



CHECKLIST FOR CONSULAR MORTUARY CERTIFICATE

(note: all documents must be mailed to The Philippine Consulate General in San Francisco, Attn: Civil Registry Section, 447 Sutter Street, San Francisco, California 94108)

1	Cover Letter	One (1) Cover letter indicating the request for a Consular Mortuary Certificate with complete contact information (ex. mobile/telephone number, email address, and permanent address)
2	US Death Certificate	One (1) original and two (2) photocopies of the U.S. Certificate of Death issued by the State Department of Health
3	Identification Card of the Deceased	Three (3) photocopies of the passport or any government-issued identification card of the deceased
4	Burial Transit Permit	One (1) original and two (2) photocopies of the Burial Transit Permit issued by local health authorities
5	Non-Contagious Disease Certificate	One (1) original and two (2) photocopies of a Certificate from local health authority that the death was not due to contagious disease and/or that the human remains do not pose any danger to public health
6	Notarized Mortuary / Embalmer Certification	One (1) original and two (2) photocopies of a Notarized Embalmer Certification that the body was embalmed in accordance with local state laws and that the casket contains only the human remains of the deceased or a Notarized Certificate of Cremation that the urn contains only the ashes of the deceased
7	Flight Details	Four (4) photocopies of the itinerary, to include full flight details and mode of transportation, of the remains/ashes of the deceased to the Philippines
8	Passport of Accompanying Person	Three (3) photocopies of the passport of the person who will accompany the deceased's remains/ashes
9	Consignee Name and Address	Three (3) photocopies of the complete name and address of the consignee in the Philippines
10	Non-refundable Processing Fee	Postal money order or cashier's check payable to the Philippine Consulate General. Cash or personal checks will not be accepted. CMC Processing Fee - USD 25.00
11	Return Envelope	One (1) prepaid self-addressed stamped legal size envelope: priority mail with tracking number, preferably USPS (do not use FedEx)

FOR FURTHER QUERIES AND/OR CONCERNS, PLEASE EMAIL THE CIVIL REGISTRY SECTION:

civil@pcgsanfrancisco.org.

Thank you.