

REQUIREMENTS FOR ISSUANCE OF CONSULAR MORTUARY CERTIFICATE FOR SHIPMENT OF URNS

1. Death Certificate
 - one (1) original and four (4) photocopies
2. Burial Transit Permit
 - one (1) original and four (4) photocopies
 - usually a 4" X 8" card or paper permit for transport of human remains
3. Cremation Certificate
 - one (1) original and four (4) photocopies
4. Notarized Mortuary Certificate
 - one (1) original and four (4) photocopies
 - stating that the urn contains only the cremated remains
5. Notarized Health Department Certificate
 - one (1) original and four (4) photocopies
 - stating that the deceased did not die of contagious disease
6. five (5) copies of flight itinerary and consignee information
 - flight schedule
 - consignee's address and phone number in the Philippines
 - family member or contact person's address in the U.S. and in the Philippines (indicate relationship to the deceased)
 - last known address of the deceased in the Philippines
7. five (5) photocopies of Proof of Citizenship
 - Philippine passport for Filipino citizens
 - for former Filipino citizen, U.S. passport or naturalization papers for other nationalities, passport
8. Report of Death (if the deceased was a Filipino citizen)
 - can be download from the website www.chicagopcq.com
 - two (2) originals and three (3) photocopies
9. Processing fee of \$50.00
 - \$25.00 for Mortuary Certificate
 - additional \$25.00 for the Report of Death for Filipino citizens
 - in cash, company check, money order or cashier's check payable to the Philippine Consulate General
9. Self-addressed stamped envelope (registered mail/ Fedex/ UPS)

NOTE : Above documents should be received by the Consulate at least four (4) working days before departure. Funeral Directors or family members should contact the Philippine Consulate General at (312) 583-0621 ext. 12.