

## **Steps to be taken for the death registration & transportation of mortal remains To India.**

1. Contact Community Affairs Wing (Tel: 22530600 ext. 271) with a copy each of the (a) Passport / Civil identity card of the deceased, (b) Death Report issued by the hospital authorities / mortuary (c) Civil Identity Card of the person intimating the death to the Embassy and (d) letter from the employer (**in case of company workers**).
2. The Embassy will issue an authority letter in favour of the informer, for collection of death certificate, passport, police report etc., for local authorities.
3. In case of police case (unnatural death cases), to approach police station to collect clearance from the police authorities.
4. To approach death and birth registration office of the area in which the deceased died, for obtaining the death certificate.

Locations of the Death & birth registration offices:

- a) Maidan Hawally – Birth & death registration center beside police station [ to collect the death certificates of the people died in **Hawally & Al Asimah** (Kuwait city) Governorate]
  - b) Subhan- In Subhan Medical center (for new arrivals) (to collect the death certificates of the people died in **Farwaniya** Governorate)
  - c) Fahaheel- In Fahaheel Medical center (for new arrivals) (to collect the death certificates of the people died in **Ahmadhi & Mubarak AlKabeer** Governorate)
  - d) Jahra – In Main Hospital of Jahra (to collect the death certificates of the people died in **Jahra** Governorate)
5. To approach death and birth registration office, Maidan Hawalli behind Police Station, for endorsing the death certificate issued by death and birth registration office of other Governorate, if the death certificate is issued by assistant level officer.
  6. Death certificate issued by birth and death registration office and endorsed by Main office of birth and death registration (Maidan Hawalli), is required to be attested by Ministry of Foreign Affairs, Consular Section, located at Shuwaikh, next to Kuwait News Agency Building (or) Liberation Tower in Mirqab.
  7. After attestation from the Ministry of Foreign Affairs, the death certificate is required to be translated into English in any authorized translation center in Kuwait.
  8. **To approach Embassy for registration of death:** - The following documents are required for registration of death in the Embassy.
    - (a) Original Passport of the deceased
    - (b) Passport copy & civil id copy of the deceased
    - (c) Death certificate, duly attested by Ministry of Foreign Affairs, Kuwait with 2 copies
    - (d) Translation of death certificate with 2 copies

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9. Approach any airlines and obtain ticket / airway bill with confirmed date and time.
10. Approach Sabah Hospital (mortuary) for obtaining appointment for sealing of coffin box. The doctor will issue three slips (1) for Farwaniya mortuary or hospital where the body is kept for transfer of dead body to Sabah Hospital (ii) in-charge of coffin box (iii) Indian Embassy, Kuwait.
11. Approach the Embassy with the doctor's slip along with copy of airway bill and passport copy of the deceased. An Embassy official shall visit the mortuary to seal the coffin at the prescribed time.
12. After sealing the coffin box doctor will issue embalming certificate in Arabic which is to be translated into English and to be handed over to the representative of the concerned airlines.
13. To approach three hours before the flight time to Sabah Hospital (main block) for ambulance for transportation of the coffin box from Sabah Hospital's mortuary to airport.

## **FOR ISSUANCE OF THE EXTRA COPIES OF THE DEATH CERTIFICATE**

1. If legal heirs require the extra copies of the death certificates or lost death certificate which was issued by the Embassy, the immediate NOK (wife or husband of the deceased) can visit the Embassy with a request letter to obtain the death certificate (duplicate) along with his or her passport and civil id copy.
2. If the legal heirs are outside Kuwait, they can authorize any of their friends or relatives in Kuwait to collect the same from the Embassy. The individual has to visit the Embassy with an authorization letter (notarized affidavit) issued by wife or husband of the deceased, passport and civil id copy of the authorized person and a copy of the death certificate which was issued earlier.
3. The consular fee of KD. 7/- has to be paid at the counter for each death certificate.
4. If the immediate NOK (WIFE OR HUSBAND) of the deceased is not alive, son or daughter of the deceased may issue authorization letter in favour of the individual coming to the Embassy along with the death certificate of the immediate NOK and also the documents as prescribed above.
5. The extra copies of death certificates or lost death certificates will be issued only after taking prior approval of the officer in charge.