

(死亡に関連する届) Official Notifications Related to Death For more details, please consult the relevant location.

Current as of September 1, 2017

(Ward Office General Affairs Department/Public Health and Welfare Department/Municipal Tax Office, Kita Suma Branch Office Citizen Services Division/Public Health and Welfare Division)

Item	Procedure	Submission Period	Necessary documents	Point of Contact
Notification of Death	<ul style="list-style-type: none"> • Notifications can be submitted at the municipal office of the family register locality, locality at time of death, or the locale of the person notifying • Notification to be submitted by family living with deceased at time of death, or otherwise by other relatives (in this order) • Upon receipt, a Cremation/Burial Permit will be issued • Seal (<i>inkan</i>) registration certificate will become invalid and Automatic ID Machine usage will be disallowed • If the deceased was foreign, please return his/her Resident Card or Special Permanent Resident Certificate (including old Alien Registration Card) to the Immigration Bureau (can also be returned at the local ward office of where the deceased was living) 	Within 7 days of learning of the death	Notification of Death, Seal (<i>inkan</i>)	Ward Office Citizen Services Division
Notification of Change of Head of Household	<ul style="list-style-type: none"> • A notification may need to be filed if the deceased was head of the household 	Within 14 days of death	Seal (<i>inkan</i>)	Ward Office National Insurance and Pension Section
Notification of Loss of National Health Insurance Status/ Application for Funeral Fees	<ul style="list-style-type: none"> • The deceased's National Health Insurance Card must be returned • The funeral fees will be reimbursed to the person who organised the funeral (The deadline for application is 2 years from the day following the funeral) 		National Insurance Card; seal (<i>inkan</i>) of person submitting and person who organised the funeral; bank book, etc. indicating bank account details; Document certifying death※① Proof from person who organised funeral※②	
Application for Late-Stage Elderly Medical Care Funeral Fees	<ul style="list-style-type: none"> • The deceased's certificate of insurance must be returned. • Funeral fees will be reimbursed to the person who organised the funeral (the principal mourner) 	As soon as possible	Certificate of Insurance; seal (<i>inkan</i>) of person submitting and person who organised the funeral; bank book, etc. indicating bank account details Proof from person who organised funeral※②	Ward Office Long-Term Care and Medical Expenses Section (Late stage elderly medical care)
National Pension Notification of Death Requests for Unpaid Fundamental Handicap Pension, Bereaved Fundamental Pension, Deceased Allowance, Widow's Pension	<ul style="list-style-type: none"> • A Notification of Death is required in the event that the deceased was a national pension <u>policyholder</u>. <u>If the deceased was only a recipient, notification is not necessary.</u> • However, if you would like to receive unpaid pension for a deceased recipient, please make the request to the appropriate pension office. ※Depending on the circumstances of the deceased, the procedure location may vary. Please confirm the location with the appropriate office. 	Within 14 days of death	Necessary documents vary depending on individual circumstances. Please confirm in advance.	Ward Office National Insurance and Pension Section

※For bereavement pension requests, or for unpaid pension requests for the Basic Pension for the Elderly/Employees' Pension/Mutual Pension, please contact **Neikin Dial** (☎0570-05-1165・IP Tel./PHS 03-6700-1165) or your mutual aid society directly.

※①Cremation/Burial Permit or Certificate of Death ※②Funeral costs receipt or letter of thanks to funeral attendees

Continued overleaf

Item	Procedure	Submission period	Necessary Documents	Point of Contact
Notification of Change in Contents of Welfare Medical Care Application	<ul style="list-style-type: none"> Notification required when the deceased is a recipient of medical care subsidies. Please be sure to return the Medical Care Recipient Card (Care for those transitioning to the Elderly Life Stage · Child Care · Severe Handicap Care · Single-Parent Household Care) 	Within 14 days of death	All Medical Care Recipient Certificates	Ward Office Long-term Care and Medical Expenses Section (Welfare Medical Care)
Returning the Nursing Care Insurance Card	<ul style="list-style-type: none"> For those who have a Kobe City Insurance Card, please return it 	As soon as possible	Nursing Care Insurance Card	Ward Office Long-term Care and Medical Expenses Section (Long-Term Care Insurance)

Returning the Elderly Priority Transportation Pass (70 years and older)	<ul style="list-style-type: none"> Please return the pass upon the death of its owner, as it is only valid for the individual to whom it was issued 	As soon as possible	Elderly Priority Transportation Pass	Ward Office Public Health and Welfare Division Anshin Sukoyaka Center
Returning the Welfare Transportation Pass	<ul style="list-style-type: none"> Please return the pass upon the death of its owner, as it is only valid for the individual to whom it was issued (Return to the staff of the office(s) listed to the right) 	As soon as possible	Welfare Transportation Pass	Ward Office Public Assistance Division · Public Health and Welfare Division Child and Family Support Division
Notification of Change in Child Allowance/ Childcare Allowance	<ul style="list-style-type: none"> Necessary if the deceased was the recipient of the allowance or the child covered by the allowance 	As soon as possible	Seal (<i>inkan</i>) Other documents may be necessary depending on individual circumstances	Ward Office Child and Family Support Division (Public Health and Welfare Division)

Municipal and prefectural tax	<ul style="list-style-type: none"> If the deceased was subject to municipal and prefectural tax, please submit a notification specifying the representative of the successor. 	As soon as possible	Seal (<i>inkan</i>)	Municipal Tax Office (Person in charge of resident tax)
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Please handle matters at your local ward/branch office where you completed resident registration.

For more information, please contact the locations below.

Higashi Nada Ward ☎ 841-4131 Nada Ward ☎ 843-7001 Chuo Ward ☎ 232-4411 Hyogo Ward ☎ 511-2111 Kita Ward ☎ 593-1111
Nagata Ward ☎ 579-2311 Suma Ward ☎ 731-4341 Kita Suma Branch ☎ 793-1212 Tarumi Ward ☎ 708-5151 Nishi Ward ☎ 929-0001

◆ Additional information

For the “Legal Next of Kin Information Certification System” which confers official certification of legal next of kin status, please speak with the Kobe District Legal Affairs Bureau

For procedures regarding registering the inheritance of property, please speak with the Legal Affairs Bureau which has jurisdiction of the area where the property is located.

Higashinada→East Kobe Branch Office (☎471-7955) Nada Ward, Chuo Ward, Hyogo Ward→Head Office (☎392-1876)

Kita Ward→Northern Branch Office (☎594-3351) Nagata Ward, Suma Ward, Tarumi Ward→Suma Branch Office (☎794-2045)

Nishi Ward→Akashi Branch Office (☎912-5511)