



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
Botschaft der Republik der Philippinen
Berlin

LETTER REQUEST FOR MORTUARY CERTIFICATE

I wish to request for a Mortuary Certificate for the shipment to the Philippines of the:

☐ Embalmed Corpse

☐ Cremated Remains

of _____
Name and Nationality of the deceased

To the following consignee:

☐ (OPTION A)

NAME	
ADDRESS:	
CONTACT DETAILS	Telephone Number:
	Email Address:

☐ (OPTION B)

NAME AND CONTACT PERSON OF FUNERAL PARLOR IN THE PHILIPPINES:	
ADDRESS:	
CONTACT DETAILS	Telephone Number:
	Email Address:

REPRESENTING:

NAME	
ADDRESS:	
CONTACT DETAILS	Telephone Number:
	Email Address:

AUTHORIZATION LETTER

(For applicants who will be represented by a German funeral agent)

I hereby authorize _____
Name of German funeral agent

to liaise with the Philippine Embassy in Berlin on my behalf, in all matters relating to the issuance of the Mortuary Certificate.

Signature of Applicant

Date accomplished: _____

CHECKLIST OF REQUIREMENTS FOR MORTUARY CERTIFICATE FOR SHIPMENT TO THE PHILIPPINES OF HUMAN REMAINS OR CREMAINS OF FILIPINO/GERMAN 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
☐ Duly accomplished Letter Request Form ☐ <i>Internationale Auszug aus der Sterbeeintrag</i> / International Death Registry Certificate_Formule C ☐ <i>Leichenschauschein</i> / Morgue Certificate (Medical Report of Death) stating the cause of death as certified by the attending physician ☐ 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 ☐ Copy of Passport or <i>Personalausweis</i> of the deceased ☐ Prepaid courier envelope to return original documents and copy of the processed Mortuary Certificate
Additional requirements if cremated: ☐ <i>Einäscherungsbescheinigung</i> / 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 hermitically sealed and contains only the remains of the deceased ☐ Flight Details ☐ Plus, copy of Airway Bill if will be sent to RP as unaccompanied cargo OR ☐ Plus, copy of the passport of the person who will bring the urn containing the ashes of the deceased
Additional requirements if embalmed: ☐ <i>Leichenbescheinigung</i> / Notarized Mortuary Certificate issued by the Mortuary / Funeral Director and Embalming Certificate / <i>Bescheinigung der Einbalsamierung von Verstrobenen</i> 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 hermitically sealed and contains only the remains of the deceased. ☐ <i>Liechenpass</i> / Corpse Transit Permit ☐ Copy of Airway Bill with flight details

TYPE OF DCUMENT	FEES
Consular Mortuary Certificate	Euro 25.00
Certificate of No Objection	

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.