

Report of Death

General Information

In order to register the death abroad of a Filipino Citizen with the Philippine Statistics Authority (PSA) in the Philippines, the death should be reported to the Philippine Embassy/Consulate General having jurisdiction over where the vital event took place. Deaths that occurred in the following places can be reported at the Philippine Consulate General in San Francisco:

Alaska, Idaho, Oregon, Washington State, Northern Nevada (*covering the counties of Carson, Churchill, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, Washoe, and White Pine*), **Colorado, Montana, Utah, Wyoming, and Northern California** (*covering the counties of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba*).

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).

The Report of Death applies only to Filipino Citizens. If the deceased is no longer a Filipino Citizen, the report is not needed and the representative/s may apply for a Mortuary Certificate. **Mortuary Certificates are issued when the remains or the cremated remains of a deceased (Filipino or Foreign National) are to be transported to the Philippines.**

Procedure and Requirements:

Reporting the Death of a Filipino Citizen Outside the Philippines / Mortuary Certificate

Present original documents or certified true copies of the Death Certificate, etc. to the Consular Officer/Staff. The original documents will be returned after processing the report of death. Original US Death Certificate must be submitted if applying for Consular Mortuary Certificate. Kindly collate the documents according to the order below:

1. One (1) **Cover letter** indicating your request to **(1)** report a death and/or **(2)** mortuary certificate with contact information (**ex. mobile/telephone number, email address, and permanent address**) through which the Consulate can reach you.

2. **Five (5) original duly-accomplished Report of Death (ROD) forms**. The following entries must be made:
 - a. Entries must be **typewritten or printed legibly in black ink**.
 - b. Entries should be made in the **exact format** indicated in the ROD form (ex. Date: 10 March 2020, Place: San Francisco, California, USA).
 - c. For the signature of the representative:
 - If the death is **reported in person** by the representative – it will be sworn to and signed before a Consular Officer/Staff; or
 - If submitting the **ROD by mail** – **item 26** in all five (5) duly-accomplished ROD forms must be notarized by a Notary Public. **Item 27** and **item 28** should be left blank.
3. **One (1) original and four (4) photocopies** of the **U.S. Certificate of Death** issued by the State Department of Health.
4. **Five (5) photocopies** of the **Itinerary**, to include full flight details and mode of transportation.
5. **Five (5) photocopies** of the deceased's **proof of Philippine Citizenship** – Philippine Passport, together with any of the following:
 - a. Resident Alien Card/ Permanent Resident Card or Philippine Dual Citizenship (Identification Certificate, Oath of Allegiance, and Order of Approval, etc.)
6. **Five (5) photocopies** of the deceased's **identification card/s** for Non-Filipino Citizen/ Foreign National such as U.S. Passport, State I.D., Driver's License, etc.
7. Provide a **Self-Addressed Stamped Return Envelope** with appropriate stamps and tracking number (USPS Express or Priority Mail) or **Self-Addressed Prepaid Mailing Envelope** from courier of choice labeled with the recipient's address with tracking number.

Additional Requirements (for Report of Death and/or Mortuary Certificate):

Checklist for Human Remains

1. One (1) original and four (4) photocopies of the **Notarized Certificate** issued by the Mortuary Director that the body was properly embalmed and that the casket contains only the body of the deceased.
2. One (1) original and four (4) photocopies of the **Certificate of No Contagious Disease** issued by the State Department of Health.
3. One (1) original and four (4) photocopies of the **Burial Transit Permit**.
4. Provide the name, address, and contact number of the receiving **funeral company** in the Philippines. In written form (5 copies)

Checklist for Cremated Remains

1. One (1) original and four (4) photocopies of the **Notarized Certificate** issued by the Mortuary Director that the body was properly cremated and that the urn contains only the remains of the deceased.

2. One (1) original and four (4) photocopies of the **Certificate of Cremation** issued by the Crematory.
3. One (1) original and four (4) photocopies of the **Burial Transit Permit**.
4. 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 (ex. Spouse, Father/Mother).

Things to remember:

Kindly collate the documents by the order listed in the requirements and into the number of sets below:

1. Report of Death with/without Mortuary Certificate – one original and four photocopies
2. Mortuary Certificate – one original and three photocopies

Processing Fees:

All Fees are non-refundable. Fees should be made payable to the “**Philippine Consulate General**” in Money Order, Bank Draft, Certified Check or Cashier's Check. **Cash, personal checks and credit/debit cards are not accepted.**

Report of Death (for Filipino Citizen)	\$25.00
Consular Mortuary Certificate	\$25.00

All documents will be sent by mail only. Please prepare and provide the following:

1. One (1) **Cover letter** indicating your request to **(1)** report a death and/or **(2)** mortuary certificate with contact information (ex. mobile/telephone number, email address, and permanent address) through which the Consulate can reach you.
2. Submit all the requirements mentioned above. **Item 26** in all five (5) duly-accomplished ROD forms must be notarized by a Notary Public. **Item 27** and **item 28** should be left blank.
3. Provide a **Self-Addressed Stamped Return Envelope** with appropriate stamps and tracking number (USPS Express or Priority Mail) or **Self-Addressed Prepaid Mailing Envelope** from courier of choice labeled with the recipient's address. *(Reminder: Please do not put the name of the Philippine Consulate as the sender should the Shipping Label is to Bill the Sender. Please do not send white letter envelopes, as your return documents will not fit.*

4. Processing Fee made payable to the “**Philippine Consulate General**” in Money Order, Bank Draft, Certified Check or Cashier’s Check. **Please do not enclose cash. Personal Checks are not accepted.**

For those who opted to send their applications by mail, please mail your documents to the following address upon completion of the above-mentioned requirements:

Philippine Consulate General
Attn: Civil Registry Section
447 Sutter Street, 6th Floor
San Francisco, California 94108, USA

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 website of their chosen courier.

When will I get the Death Certificate?

It will take around six (6) months to one (1) year from the date of filing a Report of Death before the Philippine Statistics Authority (PSA) can generate an official death certificate on security paper with a barcode. Afterwards, you may request online for a hard copy of the official death certificate at <https://www.psaserbilis.com.ph>. The certificate can be delivered to your US address.

Incomplete applications will be returned to the sender.

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. In this regard, it is important that you submit your contact details along with your application documents (mobile phone and email address) so that the Consulate can reach you immediately.

For Inquiries: Please send an email to civilreg@philippinessanfrancisco.org