

## **Shipment of Remains and Report of Death**

The death of a Filipino national in the UAE can be reported to the Embassy by a family member, co-worker, employer/sponsor, company representative or any person concerned.

**Step 1:** The informant shall be required to accomplish the Request for Assistance (ATN Form No. 1) at the Assistance to Nationals Section (ATN) and submit the following requirements:

1. Original passport of the deceased (for cancellation)
2. Original Death Certificate (English and Arabic versions) and duly authenticated by the UAE Ministry of Foreign Affairs
3. Original Medical Report - Death Notification
4. Informant's original passport or any valid government ID
5. If the deceased is employed, an original letter from the company/employer/sponsor stating the following:
  - a. Informing the Embassy about the death of the employee and other important details surrounding the death
  - b. Informing the Embassy that the family in the Philippines was informed already by the employer of the death of their relative
  - c. Complete name, address and telephone numbers in the Philippines and in the UAE of the person who will accompany the remains to the Philippines, if any
  - d. Period of employment from the date the employee was hired
  - e. Detailed end-of-service service benefits and other compensations from the employer and contract of employment signed by the deceased and the company representative
6. Photocopy of the said documents
7. Cargo Certificate containing complete flight details of the aircraft which will carry the remains of the deceased to the Philippines
8. Fee of AED 200 for the Certificate of No Objection and Certificate of Mortuary to be issued by the Embassy
- ❖ Police Report (for unnatural death)

### **Case-Specific Requirements:**

- **If the deceased is married and the spouse is in the Philippines,** the following must be executed and presented to DFA-OUMWA (Manila) or nearest DFA-Regional Consular Office (RCO):
- a. "Letter of Acceptance" from the family of the deceased - with complete name, address and telephone numbers of the family member who will receive the body upon arrival at the airport in Manila
  - b. Verified statement or letter of the next-of-kin (NOK) accepting the remains
  - c. Verified statement of the NOK accepting the benefits
  - d. Other supporting documents which establishes the identity and relationship of the NOK to the deceased (i.e. Marriage Contract and Certificate of No Marriage (CENOMAR) of the

deceased, etc. and Passport or any other identification cards with photo and signature of the NOK)

- These documents will be enclosed in the communication that will be sent to the Embassy for the issuance of a Certificate of No Objection.

- **If the deceased is single and the parent or sibling is in the Philippines**, the following must be executed and presented to DFA-OUMWA (Manila) or nearest DFA-Regional Consular Office (RCO):
  - a. "Letter of Acceptance" from the family of the deceased - with complete name, address and telephone numbers of the family member who will receive the body upon arrival at the airport in Manila
  - b. Verified statement or letter of the next-of-kin (NOK) accepting the remains
  - c. Verified statement of the NOK accepting the benefits
  - d. Other supporting documents which establishes the identity and relationship of the NOK to the deceased (Certificate of No Marriage (CENOMAR) of the deceased, Birth Certificate of the NOK, etc. and Passport or any other identification cards with photo and signature of the NOK)
  - These documents will be enclosed in the communication that will be sent to the Embassy for the issuance of a Certificate of No Objection.
  
- **If the deceased is married and the spouse is in the UAE**, the following must be executed and presented to the Embassy:
  - a. Verified statement or letter of the next-of-kin (NOK) accepting the remains
  - b. Verified statement of the NOK accepting the benefits
  - c. Other supporting documents which establishes the identity and relationship of the NOK to the deceased (i.e. Marriage Contract and Certificate of No Marriage (CENOMAR) of the deceased, etc. and Passport or any other identification cards with photo and signature of the NOK)
  
- **If the deceased is single and the parent or sibling is in the UAE**, the following must be executed and presented to the Embassy:
  - a. Verified statement or letter of the next-of-kin (NOK) accepting the remains
  - b. Verified statement of the NOK accepting the benefits
  - c. Other supporting documents which establishes the identity and relationship of the NOK to the deceased (Certificate of No Marriage (CENOMAR) of the deceased, Birth Certificate of the NOK, etc. and Passport or any other identification cards with photo and signature of the NOK)

**Notes:**

- ❖ Certificate of No Objection to the embalming of the deceased's body – This is required by the hospital for the embalming of the body.
- ❖ Certificate of Mortuary – This is required by the cargo services. It will be included in the big envelope, along with the deceased's passport and death certificate as well as the envelope issued

by the hospital containing the embalming certificate and certificate of no contagious disease. The said envelope will be attached to the box carrying the remains.

- ❖ Certificate of No Marriage (CENOMAR) is also required if the deceased is married. For the purpose of verifying who the next-of-kin is, in case the deceased may have multiple wives.

## **Step 2: Report of Death**

The informant shall process the Report of Death at the Civil Registry Counter in the Embassy.

