

To: Family members or the relatives of the deceased.

※Since necessary documents shall be changed based upon the contents of application, please make inquiry to Section in charge for details. In case you have no My Number Card or Notice Card, please consult with Section in charge before taking the procedures.

Procedure Name	Applicants	Necessary documents for the procedure.	Desk in charge and Contact nos.
Dead Report	Family members or the relatives of the deceased.	① Dead Report. (Death Certificate certified by the doctor.) ② Seal.	《City Hall Main Tower 1F》 Civil Registration Section Extension: 2113~2115 Or, each Branch Office and Uku Administrative Center.
Lapse Procedure of Passport.	Family members or the relatives of the deceased (only the person holding valid passport).	① valid passport of the deceased. ② Evidence of the deceased. (Funeral related documents) ③ I.D. Card of the person who comes to the desk in charge. ※ Passport lapses by the person himself is passing away. If requested, the passport shall be returned after lapse procedure.	《City Hall Main Tower 1F》 Civil Registration Section Extension: 2168~2169
Primary school and junior high school student's guardian change.	The person who becomes a guardian newly.	Seal.	《City Hall Main Tower, 11F》 School Education Section Extension: 3136 Or, each Branch Office and Uku Administrative Center.
Procedure of National Health Insurance funerals and festivals cost.	The person who did funerals and festivals of the person who had National Health Insurance on a dead day (except for those whose social insurance is within 3 months after loss).	(1) National Health Insurance insured person certificates of the person who passed away (2) Passbook with the executor name of funerals and festivals. (3) Seal (4) Evidence of funeral. (5) I. D. Card of the person who can come to the desk. (6) My number card, notice card or copy of resident card on which my number is indicated of an executor of funerals and festivals.	《City Hall Main Tower 1F》 Medical Insurance Section Extension: 2133~2138 Or, each Branch Office and Uku Administrative Center.
Procedure of the latter period medical care for elderly people funerals and festivals cost.	The person who did funerals and festivals of the person who joined the latter period medical care for elderly people on a dead day.	(1) The latter period medical care for elderly people insured person certificates of the person who passed away. (2) Passbook with the executor name of funerals and festivals. (3) Seal (4) Evidence of a funeral.	《City Hall Main Tower 1F》 Medical Insurance Section Extension: 2133~2138 Or, each Branch Office and Uku Administrative Center.

Procedure Name	Applicants	Necessary documents for the procedure.	Desk in charge and Contact nos.
Payment of a national health insurance tax, the latter period medical care for elderly people insurance fee and the nursing insurance fee.	The person who pays a national health insurance tax, the latter period medical care for elderly people insurance fee and the nursing insurance fee.	Please inquire of an insurance section desk in case of over-payment or the unpaid amount.	《City Hall Main Tower 1F》 NHI Payment Section Extension: 2151~2163
Request for payment of the unpaid State pension.	The person who passed away is a stipendiary only of a state pension and a relative in the third degree of relationship. ※ Please ask a pension office about other than above.	(1) Annuity certificate. (2) The form which understands a relation (copies of the family register). (3) Resident card elimination proof the person who has passed away. (4) Claimant's resident card. (Something by which mentioning is in the permanent domicile and family relationship for the household) (5) Passbook (6) Seal ※ Other forms are sometimes needed.	※State pension only.
State pension dead report.	The relatives of the person who passed away.	Copies of a death certificate. ※ For the person who is charging a pension, it is unnecessary.	《City Hall Main Tower 1F》 Medical Insurance Section Extension: 2122~2124
State pension dead lump-sum	The person who passed away is not yet a stipendiary. * It is limited to the person who has paid state pension fee more than 36 months before passing away and the relatives in the third degree of relationship.	(1) Pension handbook of the person who passed away. (2) The form which understands a relation (copies of the family register) (3) Resident card elimination proof of the person who Passed away. (4) Claimant's resident card. (Something by which mentioning is in the permanent domicile and family relationship for the household) (5) Passbook (6) Seal ※ Other forms are sometimes needed.	Sasebo Pension Office Address: 2-37, Inari-cho, Phone:: 34-1189

Procedure Name	Applicants	Necessary documents for the procedure.	Desk in charge and Contact nos.
Child Allowance	(1) Father or mother who will breed the child who becomes supplied object from now on. (2) In case the child has no parents, the person who will breed a child and maintain a living from now on.	A necessary form is different in receipt of future's treatment depending on the application contents, so please make inquiry to Assistance for Children Section.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, each Branch Office and Uku Administrative Center.
Child Rearing Allowance.	The person who became a mother and child or a single father household by spouse's death.	It's different in required documents depending on the situations, so please make inquiry to Assistance for Children Section.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440
Welfare medical care system (Mother and child and father and child)	(1) Mother and child or the person who became a single father household (2) Child of a mother and child or a single father household or the child who has no parents. (By less than 18 years old or during a high school student, less than 20 years old)	It's different in a form necessary to application depending on the situations which became a mother and child and a single father household, so please make inquiry to Assistance for Children Section. ※ It's subject to income restrictions, so while income exceeds the standard, medical fee subsidiary cannot be received.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, Uku Administrative Center
Infant and welfare medical treatment of elementary and junior high school students.	Infant, the person who got approval of welfare medical treatment of elementary and junior high school students or guardian.	It's different in required documents depending on the situations, so please make inquiry to Assistance for Children Section.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, each Branch Office and Uku Administrative Center.
Nursery School, etc.	(1) The person using Nursery School, etc. (2) The person doing the use application of Nursery School, etc.	Seal.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440

