

# REPORT OF DEATH

Report the death of a Filipino citizen to ensure proper record with the Philippine Statistics Authority. This is a shortened checklist of our requirements. For full info, visit [tinyurl.com/CivRegDC](https://tinyurl.com/CivRegDC)

## DOCUMENTARY REQUIREMENTS

- Cover letter** indicating the request, enclosed documents, and contact information
- Four (4) original notarized **Report of Death** forms (must be printed/typewritten)
- Original and four (4) photocopies of **foreign death certificate**, with cause of death indicated
- Four (4) photocopies of decedent's **passport data page** or other government ID
- Four (4) photocopies of **decedent's proof of Philippine citizenship**  
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
- Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 11.95 stamps
- USD 25 **processing fee** in money order made to the Embassy of the Philippines  
Additional USD 10 expedite fee per document for expedite release

## ADDITIONAL REQUIREMENTS FOR TRANSPORT OF REMAINS TO THE PHILIPPINES

- Additional two (2) photocopies** of each documentary requirement listed above
- Flight itinerary** of the human remains or the person carrying the cremated remains
- USD 35 **processing fee** in money order made to the Embassy of the Philippines
- 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**
  - 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**, confirming 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

## 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.
- **FORM CHECK.** You may email the draft ROD form to [civilregistration@phembassy-us.org](mailto:civilregistration@phembassy-us.org) before notary.
- **NEED PSA DOCUMENT?** Order online at [psahelpine.ph](https://psahelpine.ph) to have it delivered to your address abroad.
- **THE EMBASSY 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.