



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
SAN FRANCISCO



**CHECKLIST FOR REPORT OF DEATH**

**(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 Report of Death with complete contact information (ex. mobile/telephone number, email address, and permanent address)
2	Report of Death Application Form	One (1) Application Form originally signed and notarized and three (3) photocopies of the notarized Application Form, accomplished by the next-of-kin  Entries must be computer printed/typewritten. Handwritten documents will not be accepted. Please use the fillable PDF link to accomplish the form. <a href="#">Report of Death (ROD) forms</a>
3	US Death Certificate	One (1) original and three (3) photocopies of the U.S. Certificate of Death issued by the State Department of Health
4	Identification Card of the Deceased	Four (4) photocopies of the Philippine Passport/ US Passport (for Dual citizen) of the deceased
5	Proof of Filipino Citizenship of the deceased	Four (4) photocopies of the deceased's proof of Philippine Citizenship (Resident Alien Card/ Permanent Resident Card, Philippine Dual Citizenship (Identification Certificate, Oath of Allegiance, and Order of Approval))
6	Flight Details (if remains / ashes are shipped to the Philippines)	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
7	Burial Transit Permit (if remains / ashes are shipped to the Philippines)	Four (4) photocopies of the Burial Transit Permit issued by local health authorities
8	Non-Contagious Disease Certificate (if remains / ashes are shipped to the Philippines)	Four (4) 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
9	Notarized Mortuary / Embalmer Certification (if remains / ashes are shipped to the Philippines)	Four (4) 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
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. ROD 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](mailto:civil@pcgsanfrancisco.org).

Thank you.