Please be advised that the Report of Death should be reported immediately. It is necessary for the heirs in the Philippines to have an official record of death for purposes of inheritance and related matters.

Requirements:

- 1) Four (4) copies of typewritten Report of Death [form](#).
  - Entries must be in CAPITAL LETTERS
  - Erroneously filled-out forms will NOT be accepted.
- 2) Four (4) photocopies of passport of the deceased and the informant
- 3) Original Death Certificate (English and Arabic versions) and duly authenticated by the UAE Ministry of Foreign Affairs and one (1) photocopy
- 4) Cargo Certificate containing complete flight details of the aircraft which will carry the remains of the deceased to the Philippines
- 5) The fee for the Report of Death is AED 100. An additional fee of AED 40 for expedite fee.

**Step 3:** Proceed to the cashier for payment.

**Step 4:** Return to the Civil Registry Counter and submit the yellow receipt.

**Step 5:** Return to the Assistance to Nationals (ATN) Section to submit the receipt and for the issuance of the Certificate of No Objection and Certificate of Mortuary.

**Step 6:** Upon receipt of the confirmation of the flight of the cargo carrying the body to Manila, the Embassy will inform the Department of Foreign Affairs in Manila of the date and time of the arrival of the remains for the information of the consignees and the family.

## **Notes:**

- ❖ The Embassy is no longer required to send a representative to inspect and seal the box/casket under Department Order No. 21-05 dated 5 October 2005.
- ❖ Documents in Arabic must be legally translated to English.



# PHILIPPINE FOREIGN SERVICE POST

[Empty box for stamp or signature]

**THIS FORM IS NOT FOR SALE**

(DFA-OCA-CRD-07 / REV.01 / 24 APRIL 2018)

OFFICIAL USE ONLY

DATE OF REGISTRATION

REGISTRY NUMBER

## REPORT OF DEATH

### PARTICULARS OF THE DECEASED

1. LAST NAME

2. FIRST NAME

3. MIDDLE NAME

4. DATE OF BIRTH   
*(Ex. 01 January 2000)*

5. PLACE OF BIRTH   
*(city/state/province, country)*

6. SEX  MALE  FEMALE

7. OCCUPATION

8. CIVIL STATUS

9. CITIZENSHIP

10. NAME OF SURVIVING SPOUSE/RELATIVE

11. ADDRESS OF SURVIVING SPOUSE/RELATIVE

### PARTICULARS OF DEATH

12. DATE OF DEATH   
*(Ex. 01 January 2000)*

13. TIME OF DEATH   AM  PM

14. PLACE OF DEATH   
*(Includes hospital or institution's name, city, state, province, country)*

15. IMMEDIATE CAUSE OF DEATH   
*(technical statement as cause of death given by competent authority or probable cause of death)*

16. DISPOSITION OF REMAINS

17. PLACE OF BURIAL

18. SUPPORTING DOCUMENTS SUBMITTED:

Death Certificate

Transit Certificate

Notarized Mortuary Certificate

Embalmer's/ Cremation Certificate

Non Contagious Disease Certificate

Others (specify) \_\_\_\_\_

19. IF SHIPPED TO THE PHILIPPINES:  REMAINS IN COFFIN  ASHES IN URN

20. FLIGHT NO.

21. DATE OF SHIPMENT   
*(Ex. 01 January 2000)*

22. NAME OF CONSIGNEE

23. ADDRESS OF CONSIGNEE

24. NAME OF MORTUARY /CREMATOR

25. ADDRESS OF MORTUARY/CREMATOR

26. I, THE UNDERSIGNED DECLARE UNDER PENALTY OF PERJURY under the laws of the Republic of the Philippines, that the information I have provided herein are the true and accurate facts of death of the deceased being sought to be registered, to the best of my knowledge.

SIGNATURE OF INFORMANT OVER PRINTED NAME : \_\_\_\_\_

RELATIONSHIP TO THE DECEASED : \_\_\_\_\_

SUBSCRIBE AND SWORN TO BEFORE ME this \_\_\_\_\_ by the above-named informant, here in \_\_\_\_\_.  
*Date ( Ex. 01 January 2000)*

[SEAL] NOTARIAL AUTHORITY

27. REMARKS/ANNOTATIONS

### OFFICIAL USE ONLY. DO NOT WRITE ANYTHING BELOW THIS BOX

28. The foregoing information was furnished by the above-named informant, and supported by corresponding documents from local authorities. Registered today, \_\_\_\_\_ in the civil registry records of the Consular Section of the Philippine Embassy/Consulate \_\_\_\_\_.

Date: \_\_\_\_\_

Doc. No. \_\_\_\_\_

Service No. \_\_\_\_\_

O.R. No. \_\_\_\_\_

Fee Paid \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

[SEAL] REPUBLIC OF THE PHILIPPINES