

Honorary Consulate of the Republic of the Philippines

Federal State of Hesse
Frankfurter Strasse 70, 61231 Bad Nauheim
Tel. No. (06032) – 9661-250 • Telefax (06032) 9661-123
konsul@steintreu.de

REPORT OF DEATH

Requirements for Filing a Report of Death in the Federal State of Hessen only
(may be done personally or by mail)

IMPORTANT:

All documents in German must be accompanied by an official English translation.

International versions of German civil registry documents with built-in English translation are preferred. Original documents coming from the Philippines should be issued by the National Statistics Office (NSO) / Philippine Statistics Authority (PSA) and authenticated by the Department of Foreign Affairs (DFA) in Manila.

The attending consular officer may require additional proof or documents from the applicant.

It would be advisable for the relatives of the deceased to apply in person.

1. Accomplished Report of Death form – 4 original forms must be filled out and entries must be typewritten or printed legibly.

The Report of Death form can be best accomplished using the following link at the official website of the Philippine Embassy, Berlin:

http://philippine-embassy.de/wp-content/uploads/2015/11/Report_of_Death_Form.pdf

2. Auszug aus der Sterbeeintrag / Death Registry Certificate (in Formule C) –1 original and 3 photocopies

3 Leichenschauchein (Medical Report of Death), stating the cause of death as certified by the attending physician -1 original and 3 photocopies

4. Original Passport of the deceased + 4 photocopies

5. Affidavit of Delayed Registration

(if death was not registered within one year from the time of death) – 1 original and 3 photocopies

The Affidavit must be notarized by a German Notar and authenticated by the Landgericht.

6. Fees: Report of Death Euro 22,50

Additional fee for Affidavit of Delayed Registration Euro 22,50

7. Self-addressed return envelope with €3,95 postage stamps for registered mail (Einschreiben).

Fees are subject to change without prior notice. Fees prevailing at the time of processing of applications will apply.

Payment may be paid in cash upon personal appearance at the Honorary Consulate or by bank transfer to the account of the Consular Office:

Account Name: HONORARKONSULAT DER PHILIPPINEN

Bad Nauheim: IBAN: DE53 5185 0079 0027 1599 90; BIC: HELADEF1FRI

Please enclose a copy of the bank transfer (*Überweisungsauftrag*) as well as a self-addressed stamped envelope (DIN A4 or larger) when sending the documentary requirements.

Processing period: 3 – 5 working days upon submission of COMPLETE requirements and receipt of confirmation by the Consulate's bank through the bank statement (*Kontoauszug*) of receipt of payment of the fees.