

Family Register (*koseki*)

Koseki is the Japanese family register. Japanese law requires all Japanese households to report births, acknowledgements of paternity, adoptions, deaths, marriages and divorces of Japanese citizens to their local authority (Kasama City Hall), which compiles such records encompassing all Japanese citizens within their jurisdiction.

※Only Japanese citizens must register in the Family Register (*koseki*), however **foreign residents must still report marriages, divorces, births, deaths, etc. to their municipal office (Kasama City Hall).**

※Foreign residents still must report marriages, divorces, births, deaths, etc. to their own country of origin. For more information, please inquire with the embassy or consulate of your country in Japan.

Where?

Kasama City Hall Main Office: Citizens Affairs Division (*shimin ka*)

Kasama/Iwama Regional Branch: Citizen Service Division (*shimin madoguchi ka*)

Marriage Notification (*kon'in todoke*)

Both of the two persons who are getting married must each submit a marriage notification.

Necessary documents

- ① Marriage notification (The application form is available at the Kasama City Hall and regional branches. It requires signatures and seals from 2 witnesses over 20 years old.)
- ② Family register (of the Japanese national)
- ③ Certificate of legal capacity to contract marriage, or substitute document (of the foreigner)
- ④ Passport (to prove nationality)

Divorce Notification (*rikon todoke*)

Both of the two persons who are getting married must each submit a marriage notification.

Necessary documents

- ① Divorce notification (acquire this at the administrative office of your municipality)

- ② Family register (of the Japanese national)
- ③ Passport (to prove nationality)
- ④ Residence Card, special permanent resident certificate, etc.

Birth Notification (*shusshou todoke*)

A birth notification (*shusshou todoke*) should be made at the municipal office where the child was born or the municipal office of the notifying person (parent, guardian, etc.). This can be done at Kasama City Hall Citizens Affairs Division or regional branches.

A birth notification must be filed within 14 days from the birth (including the date of birth), regardless of the child's nationality, since the law for family registration is applied to non-Japanese people staying in Japan as well, as a territorially applicable rule. You are advised to decide the child's name and prepare necessary documents beforehand.

Necessary documents

- ① Birth notification (available at municipal administrative offices and hospitals)
- ② Birth certificate (added on to the birth notification)
- ③ Seal of the submitter (or signature)
- ④ Maternal and Child Health Handbook
- ⑤ National health insurance card (if a member)

Death Notification (*shibou todoke*)

When a foreigner dies in Japan, the family registration law also applies to foreigners within Japan; thus, a death notification must be made to the municipality where the person making the notification resides, or where the death took place. A death notification (*shusshou todoke*) can be made at the Kasama City Hall Citizens Affairs Division or Citizen Service Divisions at regional branches.

- ① Death notification form (available at Kasama City Hall and regional branches, or a hospital)
- ② Post-mortem certificate (death certificate from doctor who confirmed death)
- ③ Personal seal of the person making the notification (or signature)

Death Certificate

Certificate Requests and Processing Fees

To request a certificate, please prepare an appropriate form (all forms available at city office service counters), bring identification, personal seal (*inkan/hanko*) and any applicable fees.

Type	Processing Fees (per copy)	Identification	Alternative Identification (combination of two items from ① and one item from ②)
Death Certificate (<i>shibou shoumeisho</i>)	350 yen	Driver's License, Passport, My Number Card, Basic Resident Register Card (with photo), <i>Zairyuu</i> Card, Identification booklet for the physically disabled, Disability Certificate, Other Government Issued Photo ID	① Health Insurance Card, Annuity Certificate, Pension Certificate*, Long-term Care Insurance Card, Medical Welfare (<i>Marufuku</i>) Certificate, Disability ID Booklet (no photo), Basic Resident Register Card (no picture), company or school ID (with photo), non-government issued ID. ② Company or school ID (no photo), bankbook, cash card, credit card, patient registration card, any type of membership card

Issuing Burial and Cremation, and Funeral Hall Permits

You will be issued Burial and Cremation, and Funeral Hall Permits when you submit a Death Notification (*shibou todoke*) which you can receive at the Citizen's Affairs Division at Kasama City Hall or regional branches. To use a funeral hall, please make a tentative reservation (*kariyoyaku*) at the funeral hall before visiting the City Hall.

- **Necessary documents**

- ① Death Notification (*shibou todoke*)
- ② The notifier's personal seal (*inkan/hanko*).

- **Kasama Regional Funeral Hall "Yasuragi-no-mori" Contact**

0296-72-7011