

## CHECKLIST OF REQUIREMENTS FOR FILING A REPORT OF DEATH OF A FILIPINO NATIONAL

(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.)

APPLICANT'S NAME: \_\_\_\_\_

CONTACT DETAILS: \_\_\_\_\_

### IMPORTANT:

- A Report of Death may be filed in person or by mail. Submissions by mail are subject to additional requirements as noted below. The Consulate 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 Consulate may require additional documentation from the applicant depending on the circumstances of the application.
- For any inquiries or clarifications, please email [civilregistry.frankfurtpcg@gmail.com](mailto:civilregistry.frankfurtpcg@gmail.com).
- For applicants who intend to transport the deceased's remains or cremains to the Philippines, please refer to the "CHECKLIST OF REQUIREMENTS FOR MORTUARY CERTIFICATE FOR SHIPMENT TO THE PHILIPPINES OF HUMAN REMAINS OR CREMAINS OF FILIPINO/GERMAN NATIONALS" on the Consulate's website.

BASIC REQUIREMENTS	
<input type="checkbox"/> <b>ACCOMPLISHED REPORT OF DEATH FORM.</b> Entries should be type-written. If filing by mail, one original set should be notarized by a German Notar.	4 originally-signed forms
<input type="checkbox"/> <b>INTERNATIONAL VERSION OF DEATH CERTIFICATE (Auszug aus dem Sterbeeintrag – Formule C)</b>	1 original and 4 photocopies
<input type="checkbox"/> <b>LEICHENSHAUSSCHEIN / MORGUE CERTIFICATE / MEDICAL REPORT OF DEATH</b> stating the cause of death as certified by the attending physician	1 original and 4 photocopies
<input type="checkbox"/> <b>PHILIPPINE PASSPORT OF THE DECEASED</b>	Original and 4 photocopies of the biodata page
<input type="checkbox"/> <b>SELF-ADDRESSED PREPAID RETURN ENVELOPE</b>	1 piece
<input type="checkbox"/> <b>PROOF OF PAYMENT</b> (applicable only for applications filed by mail)	1 copy
<input type="checkbox"/> <b>AFFIDAVIT OF DELAYED REGISTRATION.</b> An Affidavit of Delayed Registration must be filed if the death was not registered within one year from the time of death. If filing by mail, one set of the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.	4 originally-signed Affidavits

SCHEDULE OF FEES*		PHILIPPINE CONSULATE BANK DETAILS
Report of Death	EUR 22.50	<b>Name : Generalkonsulat Philippinen</b> <b>IBAN : DE76 1004 0000 0263 7106 02</b> <b>BIC : COBADEFFXXX</b>
Additional Fees (only if applicable)		
Affidavit of Delayed Registration	EUR 22.50	

\* If filing in person, payment will be in cash at the Consulate. If filing by mail, please pay the fees by bank transfer – send only the exact amount and enclose your proof of payment ((Überweisungsbeleg) with your documents. If applying with the Honorary Consular Posts, please use their own bank details. \

\*\* Fees paid by bank transfer cannot be refunded by the Philippine Consulate-General in Frankfurt, Germany.