

Notification of Family Register (incl. Birth and Death)

Notification is required when child was born or someone passed away.

●Notification of **Birth Shusshou Todoke**

When	Within 14 days from the day of birth (including the day of birth)
Who	Father or Mother of the child (There are restrictions on who can file a notification.)
Where	<ul style="list-style-type: none"> • Area of registered address of father or mother • Place of birth • (For Japanese nationals:) Father or mother's Registered Domicile <i>Honsekichi</i>
What to Bring	<ul style="list-style-type: none"> • Notification of Birth <i>Shusshou Todoke</i> (1 copy) • Residence <i>Zairyu</i> Card or Special Permanent Residence Certificate of person notifying • Maternal and Child Health Handbook <i>Boshi Kenkou Techo</i>

●Notification of **Death Shibou Todoke**

When	Within 7 days from the date of knowledge of the death
Who	<ul style="list-style-type: none"> • A relative • (Registered) members of household • Landlord • Landowner • Other eligible guardians under regulation
Where	<ul style="list-style-type: none"> • The address of the person notifying • Corresponding place of death (For Japanese nationals:) Father/Mother's Registered Domicile <i>Honsekichi</i>
What to Bring	<ul style="list-style-type: none"> • Notification of Deceased • Deceased individual's Special Permanent Residence Certificate • Documents that prove the relationship of individuals concerned (If they are relatives but not in the same household.) <p>Note: Foreign documents must be translated into Japanese.</p>

※ Due to differences in required documentation (depending on nationality), for notifications other than birth and death, please consult with personnel at the Residents' Affairs Division *Shimin-Ka*.

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