



CONSULATE GENERAL OF INDIA
DUBAI

Emergency No. for Death Cases : +971-507347676 / Fax No. +971-43970453
E-mail: deathregistration.dubai@mea.gov.in / Website : www.cgidubai.gov.in

- I. **DOCUMENTS TO BE PRODUCED FOR REGISTRATION OF DEATH AND REPATRIATION OF MORTAL REMAINS TO INDIA :**
1. Duly filled Annexure-I & II (03 copies). (*format attached*)
 2. Death Certificate in English & Arabic (Original + 03 copies).
 3. Death Notification (Original + 02 copies).
 4. Police report & forensic report with legal translation (Original + 02 copies).
 5. Original Passport of the deceased along with two (02) photocopies of its relevant pages.
 6. Two (02) photocopies of Visa / Emirates ID of the deceased.
 7. A letter from the sponsor of the deceased, addressed to the Consulate General of India, Dubai informing about the death and decision made to carry the body to India / perform last rites locally (as per the wishes of the family). The name and passport details of the deceased should be mentioned in the letter along-with the date, place and cause of death. The letter should also contain name, relationship and passport details of the person accompanying the body and whether the dues, claims, compensation, etc. have been / will be paid to his/her legal heirs as per UAE Labour Laws via draft, cheque etc. (*format attached*)
 8. A letter from the next of kin of the deceased, (If married, the spouse of the deceased has to give the authority) addressed to the Consulate General of India, Dubai requesting to handover the mortal remains of late Mr. / Ms. holder of Passport No..... to Mr. / Ms.....holder of Passport No. for facilitating the transportation / local burial / cremation of the deceased. If kith and kin of the deceased are not available in UAE, authorization / no objection letter on stamp paper attested by a Notary should be sent to the Consulate by email / fax. (*format attached*)
 9. Two photocopies of Passport & Visa / Emirates ID of the person authorized by the family to take over the dead body for transportation to India / local burial / cremation.
 10. Embalming Certificate issued by the hospital with a photocopy and ticket copy of the person accompanying the body.
- II. **DOCUMENTS TO BE PRODUCED FOR LOCAL CREMATION / BURIAL :**
1. Document mentioned at Sr. 1-9 (Para-I) above.
- III. **FORMALITIES TO BE COMPLETED FOR SEALING OF CONTAINER CONTAINING ASHES OF THE BODY :**
1. Copy of the Death Certificate issued by the Consulate and cremation permit copy.
 2. Passport copies of the deceased and the person accompanying the container.
 3. A letter from next of kin of the deceased to this Consulate intimating of the decision to carry the ashes to India.
 4. The container containing the ashes.
 5. A piece of white cloth (approx. one meter long) for covering the container. The container will be sealed & returned along with a certificate. Person who brings the container should also bring a whitethread & needle to stitch the container in the Consulate.

➤ **Note :** The service (Sr. No. I & II) is provided even on holidays and after office hours and is on completely Gratis basis. For service after office hours, please contact the duty officer on Helpline No. +971-507347676.

Annexure-II



Consulate General of India, Dubai
Tel No. : +971-4-3971222/333 / Fax No. +971-4-3970453
E-mail: deathregistration.dubai@mea.gov.in

DUBA/DC/ /2023

dd.mm.yyyy

TO WHOMSOEVER IT MAY CONCERN

Subject to the investigation and clearance from the Local Police Authorities regarding the death of Mr. / Ms., holder of Passport No. issued at on dd.mm.yyyy. The Consulate General of India, Dubai has no objection in principle to the carriage of the dead body for cremation / burial in India / Dubai.

Mr. / Ms., holder of Indian Passport No. issued at on dd.mm.yyyy is authorized to take over the dead body.

Format for Authorization letter from the family
(Stamp & Sealed by Notary Public, if family is not in U.A.E.)

To,
Consulate General of India
Plot No. 314, Al Hamriya Diplomatic Enclave
Bur Dubai, Post Box No. 737
Dubai, United Arab Emirates

Subject: Regarding registration of death and transportation / local cremation / burial of mortal remains of Late, holder of Indian Passport No. to India / in UAE.

I, the undersigned Mr. / Mrs., (relation with the deceased) of Late Address do hereby solemnly affirm that I have been informed about the sad demise of my (relation with the deceased) Mr. / Mrs. holder of Indian Passport No. issued at on .../.../.... who passed away on .../.../.... in due to as per death certificate issued by UAE authorities.

2. I do hereby authorize Mr. / Mrs., holder of Indian Passport No. to perform all the formalities related to registration of death at the Consulate and, to send the mortal remains of my (relation with the deceased) to India OR to perform cremation / burial of my (relation with the deceased) in UAE.

Yours truly,

(Signature with date)

Name :

(Relation with the deceased)

Address :

Mobile No.

Notary Seal

(*To be submitted alongwith a copy of an identity proof of the person giving the authorization, to verify the relation with the deceased)

Format for Company Letter
(To be submitted on company letter head)

To,

Assistant Consular Officer,
Consulate General of India,
Dubai

DD/MM/YYYY

Subject: Intimation of death of Mr. / Mrs. and request for cancellation of the deceased's Passport.

Dear Sir/Madam,

We hereby inform that Mr. / Mrs., holder of Indian Passport No. issued at on was under our sponsorship until he expired on in due to as per death certificate issued by the local authorities.

2. Mr. / Mrs. holder of Indian Passport No. issued at on has been authorized to take over the dead body.

3. Please be informed that all dues on account of Terminal Benefits / Final Settlement will be handed over to his/her legal heir, also the company will bear all expenses related to transportation of mortal remains to India or cremation / burial locally in UAE, as per the wishes of the family of the deceased. Kindly cancel the Passport of Mr. / Mrs. and provide us with necessary documents in this regard.

(Signature)

Name of the Authorized Signatory

Designation in the Company

E-mail ID :

Mobile/Tel No. :

(Stamp of the Company)