Procedure Name	Applicants	Necessary documents for the procedure.	Desk in charge and Contact nos.
Return of an infant chronic specific disease medical stipendiary certificate.	The person who was receiving the infant chronic specific disease medical treatment.	Infant chronic specific disease medical stipendiary certificate.	《Chuo Health and Welfare Center 4F》 Children's Health Section Extension: 5453
The return of an insurance of the elderly care insured person certificate, etc.	Insurance of the elderly care insured person, nursing authorization and the person who got burdened allowable limit approval.	(1) Insurance of the elderly care insured person certificate. (2) The insurance of the elderly care burdened percentage certificate. (3) Insurance of the elderly care burdened allowable limit authorization certificate. (4) Insurance of the elderly care specific burdened allowable limit authorization certificate. Insurance of the elderly care user burden reduction exemption authorization certificate. ※(2) Only the person who has nursing approval. ※(3) & (4): Only the person who has the certificates. ※ For those who are not provided with the expensive nursing service costs, please make inquiry.	《Chuo Health and Welfare Center 3F》 Longevity Society Section Extension: 5311~5315 Or, each Branch Office and Uku Administrative Center.
Return of a survivor of the atomic bombing healthy pocket diary and funeral and celebration charge provision application.	Survivor of the atomic bombing healthy pocket diary holder.	(1) A-bomb victim healthy pocket diary (2) All kinds' treatment bond (3) Seal (4) Copy of a death certificate or copy of a corpse certificate of a post mortem examination. (5) Copy of a buried charcoal fire funeral permit (both sides) or attending a funeral document. (6) Chief mourner's deposit (saving) passbook. ※(2) For, only a treatment stipendiary.	《City Hall Main Tower 2F》 Civic Life Section Extension: 2266、 2267 《Chuo Health and Welfare Center 5F》 Health and Welfare Policy Section Extension: 5517、 5518
Return procedure of a mentally disturbed person preservation of health welfare pocket diary.	The person who received a grant of a mentally disturbed person preservation of health welfare pocket diary.	1) I. D. Card of the person who can come to the desk. (2) Mentally disturbed person preservation of health welfare pocket diary. (3) Seal. (4) My number card or notice card of the person who passed away. (5) Welfare pass. (6) Welfare medical stipendiary certificate. ※(5) & (6): Only the person who has such documents.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5107~5109

Procedure Name	Applicants	Necessary documents for the procedure.	Desk in charge and Contact nos.
Return procedure of a person with disabilities pocket diary.	The person who received a grant of a person with disabilities pocket diary.	(1) I. D. Card of the person who can come to the desk. (2) Person with disabilities pocket diary. (3) Seal. (4) My number card or notice card of the person who passed away (5) Welfare pass and welfare taxi tickets. (6) Welfare medical stipendiary certificate and independent support medical stipendiary certificate. (Reborn medical treatment.) ※(5) and (6): Only the person who has such documents.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5107~5109
Return procedure of the pocket diary granted to a mentally-disabled person.	The person who received a pocket diary granted to a mentally-disabled person.	(1) I. D. Card of the person who can come to the desk. (2) Person with disabilities pocket diary. (3) Seal (4) My number card or notice card of the person who passed away (5) Welfare pass and welfare taxi ticket. (6) Welfare medical stipendiary certificate. ※(5) & (6): Only the person who has such documents.	
Special child rearing allowance.	The person who was receiving a special child rearing allowance.	Other procedure is needed by the situation, so please make inquiry to Welfare Service for Disabilities Section.	Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5106
Person with severe disabilities treatment.	The person who was receiving person with severe disabilities treatment.	(1) I. D. Card of the person who can come to the desk. (2) Seal.	Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5102
Child with disabilities welfare treatment	The person who was receiving child with disabilities welfare treatment	(1) I. D. Card of the person who can come to the desk. (2) Seal.	
Welfare	The person who was receiving welfare.	Please make inquiry to Life Welfare Section.	《Chuo Health and Welfare Center 2F》 Life Welfare Section Extension: 5205~5226
Return of a respect for the old special ride certificate.	The person who received a grant of a respect for the old special ride certificate.	Please return a respect for the old special ride certificate.	《Chuo Health and Welfare Center 5F》 Health Promotion Section Extension: 5532 Or, each Branch Office and Uku Administrative Center

