

99101011261000

Notify the registry office of a death

Heruntergeladen am 29.07.2025

<https://fimportal.de/xzufi-services/9579130/L100027>

Modul	Sachverhalt
Leistungsschlüssel	99101011261000
Leistungsbezeichnung I	Notify the registry office of a death
Leistungsbezeichnung II	
Typisierung	3b - Bundesaufsichtsverwaltung: Regelung, Land: Ausführungsvorschriften, Kommune: Vollzug
Quellredaktion	Mecklenburg-Vorpommern
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Sterbefall (101)
Verrichtungskennung	Entgegennahme (261)
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	26.04.2021

Modul	Sachverhalt
Fachlich freigegeben durch	Ministry of the Interior and Europe Mecklenburg-Western Pomerania
Handlungsgrundlage	https://www.gesetze-im-internet.de/pstg/_28.html https://www.gesetze-im-internet.de/pstg/_28.html
Teaser	
Volltext	Every death must be reported to the registry office of the municipality in whose district the death occurred. The registrar makes the entry in the register of deaths and issues the death certificate.
Erforderliche Unterlagen	<ul style="list-style-type: none"> • Identity card, passport or registration certificate of the deceased (as proof of last residence) • Identity card or passport of the person reporting the death • Death certificate from the doctor Sheets A and B (non-confidential part) and sheets 1 and 2 (confidential part) in an envelope • Civil status documents of the deceased - only if the civil status registers are not kept at the registry office processing the case: Marriage or civil partnership certificate of the last marriage or civil partnership and, if applicable, proof of its dissolution if there was no marriage or civil partnership, a birth certificate • In special cases, further documents may be required (e.g. translations of foreign documents).
Voraussetzungen	<p>The following persons are obliged to report the death in the following order:</p> <ul style="list-style-type: none"> • any person who lived in the same household as the deceased, • the person in whose home the death occurred, • any other person who was present at the death or who is aware of the death from their own knowledge. <p>Special regulations apply to deaths in hospitals, retirement and nursing homes and other institutions (see under Procedures).</p>
Kosten	The death certificates issued in connection with the notification of death are free of charge, insofar as this is provided for under federal or state law. If the notarization is postponed by the registry office

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	because not all documents relevant to the notarization are available, the registrar for the funeral will issue a certificate to the notifying party free of charge stating that the notification has been duly made.
Verfahrensablauf	<p>The death must always be reported in person to the registry office of the municipality in whose district it occurred. If you, as the person obliged to notify, have commissioned a funeral home to carry out the funeral, the funeral home will take care of the notification for you at the registry office.</p> <p>If the death occurred in a public institution (e.g. hospital, prison, retirement and nursing home) as well as in another institution, the provider of the institution is obliged to notify the registry office in writing.</p> <p>If there are indications of a non-natural death, the doctor who certifies the death notifies the public prosecutor's office. The investigating authority reports the death to the registry office.</p>
Bearbeitungsdauer	
Frist	The death must be reported to the registry office no later than the third working day following the death. Saturday does not count as a working day.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	the registry office of the place of death
Formulare	
Ursprungsportal	Sterbefall beim Standesamt anzeigen, Notify the registry office of a death