

Report of Death

Before you begin, check if the death occurred in the following areas under the Consulate's jurisdiction listed below: **Alaska**;

Colorado;

Idaho; **Utah**;

Montana;

Northern California covering the counties of San Francisco, Monterey, Kings, Tulare, Inyo, San Benito, Fresno, Santa Cruz, Santa Clara, Stanislaus, Merced, Madera, and Mariposa, Mono, Alameda, San Joaquin, Calaveras, Tuolumne, Contra Costa, Marin, Siskiyou, El Dorado, Alpine, Amador, Butte, Colusa, Del Norte, Glenn, Humbolt, Lake, Lassen, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Mateo, Shasta, Sierra, Solano, Sonoma, Sutter, Tehama, Trinity, Tulare, Yolo and Yuba;

Northern Nevada covering the counties of Churchill, Douglas, Elko, Esmeralda, Eureka, Humbolt, Lander, Lyon, Mineral, Pershing, Storey, Washoe, and White Pine; **Oregon**;

Washington; and **Wyoming**.

If the death to be reported did not occur within these areas, please check our [Consulate Finder](#) to find the right Embassy or Consulate location for you. Note that sending your document to the right Embassy or Consulate will make the process much faster. Civil Registry does not require personal appearance, and may be sent via registered mail (see how below).

Report of Death and/or Consular Mortuary Certificate

Mortuary Certificates are issued when remains or the cremated remains of a deceased (Filipino or foreigner) are to be transported to the Philippines.

Requirements Checklist

- One (1) original copy and four (4) photocopies of the duly-accomplished [Report of Death form](#), signed by the representative (if deceased is a Filipino citizen). If submitting by mail, form should be notarized.
- One (1) original copy and four (4) photocopies of the **Certificate of Death** issued by the State Department of Health.
- Five (5) copies of the **Itinerary**, to include full flight details and mode of transportation.
- Five (5) photocopies of the deceased's **identification card or passport**.
- Self-addressed USPS Priority/Express mail envelope, with appropriate stamps and tracking numbers, or pre-paid mail envelope from private courier if Consular Mortuary Certificate and/or Report of Death is to be mailed back.
- FEES:**
 1. Report of Death (for Filipino citizen) \$25
 2. Consular Mortuary Certificate \$25

Fees are non-refundable and payable in cash, money order, bank draft, certified check or cashier's check, payable to "Philippine Consulate General." Personal checks and credit cards are not accepted.

Additional requirements checklist for human remains

- ❑ One (1) original and four (4) photocopies of **notarized certificate** issued by the Mortuary Director that the body was properly embalmed and that the casket contains only the body of the deceased.
- ❑ One (1) original and four (4) photocopies of the **Certificate of No Contagious Disease** issued by the State Department of Health.
- ❑ One (1) original and four (4) photocopies of the **Burial Transit Permit**.
- ❑ Name, address, and contact number of the receiving **funeral parlor** in the Philippines.

Additional requirements checklist for cremated remains

- ❑ One (1) original and four (4) photocopies of **notarized certificate** issued by the Mortuary Director that the body was properly cremated and that the urn contains only the remains of the deceased.
- ❑ One (1) original and four (4) photocopies of the **Certificate of Cremation** issued by the Crematory.
- ❑ One (1) original and four (4) photocopies of the **Burial Transit Permit**.
- ❑ Five (5) photocopies of **identification documents** (passport, driver's license, etc.) of the person who will travel with the urn. Please indicate relationship to the deceased person (e.g. father).

The Consular Officer reserves the right to require additional proof or documents from an applicant to determine the decedent's citizenship and identity for registration of death under Philippine laws.

When will I get the Death Certificate?

It will take around six (6) months from the date of filing a Report of Death before the National Statistics Office (NSO) / Philippine Statistics Authority (PSA) can generate an official death certificate on security paper with a barcode. Six months after filing your Report, you may request online for a hard copy of the official death certificate at <https://www.ecensus.com.ph/>. The certificate can be delivered to your US address.

How long will it take to process the Report?

If you come in person to the Consulate, please allocate 3-4 hours depending on (1) whether your documents are complete, and (2) the number of clients. If sending the Report via postal mail, please allocate up to three days processing time plus mailing time for complete applications. **Incomplete applications will be returned to the sender.**

CIVIL REGISTRY BY MAIL

- You may send your documents with a self-addressed envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, using a pre-paid mailing envelope. The Consulate recommends **USPS Priority Express** envelopes (document/large size envelope). Please do not send self-addressed white letter envelopes, as your return documents will not fit inside.
- Enclose the appropriate processing fee, as above. **Please do not send cash.**

Note: The Philippine Consulate General assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted, and may track their envelopes at the USPS website: <https://tools.usps.com>

Please take note that the civil registry officer may require additional documents upon assessment of the application depending on the circumstances of the applicant's birth, marriage or death. Factors such as citizenship, previous civil status and other details may affect the status of your application. Please submit your contact details along with your application documents (mobile phone and email address) so that the Consulate can reach you immediately. Please email civilreg@philippinessanfrancisco.org for queries regarding your application.