

FRA 007 Applications for registration of Deaths/ Repatriation of Human Remains/Ashes

Sri Lankan nationals residing in France and other concurrently accredited countries which include Spain, Portugal, Monaco and Andorra.

Where to apply: forward your application to the following office.

Respective Country		Office and Contact details
France Spain Portugal Monaco Andorra	Visiting Address } Mailing Address } General Contacts } Email : Website: Consular hours:	Embassy of Sri Lanka in France 16 Rue Spontini, 75016 Paris Tel: 0033 155 73 31 31 Fax: 0033 155 73 18 79 Consular@srilankaembassy.fr http://www.srilankaembassy.fr Monday to Friday (Except public Holidays) Receiving applications: 9.00 a.m. to 1.00 p.m. Issuance of documents: 3.00 p.m. to 5.00 p.m.

A death can be registered by the Embassy of Sri Lanka under the section 7 of the Consular Functions Act, if deceased is a citizen of Sri Lanka (should hold a valid resident permit at the time of death or should be a dual citizen) and the death occurred in a country of accreditation (France, Spain, Portugal, Monaco and Andorra)

01. Who can apply for the registration of death?

- The nearest relative of the deceased, who was present at the time of death/the person who was with the deceased when he/she was finally alive.
- A relative of the deceased who resides in the country where the death has been occurred
- If there is no such relative, any other person who was present at the time of death
- The main occupant of the residence where the death has been occurred
- The doctor in charge of the hospital or public institution where the death has been occurred.
- If there are no such persons, the person who takes the actions to dispose the human remains of the deceased by burial cremation or by any other means.

02. Steps to be taken and checklist:

Description	Important details
Application process	Declaration of death within 03 months of the death (Under the section 30, Form B11) Late registration after 3 months (Under the section 36, Form B15)

<p>Documents to be submitted if application is submitted within 3 months of the death has occurred.</p>	<ul style="list-style-type: none"> • Declaration of death must be made by the closest relative, Spouse, Siblings or children who was with the deceased at the time of death as indicated above. • Original death certificate issued by the relevant authorities and its English translation. • Original Sri Lankan birth certificate of the deceased • Coroner's report/Doctor's report stating the cause of the death and its English translation. • Passport of the deceased during the time of death • The visa the deceased held at the time of death. • Other available identification documents of the deceased to prove his/her Sri Lankan citizenship. • A request letter by the applicant stating the relationship to the deceased and informing that there was no previous registration of death and the proof of the document to prove their relationship. (Birth certificate, Marriage certificate etc) • The Passport and the immigrant visa of the informant
<p>Documents to be submitted for late death registration (after 03 months)</p>	<ul style="list-style-type: none"> • <u>Reasons for delaying registration</u> • Declarant must be same as above. • The required documents must be same as above
<p><u>Applicable fees</u></p>	<p><u>Government fee:</u> Registration & issuance of death certificate <u>€21</u> Issuance of a certified copy of death certificate <u>€12</u> Postage charges (within France) <u>€10</u> Postage charges (Outside France) <u>€15</u></p>
<p>Payment method</p>	<p>If the applicant physically visits the Embassy, he/she can pay by cash. Note: Crédit/Debit cards and personal or company cheques will not be accepted.</p>
<p><u>Special notes (IMPORTANT)</u></p>	<ul style="list-style-type: none"> • Fees will not be refunded under any circumstances after issuance of the official receipt (Gen. 172) • Translations of original documents will not be accepted. • All photocopies must be in A4 size. • The Diplomatic Mission will attest the documents and return the originals to the applicant. • If the applicant needs to send/receive documents (by express courier service or speed post etc) on urgent basis, Applicant must bear the relevant postage by self. • The Embassy will not take any responsibility for loss of documents or sent by post/courier or any postal delays.

