

**CHECKLIST OF REQUIREMENTS FOR MORTUARY CERTIFICATE (CMC)
FOR SHIPMENT OF HUMAN REMAINS OR CREMATED REMAINS
OF FILIPINO/GERMAN NATIONALS TO THE PHILIPPINES**

APPLICANT'S NAME: _____
CONTACT DETAILS: _____

IMPORTANT:

Please include this Checklist when submitting your application and mark the documents you have submitted, and ensure that you provide your contact details to avoid delays.

Applications may be filed in person or by mail. The Embassy assumes no responsibility for any delay or loss in the mail, or while documents are in the custody of the courier service. Applicants should note the tracking numbers of all envelopes used and submitted. The Embassy will NOT process an application unless all requirements are complete.

All documents must be in English or accompanied by an official English translation. International versions of German civil registry documents with built-in English translation are preferred. The Embassy may require additional documentation from the applicant depending on the circumstances of the application.

Prior to sending by post or appearing in person, please submit a scanned copy of the documents to authentication@philippine-embassy.de. The Consular officer will inform you if the documents are complete and can be sent by post or submitted in person.

BASIC REQUIREMENTS	
<input type="checkbox"/> ACCOMPLISHED LETTER REQUEST FORM	Original
<input type="checkbox"/> INTERNATIONAL DEATH REGISTRY CERTIFICATE (<i>Auszug aus dem Sterbeeintrag – Formule C</i>)	1 original + 1 photocopy
<input type="checkbox"/> LEICHENSHAUSCHEIN / MORGUE CERTIFICATE / MEDICAL REPORT OF DEATH stating the cause of death as certified by the attending physician/hospital	1 original + 1 photocopy
<input type="checkbox"/> CERTIFICATE OF NON-CONTAGIOUS DISEASE issued by the proper health authority (e.g. <i>Gesundheitsamt</i>) stating that the deceased did not die of a contagious disease or that the remains did not originate from a place contaminated by a contagious disease.	1 original + 1 photocopy
<input type="checkbox"/> PASSPORT OR PERSONALAUSWEIS OF THE DECEASED	1 original + 1 photocopy
<input type="checkbox"/> SELF-ADDRESSED PREPAID RETURN ENVELOPE	1 pc
ADDITIONAL REQUIREMENTS IF CREMATED	
<input type="checkbox"/> EINÄSCHERUNGSBESCHEINIGUNG / NOTARIZED CERTIFICATE OF CREMATION issued by the crematorium stating that: (a) The body was properly cremated in accordance with internationally accepted practices; (b) The ashes are in a sanitary condition for overseas shipment, consistent with existing standards; and, (c) That the urn has been hermetically sealed and contains only the remains of the deceased.	1 original + 1 photocopy
<input type="checkbox"/> FLIGHT DETAILS and: <input type="checkbox"/> Copy of the Airway Bill if the urn containing the ashes of the deceased will be sent to PH as unaccompanied cargo; OR <input type="checkbox"/> Copy of the passport of the person who will bring the urn containing the ashes of the deceased to the Philippines.	1 original + 1 photocopy each
ADDITIONAL REQUIREMENTS IF EMBALMED	
<input type="checkbox"/> LEICHENBESCHEINIGUNG / NOTARIZED MORTUARY CERTIFICATE issued by the Mortuary/Funeral Director and BESCHEINIGUNG DER EINBALSAMIERUNG VON VERSTORBENEN / EMBALMING CERTIFICATE stating that: (a) The body was properly embalmed in accordance with internationally accepted practices; (b) The body is in a sanitary condition for overseas shipment, consistent with existing standards; and, (c) That the coffin/casket has been hermetically sealed and contains only the remains of the deceased.	1 original + 1 photocopy
<input type="checkbox"/> LEICHENPASS / CORPSE TRANSMIT PERMIT	1 original + 1 photocopy
<input type="checkbox"/> COPY OF AIRWAY BILL WITH FLIGHT DETAILS	1 original + 1 photocopy
SCHEDULE OF FEES	
Consular Mortuary Certificate	27,50 Euro
Certificate of No Objection	27,50 Euro

If applying by mail, please pay the exact amount by bank transfer and enclose proof of payment (*Überweisungsbetrag*). Applicants will be provided with the Embassy's bank details as soon as the application has been pre-processed and found in order. Fees paid by bank transfer **cannot be refunded** by the Philippine Embassy.