

CHECKLIST OF REQUIREMENTS FOR FILING A REPORT OF DEATH OF FILIPINO NATIONALS

Applicant's Name and Contact Details: _____

Please include this checklist sheet when submitting your application and mark the documents you have submitted. Please make sure you provide your contact details to avoid delays. The reviewing officer reserves the right to conduct an interview or require additional documents from the applicants, as may be necessary.

BASIC REQUIREMENTS	
<input type="checkbox"/> Duly accomplished Report of Death Form	4 original
<input type="checkbox"/> <i>Internationale Auszug aus der Sterbeeintrag / International Death Registry Certificate_Formule C</i>	1 original and 3 photocopies
<input type="checkbox"/> <i>Leichenshauschein / Morgue Certificate (Medical Report of Death)</i> stating the cause of death as certified by the attending physician	1 original and 3 photocopies
<input type="checkbox"/> Philippine Passport of the deceased	Original and 4 photocopies
<input type="checkbox"/> Notarized Affidavit of Delayed Registration (if death was not registered within one year from the time of death)	1 original and 3 photocopies
<input type="checkbox"/> Prepaid courier envelope to return original documents and copy of the processed ROD	1 piece

TYPE OF DCUMENT	FEES
Report of Death	Euro 27.50
Affidavit of Delayed Registration (if applicable)	Euro 27.50

If applying by mail: Pay the exact amount by bank transfer and enclose proof of payment (*Überweisungbeleg*). Applicants will be provided with the Embassy's bank details as soon as your application has been pre-processed and found in order.

REMINDERS:

Mail-in or personal filing (with approved appointment)

Please write legibly and carefully review the entries on the form. Computerized or type-written forms are preferred.

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

The Philippine Embassy 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.