05. The procedure to repatriate human remains to Sri Lanka

Description	Important details
<p>Process of making request</p>	<ul style="list-style-type: none"> • Parents, family member or spouse of the deceased (Next of Kin-NOK) will have to make a written request with an affidavit, which is duly filled by NOK and attested by a JP, nominating a NOK from France to handle the funerary in France and/or to receive the human remains at the airport of Sri Lanka for funerary (burial cremation or any other means). • The request should be made to the Consular section of Ministry of Foreign Relations, Colombo. Ministry will proceed for further actions with the overseas Mission. <p>Address: The Consular Affairs Division Ministry of Foreign Affairs 2nd Floor, Ceylinco Building, Janadhipathi Mawatha, Colombo 01, Sri Lanka Tel : 0094-11-2446302/5743362 Fax : 0094-11-2473899 Email: consular@mfa.gov.lk</p> <p>Regional Consular Office - Jaffna Ministry of Foreign Relations District Secretariat, Kandy Road, Jaffna, Sri Lanka Tel : 0094-21-2215972 Fax : 0094-21-2215970 Email: consular@mfa.gov.lk</p> <ul style="list-style-type: none"> • The Embassy/Consulate will liaise with NOK in France/Sri Lanka and Ministry of Foreign Relations for funerary arrangements/dispatch of human remains. • The NOK in France will have to contact the funeral undertakers in France and/or the hospital police (in case of a suspicious death/murder) in order to prepare the required documents for repatriation.
<p>Documents to be submitted</p>	<ul style="list-style-type: none"> • Death Certificate (Issued by the hospital) • Local Death Certificate (Issued by the town hall) • Doctor's report from Hospital for non-presence of contagious diseases • Copies of Passports of the deceased • Mortuary permit (Laissez-passer) issued by French prefecture. • Certificate of embalming • Authorization to place the remains in a coffin and to transport abroad.

	<ul style="list-style-type: none"> • Certification of Non-Epidemic area • Authorization letter to close the coffin. • Medical certificate mentioning the cause of death. • Request letter by funeral undertakers along with flight itinerary • The French/Sri Lankan passport and immigrant visa/French Identity of the NOK/persons who is/are travelling to Sri Lanka along with the corps. • Authorization letter to transport the human remains to Sri Lanka (to be issued by the Embassy/Consulate) <p>NOTE: IMPORTANT</p> <ul style="list-style-type: none"> • All the documents issued by French authorities related to repatriation should be legalized from the French Foreign Ministry and Embassy/Consulate respectively and should be accompanied with English translations done by the Embassy/Consulate. • No human remains should be arrived in Sri Lanka unless such corps have been: • Embalmed and enclosed in a coffin or hard wood with lead or zinc lining (sealed) • Hermetically sealed with lead or zinc lining with suitable disinfectants (i.e. Chloride or lime zinc sulphate mixed with sawdust, filling the empty spaces with the coffin.)
<p>Repatriation of Human ashes to Sri Lanka</p>	<ul style="list-style-type: none"> • Passport of the deceased (to be cancelled by the consulate) • Birth certificate of the deceased • Coroner's certificate/Hospital report stating the cause of the death. • Death certificate issued by the hospital (if available) • Death certificate issued by the town hall (Mandatory) • Cremation certificate issued by French Authorities • Authorization to repatriate the ashes (issued by French Authorities) • The travel itinerary for repatriation of human remains. • The French/Sri Lankan passport and immigrant visa/French Identity of the NOK/persons who is/are travelling to Sri Lanka along with the ashes. • Authorization letter to transport the human remains to Sri Lanka (to be issued by the Embassy/Consulate, along with the No Objection letter issued by Sri Lankan border control) <p>NOTE: IMPORTANT</p> <ul style="list-style-type: none"> • All the documents issued by French authorities related to repatriation should be legalized from the French Foreign Ministry and Embassy/Consulate respectively and should be accompanied with English translations done by the Embassy/Consulate. • No human remains should be arrived at Sri Lanka unless such corps have been sealed in air/water-tight aluminium container.