

SHIPMENT OF REMAINS

The Consulate issues consular mortuary certificates for remains that will be transported to the Philippines. This is a shortened checklist of requirements.

DOCUMENTARY REQUIREMENTS

- Cover letter** indicating the request, enclosed documents, and contact information
- Original and two (2) photocopies of **foreign death certificate**, with cause of death indicated
- Two (2) photocopies of decedent's **passport data page** or other government ID
- [IF FILIPINO CITIZEN]** Two (2) photocopies of **decedent's proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
- Flight itinerary** of the human remains or the person carrying the cremated remains
- FOR HUMAN REMAINS**
 - Original and two (2) photocopies of notarized **mortuary certificate**, stating that the body was properly embalmed and the casket contains only the body of the deceased
 - Original and two (2) photocopies of **Certificate of No Contagious Disease**
 - Original and two (2) photocopies of **Burial Transit Permit** from the Health Department
 - Original and two (2) photocopies of **consignee details** (name, address, and contact number of receiving Philippine funeral company)
- FOR CREMATED REMAINS**
 - Original and two (2) photocopies of **certificate of cremation**, stating that the body was properly embalmed and the casket contains only the body of the deceased
 - Two (2) photocopies of the **passport data page** of the individual designated to carry the urn
- Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 stamps
- USD 35 **processing fee** in money order made to the Consulate.

IMPORTANT INFORMATION

- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **APPLY EARLY TO AVOID DELAYS.** Submit applications at least 7 working days before the scheduled repatriation flight. Allow time for document processing and mail delivery.
- **FILIPINO CITIZEN?** If the deceased is a Filipino citizen, the death should also be reported to the Embassy or Consulate where the death took place. A Report of Death application must be submitted.
- **THE CONSULATE ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.
- **GET PSA COPY.** You must request a PSA copy after six months from the date of registration. Most Philippine government agencies will only accept a PSA copy of birth certificates for public transactions.