

# Checklist of procedures for those who have lost a loved one

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

※1・・・Procedures that are generally conducted by the funeral agent

## Those who have National Health Insurance, Medical Care System for Elderly Aged 75 and older and National pension

	Those who need to submit documentation	Required Procedures	Required Documents	Service Counter for Procedures and Inquiries
Those who have National Health Insurance				
5	<input type="checkbox"/> Everyone※2	Return of National Health Insurance Card	National Health Insurance Card	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
6	<input type="checkbox"/> 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 Rites Benefits	Please consult with the division in charge	
7	<input type="checkbox"/> Those who have an Eligibility Certificate for Ceiling-Amount Application etc.※2	Return of Eligibility Certificate for Ceiling-Amount Application etc.	Eligibility Certificate for Ceiling-Amount Application etc.	
8	<input type="checkbox"/> Those who are enrolled in the Medical Care System for the Elderly Aged 75 and Older	Return of Medical Care System Card for the Elderly Aged 75 and Older etc.	Medical Care System Card for the Elderly Aged 75 and Older etc.	
9	<input type="checkbox"/>	Application for Funeral Rites Benefits etc.	Bankbook etc. (of the host of the funeral) , Personal Seal / Thank-You Card sent to Funeral Attendees etc. to confirm the host of the funeral	
Those who are registered as Category I under the National Pension				
10	<input type="checkbox"/> The bereaved of those who have contributed to the National Pension Insurance for three years or more	Claim for Lump-Sum Death Benefit	Please consult with the division in charge	
11	<input type="checkbox"/> The bereaved of those who meet the requirements for payment of the Survivor's Basic Pension	Claim for Survivor's Basic Pension		
12	<input type="checkbox"/> The bereaved of those who meet the requirements for payment of the Widow's Pension	Claim for Widow's Pension		
13	<input type="checkbox"/> The bereaved of those who received the National Pension / Special Disability Benefits / Welfare Pension	Claim for Unpaid Pension		

※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	<input type="checkbox"/> Those who received a medical expenses subsidy (Medical Care for Premature Babies / Medical Aid for Children with Disabilities / Treatment of Specific Paediatric Chronic Diseases)	Return of Medical Care Certificate and Various loss of eligibility notifications etc.	Medical Care Certificate	Children and Families Div., Maternal and Child Health Sec. (in the General Health and Welfare Centre) TEL 0246(27)8597
15	<input type="checkbox"/> Those who now meet the conditions for (There are income restrictions etc.)	Application for Child Support Allowance	Please consult with the relevant counter to carry out procedures as soon as possible	Citizens' Welfare Sec. in Each City Branch Office / Each regional Health and Welfare Centre etc. Taira TEL 0246(22)7457 (18~20) TEL 0246(22)1163 (except the above) Onahama TEL 0246(54)2111 Nakoso / Tabito TEL 0246(63)2111 Joban / Tono TEL 0246(43)2111 Uchigo / Yoshima / Miwa TEL 0246(27)8690 Yotsukura / Hisanohama-Ohisa TEL 0246(32)2114 Ogawa / Kawamae TEL 0246(83)1329
16	<input type="checkbox"/>	Medical Expenses Subsidy for Single-Parent Families etc.		
17	<input type="checkbox"/> Those who had received subsidies etc. and will no longer be eligible for them (Child Allowance / Child Support Allowance / Special Child Support Allowance / Medical Expense Subsidy for Infants or Toddlers / Medical Expense Subsidy for Children etc.)	Return of Medical Care Certificate and Various loss of eligibility notifications etc.		

## Procedures for Welfare

	Those who need to submit documentation	Required Procedures	Required Documents	Service Counter for Procedures and Inquiries	
	Those who have a disability				
18	<input type="checkbox"/>	Those who have a Physical Disability Certificate, Intellectual Disability Certificate or Mental Disability Certificate	Return of Certificates (Handbook)	Personal Certificates (Handbook)	Citizens' Welfare Sec. in each City Branch Office / Each regional Health and Welfare Centre etc. ※Refer to the service counter on the previous page
19	<input type="checkbox"/>	Those who received other subsidies etc.	Please consult the division in charge		
20	<input type="checkbox"/>	Those who had a Long-Term Care Insurance Card※3	Return of Long-Term Care Insurance Card etc.	Long-Term Care Insurance Card etc.	
21	<input type="checkbox"/>	Those who received the Medical Expense Certificate for Intractable Diseases	Return of Medical Expense Certificate	Medical Expense Certificate / Personal Seal of the applicant	Public Health Centre, Community Health Div., Health Advisory Sec. TEL 0246(27)8594

※3... 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	
22	<input type="checkbox"/>	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
23	<input type="checkbox"/>	Those who have a 50cc-125cc motorcycle or small-sized special purpose motor vehicle	Notification of Vehicle Disposal	Number Plates / Certificate of Number Plate Issuance	Municipal Tax Div. / Tax Office etc. TEL 0246(22)7428
24	<input type="checkbox"/>		Notification for Change of Owner's Name	Certificate of Number Plate Issuance	
25	<input type="checkbox"/>	Those who had received a Tax Notice for Fixed Asset Tax / City Planning Tax	Submission of declaration form of current owner(s) (Procedures for determining the representative who will receive tax notices among the heirs)	Please consult with the Division in charge promptly. (You can download the declaration / notification forms from Iwaki City's Official Website.)	Property Tax Div. / Each Tax Office etc.
26	<input type="checkbox"/>		Submission of notification form of tax agent (Procedures for setting, changing, or abolishing tax agents)		Depreciable Assets Sec. TEL 0246(22)7434
27	<input type="checkbox"/>	Those who owned an unregistered house	Ownership Transfer Procedures ※Registered houses will be processed by the Legal Affairs Bureau.	Please consult with the division in charge. (You can download the notification forms from Iwaki City's Official Website.)	Property Tax Div. / Each Tax Office etc. Housing Sec. 0246(22)7432
28	<input type="checkbox"/>	Those who will stop using their household water	Cancellation of Water Service	Please contact the Customer Service Centre for Iwaki City Water Rates	Customer Service Centre for Iwaki City Water Rates TEL 0246(22)9300
29	<input type="checkbox"/>	Those who will change the name of water user	Notification for Change of Water User		
30	<input type="checkbox"/>	Those who will change the owner of their Water Supply System	Notification for Change of Owner	Please consult with the division in charge	Waterworks Bureau, Service Management Div. Water Supply Facilities Sec. TEL 0246(22)9304
31	<input type="checkbox"/>	Those who inherited farmland	Notification of the farmland which you inherited	Please consult with the division in charge	Agricultural Commission Secretariat Farmland Inspection Sec. TEL 0246(22)7578
32	<input type="checkbox"/>	Those who inherited forest land	Notification of the forest land which you inherited	Please consult with the division in charge	Forestry Div. Forestry Promotion Sec. TEL 0246(22)1181
33	<input type="checkbox"/>	Those who have Stable Iodine	Return of Stable Iodine for Household Use	Stable Iodine	Public Health Centre General Affairs Div., Radiation Health Management Centre TEL 0246(27)8562
34	<input type="checkbox"/>	Those who use the City Cemetery (at Minami-shirado / Azumada)	Inheriting or withdrawing use of cemetery lot / Placing of a person's ashes etc.	Please consult with the division in charge	Minami-shirado Cemetery: Citizens' Affairs Div. TEL 0246(22)7446 Azumada Cemetery: Nakoso Branch Office, Citizens' Service Div., Health and Hygiene Sec. TEL 0246(63)2111

☆ Depending on the situation of the person, required documents might be different. Please consult the section in charge in advance.