

# Issuance of a MORTUARY CERTIFICATE

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEE	FORM
1	PROCESSING	<p>Mortuary Representative submits prescribed documents</p> <ul style="list-style-type: none"> <li>• Certified true copies (with English translation of Certificate of Death) issued by Macau Civil Affairs Bureau;</li> <li>• A duly notarized certificate issued by funeral parlor stating that body was properly embalmed;</li> <li>• A Sanitary Medical Certificate issued by Health Bureau, Macau SAR ;</li> <li>• A transit permit issued by Public Police Force Macau SAR;</li> <li>• Copy of Acceptance of remains; and</li> <li>• Copy of bill of lading</li> </ul>	Checks if documents submitted are complete and photocopied in three set	5 minutes	ATN Officer	MOP220.00	Mortuary Certificate Form
2	PAYMENT	Pays fees	Accepts payments & issues official receipt	3 minutes	Collecting Officer		
3	RELEASING	Claims mortuary certificate	Releases mortuary certificate to undertake or to appointed person/representative	2 minutes			

**TOTAL PROCESSING TIME: 10 minutes**