Procedure Name	Applicants	Necessary documents for the procedure.	Desk in charge and Contact nos.
Declaration of a person who possesses the fixed assets (land and house) actually.	Heir of the person who possessed land and a house in Sasebo-city (possessing person).	(1) Tax notice. (2) Declaration card of the person who possesses the fixed assets (land and house) actually. ※ A signature and a stamp of heir all the members are needed. ※ When changing the name of the registration, procedure by Office of Legal Affairs is needed.	《City Hall Main Tower 2F》 Property Tax Section Extension: 2221～2229、 2234、2261、 2262
About the name change of a minicar and scrapping of the car.	(1) Less than 125 cc of motorbike and minicar. (2) Small special motor vehicle (Agrimotors and forklifts, etc.)	It's different depending on the car types, so please make inquiry to each section in charge.	《City Hall Main Tower 2F》 Property Tax Section Extension: 2230
	Minicar (Less than 250 cc of motorbike is included beyond 125 cc.)		The whole country minicar association Nagasaki office Sasebo branch office. Address: No. 5-1, Okishin-cho, Phone: 31-1385
	A motorcycle beyond 250 cc		Sasebo automobile inspection registration office. Address: No. 5-1, Okishin-cho, Phone: 050-5540-2084
Account transfer of a municipal tax.	The account holder using an account transfer of a municipal tax and YUUCHO bank automatic transfer.	(1) Passbook filed seal impression. (2) Deposit (saving) passbook. (3) Tax notice.	《City Hall Main Tower 2F》 Tax Payment Section Extension: 2242 Or, each Branch Office and Uku Administrative Center Handling financial institution desk.
Registration matter change notice of the dog.	The person who had registered a dog.	For the person who becomes new owner of the dog, please make inquiry to Life Sanitary Section.	《Chuo Health and Welfare Center 5F》 Life Sanitary Section Extension: 5553
Cemetery of Sasebo-city People.	The family of the deceased of a cemetery user of Sasebo-city People.	Necessary documents are different in procedure of citizen cemetery use succession (name change) depending on the situations, so please make inquiry to Living Sanitation Section.	Chuo Health and Welfare Center 5F》 Life Sanitary Section Extension: 5555、5563

Procedure Name	Applicants	Necessary documents for the procedure.	Desk in charge and Contact nos.
Owner notification in land in a forest.	Owner in land in a forest.	(1) Registration matter certificate (The copy is also possible.) (2) Land's sale and purchase contract, or the evidence documents certifying the actual land succession. The document certifying the ownership of the land of a forest. (3) The drawing which indicates the location of the land. (The rough location is illustrated on an optional drawing.)	《City Hall Main Tower 10F》 Agri-Forestry Section Extension: 3043~3044
Notification of succession in a farmland.	The person who acquired a right in a farmland by succession.	Seal.	《City Hall Main Tower 10F》 Board of Agriculture-Secretariat. Extension: 3063
Application about waterworks.	The family members or agent of the deceased who was using waterworks.	Even by the telephone and the internet, you can apply for the procedure.	Waterworks Bureau, Business section Address: No.4-8, Hachiman-cho, Phone: 24-1151 (key)
Cancellation of use of Library Card.	The person who has a use of Library Card.	Please receive a written application and please fill it out at the desk of Sasebo Municipal Library.	Sasebo Municipal Library Address: No.3-4, Miyaji-cho, Phone: 22-5618
Sasebo municipal management housing, report of change of address.	The person whose municipal management housing house mate passed away.	Please make a contact to Sasebo municipal management housing management center.	Sasebo municipal management housing management center. Address: No.5-1, Matsuura-cho, Phone: 25-9625 Or, Uku Administrative Center
Sasebo municipal management housing, moving out report.	The person who schedules for moving out from municipal management housing.	(1) Seal (2) Ordinary passbook with the relative name you wish as a deposit return destination. (3) The form which understands a relation (copy of the family register, etc.).	
Sasebo municipal management housing, Application for Living succession.	In case municipal management housing registered holder passes away, and a house mate hopes for continuation of the living at the municipal management housing.	Please make inquiry to the Sasebo municipal management housing management center.	

Procedure Name	Applicants	Necessary documents for the procedure.	Desk in charge and Contact nos.
The return of a voting certificate of mails.	The person who has a person with disabilities pocket diary and received a grant of a voting certificate of mail.	A voting certificate of mails.	《City Hall Main Tower 11F》 Board of Election, Secretariat. Extension: 3141~3145
Return of a voter registration list registration certificate.	The person who received a grant of a voter registration list registration certificate and also have a sailor pocket diary.	Voter registration list registration certificate.	
Quasi final return.	The heir of the person who has died.	Please make inquiry to Sasebo tax office.	Sasebo Tax Office Address: No.2-19. Kobatacho, Phone: 22—2161
Succession registration in a real estate.	The person who registers land and a building by succession.	It's different in necessary documents depending on succession methods. Please make inquiry to Nagasaki district legal affairs bureau Sasebo branch office.	Nagasaki District Legal Affairs Bureau Sasebo Branch Address: No.2-19, Kobatacho, Phone: 24—4850