbox"/> 健康保険証 <input type="checkbox"/> 年金手帳等 <input type="checkbox"/> その他 ( )	
							1号 任意									
2	大昭平令 西暦		男		有無		有無		有無		有無		英漢通			

1 有有英 Yes/Yes/English

This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"

2 返納・( ) 有無 Return/Surrender - ( ) Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable

3 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

4 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

5 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

6 大昭平令西暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates - use Western Calendar (西暦) for standard year format like 2024

7 □健康保険証 Health insurance card

Japanese health insurance card. Can serve as secondary ID at some banks.

8 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

9 記載事項変更 Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses

10 年月日 Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.

11 無無通 None/None/Notification

This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.

12 1号 任意 No. 1 Optional

This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.

13 ( ) (blank field for writing)

14 有有英 Yes/Yes/English

This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"

15 返納・( ) 有無 Return/Surrender - ( ) Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable



## 異動者 — Person Table (Part 2/6)

2	① 大昭平令西暦 年月日	男 女	返納・( ) 記載事項変更 ② 1号	有無 任意	③ 有無 ④ 有無 ⑤ 有無 ⑥ 有無 ⑦ 有無 ⑧ 有無 ⑨ 有無 ⑩ 有無 ⑪ 有無 ⑫ 有無 ⑬ 有無 ⑭ 有無	英 漢 通 英 漢	申ての他 ( ) <input type="checkbox"/> 委任状 <input type="checkbox"/> 学校
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## 1 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

## 2 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

## 3 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

## 4 大昭平令西暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates - use Western Calendar (西暦) for standard year format like 2024

## 5 □委任状 Letter of proxy / Power of attorney

Required if someone else is filing on your behalf.

## 6 記載事項変更 Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses

## 7 年月日 Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.

## 8 無無通 None/None/Notification

This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.

## 9 1号 任意 No. 1 Optional

This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.

## 10 有有英 Yes/Yes/English

This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"

## 11 返納・( ) 有無 Return/Surrender - ( ) Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable

## 12 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

## 13 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

## 14 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)



## 異動者 — Person Table (Part 2/6) (continued)

15

**大昭平令西曆** Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates - use Western Calendar (西曆) for standard year format like 2024

## 異動者 — Person Table (Part 3/6)

3	八 日 月 西 暦 年 月 日	女	返納・( ) 記載事項変更 <input checked="" type="checkbox"/> 1号 任意	有 無	有 無	漢 通	日本語 <input type="checkbox"/> 児童手当 <input type="checkbox"/> 署名用電子証明書 <input type="checkbox"/> 住民票・印鑑登録 <input type="checkbox"/> 本籍地確認 <input type="checkbox"/> その他 ( )
4	大 昭 平 令 西 暦 年 月 日	男	返納・( ) 記載事項変更 <input checked="" type="checkbox"/> 1号 任意	有 無	有 無	英 漢 通	

## 1 記載事項変更 Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses

## 2 年 月 日 Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.

## 3 1号 任意 No. 1 Optional

This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.

## 4 有 有 英漢 Yes / Yes / English-Chinese

These appear to be checkbox options or language preferences - select "Yes" for applicable items and choose your preferred language support (English-Chinese likely indicates bilingual assistance available).

## 5 □ 住民票地・確印認鑑登録 Seal (inkan / hanko)

Personal seal stamp. Most ward offices accept a written signature for foreigners instead.

## 6 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

## 7 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

## 8 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

## 9 返納・( ) 有無 Return/Surrender - ( ) Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable

## 10 大 昭 平 令 西 暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates - use Western Calendar (西暦) for standard year format like 2024

## 11 記載事項変更 Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses

## 12 年 月 日 Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.

## 13 無無通 None/None/Notification

This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.

## 14 1号 任意 No. 1 Optional

This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.



## 異動者 — Person Table (Part 3/6) (continued)

15

( ) (blank field for writing)

異動者 — Person Table (Part 4/6)

5	大昭平令西暦 年月日	男女	送給:( 記載事項変更 1号任意)	有無	有無	有無	有無	有無	有無	通 英漢通	( ) <input type="checkbox"/> 証明書発行履歴
				⑪	⑫	⑬	⑭	⑮	⑯		
個人番号カード運用状況 ⑪確認時間 ⑫確認者			個人番号カード運用状況 ⑪確認時間 ⑫確認者			⑯※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由					

