

Checklist of procedures for those who have lost a loved one

【死 亡】

As of 1st April, 2026

	Those who need to submit documentation	Required Procedures	Required Documents	Service Counter for Procedures and Inquiries
1	☐ Everyone※1	Death Notification	Death Notification Form (with Certificate from Doctor)	Citizens' Service Div./ Each City Branch Office etc.
Those registered as residents of Iwaki City				
2	☐ Everyone※1	Notification for Change of Residence		Notifications and Certificates Group TEL 0246(22)7447
3	☐ Those who have a registered personal seal	Return of Personal Seal Registration Certificate Book	Personal Seal Registration Certificate Book	Resident Register Group TEL 0246(22)7444
4	☐ Those who had a My Number Card (individual number card)	No need to return the card (Please be advised that your individual number may be used during various procedures).		My Number Card Issuance Group TEL 0246(22)7026

※1 Procedures that are generally handled by the funeral service provider on behalf of the bereaved family.

Those who were enrolled in the National Health Insurance, the Medical Care System for Older Senior Citizens and the National Pension

		Those who need to submit documentation	Required Procedures	Required Documents	Service Counter for Procedures and Inquiries
		Those who were enrolled in the Iwaki City National Health Insurance			National Health Insurance and Pension Div. (Citizens' Service Div. deals with some matters) / Each City Branch Office etc. Investigation and Payment Sec. TEL 0246(22)7456 Senior Citizens' Medical Benefits Sec. TEL 0246(22)7466 National Pension Sec. TEL 0246(22)7464
5	☐	Everyone※2	Return of a National Health Insurance Eligibility Certificate	National Health Insurance Eligibility Certificate	
6	☐	Everyone (except those who passed away within 3 months of withdrawing from the Social Insurance Scheme to join the National Health Insurance scheme)	Application for Funeral Expenses	Please consult the relevant division.	
7	☐	Those who had an Eligibility Certificate for a Ceiling Amount etc. ※2	Return of an Eligibility Certificate for a Ceiling Amount	Eligibility Certificate for a Ceiling Amount	
		Those who were enrolled in the Medical Care System for Older Senior Citizens			
8	☐	Everyone	Return of an Eligibility Certificate for the Medical Care System for Older Senior Citizens	Eligibility Certificate for the Medical Care System for Older Senior Citizens	
9	☐	Everyone (except those who were insured under the Social Insurance Scheme before joining the Medical Care System for Older Senior Citizens and who passed away within 3 months of losing their Social Insurance coverage.)	Application for Funeral Expenses	Please consult the relevant division.	
		Those who were enrolled in the National Pension			
10	☐	Those who have paid National Pension premiums for 36 months or more and have not received Old-age Basic Pension or Disability Basic Pension.	Claim for Lump-Sum Death Benefit	Please consult the relevant division.	
11	☐	Those who died while enrolled in the National Pension or who were entitled to the Old-age Basic Pension, etc.	Claim for Survivor's Basic Pension	※Those who had a period of enrolment in Employees' Pension Insurance, etc. (including dependents), please contact Taira Pension (Nenkin) Office. (TEL 0246-23-5611)	
12	☐	Those who have 10 years or more of periods during which the National Pension premiums were paid or exempted and have not received Old-age Basic Pension or Disability Basic Pension.	Claim for Widow's Pension		
13	☐	Those who received only Disability Basic Pension, Survivor's Basic Pension, or Widow's Pension	Claim for Unpaid Pension	Please consult the relevant division. ※Those who were receiving any other pension, please contact Taira Pension (Nenkin) Office. (TEL 0246-23-5611)	

※2 Documents that can be submitted together at the Citizens' Service Div. of City Hall

Those who have a child (children)

	Those who need to submit documentation	Required Procedures	Required Documents	Service Counter for Procedures and Inquiries
14	☐ Those who received medical expense subsidies. (Medical Care for Premature Babies / Medical Aid for Children with Disabilities / Treatment of Specific Paediatric Chronic Diseases)	Return of a Recipient Certificate and Notification of Loss of Eligibility etc.	Recipient Certificate	Children and Families Div., Maternal and Child Health Sec. (in the General Health and Welfare Centre) TEL 0246(27)8597
15	☐ Those who newly meet the eligibility requirements (subject to income restrictions)	Application for Child - Rearing Allowance		Citizens' Welfare Sec. in Each City Branch Office / Each regional Health and Welfare Centre etc. Taira TEL 0246(22)7457(19~21) TEL 0246(22)1163(except the above) Onahama TEL 0246(54)2116(19~21) TEL 0246(54)2115(except the above) Nakoso / Tabito TEL 0246(63)2117(19~21) TEL 0246(63)2116(except the above) Joban / Tono TEL 0246(43)2116(19~21) TEL 0246(43)2115(except the above) Uchigo / Yoshima / Miwa TEL 0246(27)8690 Yotsukura / Hisanohama-Ohisa TEL 0246(32)2114 Ogawa / Kawamae TEL 0246(83)1329
16	☐ Those with a child (children) in nursery school	Medical Expense Subsidy for Single-Parent Families etc.		
17	☐ Those with a child (children) in nursery school	Change in Family Composition		
18	☐ Those who had received subsidies etc. and will no longer be eligible for them (Child Allowance / Child - Rearing Allowance / Special Child - Rearing Allowance / Medical Expenses Subsidy for Infants or Toddlers / Medical Expenses Subsidy for Children etc.)	Notification of Change of Recipient	Please consult the relevant counter to carry out procedures as soon as possible	

☆ Depending on the situation of the person, required documents might be different. Please consult the relevant division in advance. ⇒Continued on the reverse side.

