

## Requirements for Filing a Report of Death (may be done personally or by mail)

### IMPORTANT:

All documents in German must be accompanied by an official English translation.

International versions of German civil registry documents with built-in English translation are preferred.

**Original documents coming from the Philippines should be issued by the National Statistics Office (NSO) and authenticated by the Department of Foreign Affairs (DFA) in Manila.**

The attending consular officer may require additional proof or documents from the applicant.

1. Accomplished **Report of Death form** – 4 original forms must be filled out and entries must be typewritten or printed legibly.
2. **Auszug aus der Sterbeeintrag/Death Registry Certificate** (in Formule C) – 1 original and 3 photocopies
3. **Leichenshauschein (Medical Report of Death)**, stating the cause of death as certified by the attending physician - 1 original and 3 photocopies
4. **Original Passport** of the deceased + 4 photocopies
5. **Affidavit of Delayed Registration** (if death was not registered within one year from the time of death) – 1 original and 3 photocopies  
If filed by mail, the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.
6. Fees: Report of Death Euro **22,50**  
Additional fee for Affidavit of Delayed Registration Euro **22,50**
7. **Self-addressed return envelope** with €3,95 postage stamps for registered mail (Einschreiben).

*If applying by mail, please pay the fees by bank transfer. Send the EXACT amount and enclose proof of payment (Überweisungsbeleg). If applying with the Honorary Consular Posts, please use their own bank details. Fees paid by bank transfer cannot be refunded by the Philippine Embassy in Berlin.*



#### Bank details of the Philippine Embassy Berlin

Name: Philippinische Botschaft  
IBAN: DE 83 380 700 590 1950229 00  
BIC: DEUT DE DK380

#### Checklist (please make sure that your submission is complete and in proper order)

<b>Report of Death Form</b> 4 originals	<input type="checkbox"/>	<b>Death Registry Certificate</b> 1 original + 3 copies	<input type="checkbox"/>	<b>Passport of the Deceased</b> 1 original + 4 copies	<input type="checkbox"/>
<b>Medical Report of Death</b> 1 original + 3 copies	<input type="checkbox"/>	<b>Self-addressed return envelope</b> 3.60 € stamps	<input type="checkbox"/>	<b>Proof of payment</b> Costs mentioned above	<input type="checkbox"/>
<b>Aff. Of delayed registration</b> 1 original + 3 copies	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

If Needed:

(Updated 21 October 2015)