- 1 有有英 Yes/Yes/English**  
This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
  - 2 収納・( ) 有無 Return/Surrender - ( ) Yes/No**  
Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
  - 3 有無 Presence/Absence**  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
  - 4 有無 Presence/Absence**  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
  - 5 有無 Presence/Absence**  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
  - 6 大昭平令西暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar**  
Select the appropriate era system for dates - use Western Calendar (西暦) for standard year format like 2024
  - 7 □証明書発行履歴 Certificate issuance history**
  - 8 記載事項変更 Change of Recorded Information**  
Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
  - 9 年月日 Year Month Day**  
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
  - 10 無無通 None/None/Notification**  
This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.
  - 11 1号 任意 No. 1 Optional**  
This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
  - 12 ※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由 My Number (Individual Number) / Moving out**  
12-digit number. Leave blank on first registration — it will be mailed to you after.
  - 13 確認時間 Confirmation Time**
  - 14 確認者 Confirming Officer**
  - 15 確認時間 Confirmation Time**



## 異動者 — Person Table (Part 5/6)

1	個人番号カード運用状況	確認時間	確認者	1	個人番号カード運用状況	確認時間	1	確認者
2	有⇒運用中・一時停止	:		4	有⇒運用中・一時停止	:		
3	無⇒廃止等			5	無⇒廃止等			
6	個人番号カード運用状況	確認時間	確認者	7	個人番号カード運用状況	確認時間	7	確認者
8	有⇒運用中・一時停止	.		15	有⇒運用中・一時停止	.		

※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由

備考欄

1 確認者 Confirming Officer

2 個人番号カード運用状況 My Number (Individual Number)

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

3 個人番号カード運用状況 My Number (Individual Number)

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

4 1有⇒運用中・一時停止 1 Yes ⇒ In use· Temporarily suspended

5 4有⇒運用中・一時停止 4 Available ⇒ In use· Temporarily suspended

6 無⇒廃止等 None⇒Abolished/etc.

Select this if your previous address had no house number or if the address system was abolished/changed

7 無⇒廃止等 None⇒Abolished/etc.

Select this if your previous address had no house number or if the address system was abolished/changed

8 確認時間 Confirmation Time

9 確認者 Confirming Officer

10 確認時間 Confirmation Time

11 確認者 Confirming Officer

12 個人番号カード運用状況 My Number (Individual Number)

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

13 個人番号カード運用状況 My Number (Individual Number)

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

14 備考欄 Remarks column

Leave blank unless you have special circumstances to note - municipal staff will fill this if needed

15 2有⇒運用中・一時停止 2 Available⇒In operation· Temporarily suspended



Form p.1

## 異動者 — Person Table (Part 6/6)

	個人番号か一戸運用状況	確認時間	確認者	個人番号か一戸運用状況	確認時間	確認者	備考欄
2	有⇒運用中・一時停止	.	3	有⇒運用中・一時停止	.		

1

5 有⇒運用中・一時停止 5 Available ⇒ In Use· Temporarily Suspended

Form p.1

## 本人確認書類 — ID &amp; Documents (Part 1/2)

2	無⇒廃止等 個人番号カード運用状況	確認時間	確認者
有⇒運用中・一時停止	:		5
無⇒廃止等			
個人番号カード運用状況	確認時間	確認者	

無⇒廃止等 個人番号カード運用状況	確認時間	確認者
有⇒運用中・一時停止	:	
無⇒廃止等		
個人番号カード運用状況	確認時間	確認者
備考欄		

確認時間 Confirmation Time

確認者 Confirming Officer

確認時間 Confirmation Time

確認者 Confirming Officer

個人番号カード運用状況 My Number (Individual Number)

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

個人番号カード運用状況 My Number (Individual Number)

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

備考欄 Remarks column

Leave blank unless you have special circumstances to note - municipal staff will fill this if needed

2有⇒運用中・一時停止 2 Available⇒In operation· Temporarily suspended

5有⇒運用中・一時停止 5 Available ⇒ In Use· Temporarily Suspended

無⇒廃止等 None⇒Abolished/etc.

Select this if your previous address had no house number or if the address system was abolished/changed

無⇒廃止等 None⇒Abolished/etc.

Select this if your previous address had no house number or if the address system was abolished/changed

確認時間 Confirmation Time

確認者 Confirming Officer

個人番号カード運用状況 My Number (Individual Number)

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

世帯主任定日 Head of Household Residence Established Date

Enter the date when the head of household first established residence at this address (format: year/month/day)



## 本人確認書類 — ID &amp; Documents (Part 2/2)

個人番号カード運用状況 ③ 有⇒運用中・一時停止 無⇒廃止等	確認時間 ④ :	確認者 ⑤	世帯主住定日 ⑥ 受付	年 ⑦ ⑧ 月 ⑨ 日 ⑩ 入力	審査 ⑪ 最終確認
---	----------------	----------	-------------------	---------------------------------------	-----------------

1 年 月 日 Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality

2 3有⇒運用中・一時停止 3 Available⇒In operation· Temporarily suspended

3 入力 Input

4 審査 Review/Examination

N/A (this is a section header for municipal office use during application processing)

5 最終確認 Final Confirmation

6 無⇒廃止等 None⇒Abolished/etc.

Select this if your previous address had no house number or if the address system was abolished/changed



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？**

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?