

99101016012000

Notify the registry office (Standesamt) of a death

Heruntergeladen am 23.06.2025

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Modul	Sachverhalt
Leistungsschlüssel	99101016012000
Leistungsbezeichnung I	Notify the registry office (Standesamt) of a death
Leistungsbezeichnung II	Notify the registry office (Standesamt) of a death
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	

Modul
Sachverhalt

Fachlich freigegeben am

Fachlich freigegeben durch

Handlungsgrundlage

- § 28 Personenstandsgesetz (PStG) – Anzeige
- § 29 PStG – Anzeige durch Personen
- § 30 PStG – Anzeige durch Einrichtungen und Behörden
- § 31 PStG – Eintragung in das Sterberegister
- Anlage 1 zu § 1 Sächsisches Kostenverzeichnis (SächsKVZ), Lfd. Nr. 75 Personenstandsrecht, öffentliches Namensrecht
- § 14 Absatz 3 Sächsisches Gesetz über das Friedhofs-, Leichen- und Bestattungswesen (SächsBestG) – Todesbescheinigung
- § 64 Sozialgesetzbuch Zehntes Buch (SGB X) – Gebührenfreiheit

Teaser

Every death must be reported to the registry office of the municipality in whose jurisdiction the death occurred. The death certificate is a prerequisite for the notification.

Volltext

Notification of death according to §§ 28 et seq. Personenstandsgesetz (PStG)

Every death must be reported to the registry office of the municipality in whose jurisdiction the death occurred. The death certificate is a prerequisite for the notification.

The registry office makes the entry in the register of deaths and issues the death certificate.

Erforderliche Unterlagen

- Identity card or passport of the deceased
- Identity card or passport of the person reporting the death
- Medical death certificate (sheets 1 and 2 (confidential part) and sheets A and B (non-confidential part) in the envelope)
- Proof of the deceased's last place of residence

In addition to these documents:

- for unmarried deceased persons: Birth certificate

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- for married deceased persons: Marriage certificate
- for deceased persons who were in a registered civil partnership: Civil partnership certificate
- for divorced deceased persons: Marriage certificate and final divorce decree
- for widowed deceased persons: Marriage certificate and death certificate of the former spouse

Note:

- If the registry office where the death is reported is also responsible for issuing the above-mentioned documents, these do not have to be submitted. - If you have these documents, it is recommended that you submit them at the same time to speed up the procedure.
- In special cases, further documents may be required (e.g. translations).

Voraussetzungen

The doctor must have carried out a post-mortem examination and issued a death certificate.

Kosten

- Notification of death and notarisation in the death register: free of charge
- Death certificates for statutory pension insurance, pension and social security office: free of charge
- Certificates: EUR 15.00 (EUR 7.00 for each additional certificate requested at the same time)

Verfahrensablauf

The following persons are obliged to report the death in the following order

- any person who lived with the deceased in the same household
- the person in whose home the death occurred
- any person who was present when the death occurred or who has knowledge of the death from their own knowledge

The death must always be reported in person. If you, as the person obliged to notify, have commissioned a funeral parlour to carry out the funeral, the funeral parlour will notify the registry office on your behalf.

Death in an institution

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If the death occurred in a hospital, retirement or nursing home, prison or other institution, the organisation responsible for the institution is obliged to report the death to the registry office.

Non-natural death

If there are indications of a non-natural death, the public prosecutor's office notifies the registry office of the death.

Bearbeitungsdauer
Frist

Notification: no later than the 3rd working day following the date of death Note: Saturday does not count as a working day in this case.

weiterführende Informationen
Hinweise
Rechtsbehelf

not applicable

Kurztext
Ansprechpunkt
Zuständige Stelle
Formulare
Ursprungsportal