Notice from the Legal Affairs Bureau

Registration of inheritance has been mandatory since April 1, 2024.

Failure to comply with this obligation without a justifiable reason may result in a non-criminal fine of up to ¥100,000.

Procedures for Welfare

		Those who need to submit documentation	Required Procedures	Required Documents	Service Counter for Procedures and Inquiries
		Those who have a disability			Citizens' Welfare Sec. in each City Branch Office / Each regional Health and Welfare Centre etc. ※ Refer to the contact information on the previous page
19	☐	Those who had a Physical Disability Certificate, Intellectual Disability Certificate, or Mental Disability Certificate	Return of Certificates (Handbook)	Personal Certificates (Handbook)	
20	☐	Those who received other subsidies etc.	Please consult the relevant division.		
21	☐	Those who had a Long-Term Care Insurance Card※3	Return of a Long-Term Care Insurance Card etc.	Long-Term Care Insurance Card etc.	
22	☐	Those who had a Medical Expense Recipient Certificate for Specified Intractable Diseases	Return of a Medical Expense Recipient Certificate	Medical Expense Recipient Certificate	

※2 Documents that can be submitted together at the Citizens' Service Div. of City Hall

Other Procedures

		Those who need to submit documentation	Required Procedures	Required Documents	Service Counter for Procedures and Inquiries
23	☐	Those who owned a motorized bicycle with an engine displacement of 125cc or less or a small-sized special-purpose motor vehicle with a rated output of 1.0 kw or less.	Notification of Vehicle Disposal	Number Plates / Certificate of Number Plate Issuance	Citizens' Tax Div. / Tax Office etc. TEL 0246(22)7428
24	☐		Notification for Change of Owner's Name	Certificate of Number Plate Issuance	
25	☐	Those who had received a Tax Notice for Fixed Asset Tax / City Planning Tax	Procedures for Change of Mailing Address for Tax Notices or Submission of a Current Owner Declaration Form (Procedure for Declaration of a Taxpayer from among the Heirs for the Following Fiscal Year and Subsequent Years)	Please consult the relevant division. (The declaration form required for the notification is available for download on the official Iwaki City website.)	Property Tax Div. / Each Tax Office etc. Depreciable Assets Sec. TEL 0246(22)7434
26	☐		Submission of notification form of tax agent (Procedures for setting, changing, or abolishing of tax agents)		
27	☐	Those who owned an unregistered house	Building Ownership Change Notification (Procedures for Changing the Owner of a Building) ※For registered buildings, the procedure must be completed at the Legal Affairs Bureau	A copy of a diagram showing the relationship among the heirs, an agreement on the division of the estate, a seal registration certificate etc.	Property Tax Div. / Each Tax Office etc. Housing Sec. TEL 0246(22)7432
28	☐	Those who will stop using the water service	Cancellation of Water Service	Please consult the Customer Service Centre for Iwaki City Water Rates	Customer Service Centre for Iwaki City Water Rates TEL 0246(22)9300
29	☐	Those who will change the name of water user	Notification of Change of Water User		
30	☐	Those who will change the owner of their Water Supply System	Notification for Change of Owner	Please consult the relevant division.	Waterworks Bureau, Service Management Div. Water Supply Facilities Sec. TEL 0246(22)9304
31	☐	Those using the City Cemetery (at Minami-shirado / Azumada)	Inheriting or withdrawing use of cemetery lot / Placing of a person's ashes etc.	Please consult the relevant division.	Minami-shirado Cemetery: Living and Safety Div. TEL 0246(22)7446 Azumada Cemetery: Nakoso Branch Office, Citizens' Service Div., Health and Hygiene Sec. TEL 0246(63)2111
32	☐	Those who owned a dog	Notification for Change of Dog Registration (Change of Dog Owner etc.)	Please check the Dog Tag Number before coming.	Public Health Centre, Environmental Health Div. / Each City Branch Office (Except Yoshima) TEL 0246(27)8592
33	☐	Those who inherited farmland	Notification of Inherited Farmland	Once the inheritance procedures have been completed, please contact the relevant division.	Agricultural Commission Secretariat Farmland Inspection Sec. TEL 0246(22)7578
34	☐	Those who inherited forest land	Notification of Inherited Forestland	Once the inheritance procedures have been completed, please contact the relevant division.	Forestry Promotion Division Forest Conservation Section TEL 0246(22)7474

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