

BASIC REQUIREMENTS TO FILE A REPORT OF DEATH OF A FILIPINO CITIZEN WHO DIED ABROAD:

- Four (4) original copies of the duly accomplished application form signed by the informant for the deceased;
- Four (4) photocopies of any proof of the Filipino citizenship of the deceased (e.g. Philippine Passport); and
- One (1) original or certified true copy and three (3) photocopy of Death Certificate issued by US Authorities

BASIC REQUIREMENTS TO SHIP THE REMAINS TO THE PHILIPPINES OF A FILIPINO CITIZEN WHO DIED ABROAD:

- One original or certified true copy and three (3) photocopy of Burial Transit Permit for the remains;
- One (1) original and three (3) photocopies of the Notarized Embalmer's Certificate stating that the body was duly embalmed and is in sanitary condition for shipment abroad. If cremated, the Notarized Certificate of Cremation must be submitted in lieu of the Embalmer's Certificate;
- One (1) original and three (3) photocopies of the Notarized Mortuary Certificate stating that the casket contains only the body of the deceased and how the body will be shipped. If cremated, the Notarized Mortuary Certificate must state that the urn contains only the cremated remains;
- One (1) original and three (3) photocopies of the Notarized Health Department Certificate

stating that the deceased did not die of contagious disease. If cremated, this is not required to be submitted;

- Four (4) copies of flight itinerary and consignee information including the following:
 1. oflight schedule
 2. oconsignee's address and phone number in the Philippines
 3. ofamily member or contact person's address in the U.S. and in the Philippines (indicate relationship to the deceased)
 4. olast known address of the deceased in the Philippines

- One (1) original/certified true copy and three (3) photocopies of currently or previously valid Philippine passport of the deceased;
- Payment of non-refundable processing fee of US\$25.00 for the Mortuary Certificate and \$25.00 for the Report of Death *(if applying by mail, only money order, certified or cashier's check payable to the Philippine Consulate General New York; personal check is not accepted)* ;

- Above documents should be received by the Consulate at least three (3) working days before departure. Funeral Directors should contact the Philippine Consulate General at (212) 764-1330 ext. 321. If application for report is filed more than 30 days after the date of death, an original and three (3) copies of Notarized Affidavit of Explanation for delayed registration by the informant must be additionally submitted to the Consulate;
- The Consular Officer may require additional proof or documents from the applicant/s to determine their citizenship, identity or eligibility for registration of death of the deceased under Philippine laws.
- [Download Report of Death Application Form](#)

METHODS OF FILING

- By personal appearance at the Consulate of the informant; or
- By mail or courier service. The application must still be duly signed by the informant and also notarized. A self-addressed prepaid Express Mail envelope of the United States Postal Service must be included. Do not use metered stamps or P.O. Box return address

Please mail your documents to:

Civil Registration Services Philippine Consulate General in New York 556 Fifth Avenue, New York, NY 10036

- All informants must comply with the above requirements. Otherwise, their application will be denied and returned to the informant at their own cost.
- On applications by mail: the Consulate General, on a daily basis, receives voluminous applications for civil registration. Following up your application over the phone may only disrupt the processing of your application and cause unnecessary delay. If you have not received a copy of the Report of Death after one (1) week from mailing your application to the Consulate General within the United States, please email us at newyorkpcg.civilregistry@dfa.gov.ph

Subject: (Insert Name of Deceased by Informant) - Report of Death Sent on (Insert Date of Mailing of Application)

- The Consulate is **NOT RESPONSIBLE** for delay or loss in mail or any other uncontrollable circumstances surrounding submission of your document.