

Report of a Birth or Death

Type	Notification Period	Notifying Person	Notifying Location	Required Documents
Notification of Birth	Within 14 days from the day of birth (including the day of birth)	<ul style="list-style-type: none"> • Father or Mother of the child • Other eligible guardians under regulation 	<ul style="list-style-type: none"> • Area of registered address • Father and mother's registered address "honsekichi" (in case they are of Japanese nationality) • Place of birth 	<ul style="list-style-type: none"> • Resident "Zairyu" Card or Special Permanent Residence Certificate of person notifying • Birth Certificate (1 copy) • The <i>Inkan</i>-seal of the person registering • Maternity and Child Health Record Book "<i>Boshi Kenkou Techo</i>"
Notification of Deceased (Death)	Within 7 days after person's death (starting from the day of official notice of death)	<ul style="list-style-type: none"> • Relatives • Registered members of household • Landlord • Landowner • Other eligible guardians under regulation 	<ul style="list-style-type: none"> • The address of the person notifying • Registered address "honsekichi" (in case they are of Japanese nationality) • Corresponding place of death 	<ul style="list-style-type: none"> • Death Certificate (1 copy) • <i>Inkan</i>-seal of the person notifying • Deceased individual's Special Permanent Residence Certificate (return Resident Card to the Immigration Bureau) • Documents that prove the relationship of individuals concerned (If they are relatives not the same household.) <p>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 Resident's Affairs Division "Shimin-Ka" counter.

Contact information: Ota City Hall, Residents' Affairs Division "Shimin-Ka" (1F, counter 11)

Tel: 0276-47-1823 / 0276-47-1937 FAX: 0276-47-1872