

Steps to be taken for transportation of dead body to India

1. Contact Consular Section (Tel: 2530600 ext. 271 / 244) with a copy each of the (a) Passport of the deceased, (b) Death Report issued by the hospital authorities and (c) Civil Identity Card of the person intimating the death to the Embassy.
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, 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.
5. To approach death and birth registration office, Maidan Hawalli behind Police Station, either for collecting the death certificate or endorsing the death certificate issued by death and birth registration office of other governorate.
6. Death certificate issued by birth and death registration office and endorsed by Main office of birth and death registration office (Maidan Hawalli), is required to be attested by Ministry of Foreign Affairs, Consular Section, located at Shuwaikh, next to Kuwait News Agency Building.
7. The death certificate issued by birth and death registration office is required to be translated into English by any authorized translator in Kuwait.
8. Death registration in the Embassy of India, Kuwait. - for registration of death the following documents are required in addition to registration fee KD. 12.750 (KD. Twelve fils 750 only).
 - (a) Passport of the deceased with 2 copies
 - (b) Death certificate, duly attested by Ministry of Foreign Affairs, Kuwait, with 2 copies
 - (c) Translation of death certificate with 2 copies
 - (d) Police report with 2 copies (in case of accidental death).
9. To approach any airlines and obtain ticket / airway bill with confirmed date and time. If you wish to send by Air India/ Indian Airlines contact Mr. Abraham John, House of Travels, Tel: 4715725 MOB: 9057543)
10. Approach Dr. Ali of Sabah Hospital (Mortuary) to obtain appointment for sealing of coffin box. Dr. Ali will issue three slips (i) for Farwaniya mortuary or where the body is kept for transfer of dead body to Sabah Hospital (ii) for incharge of coffin box (iii) for Indian Embassy, Kuwait.
11. Approach the Embassy with the doctor's slip along with a copy of airwaybill.

12. After sealing the coffin box doctor will issue empalming certificate in Arabic, which is to be translated into English and hand over to the concerned representative of the airlines.
13. To approach three hours before the flight time to Sabah Hospital, reception for requisition of ambulance and release of coffin box.

INTIMATION OF DEATH OF INDIAN NATIONAL

The Embassy of India,
Kuwait,

Sir,

I, _____
holder of Indian passport / Civil Card No. _____
(copy enclosed) residing at (Kuwait address) _____
Telephone _____ regret to inform you that Mr./Ms. / Mrs.
No. _____

_____ holder of Indian passport No. _____ issued on _____
at _____ died in Kuwait on _____ due to _____
_____ (cause of death). He/she was my
(relative /colleague /friend). The family members of the deceased have been informed
about the death of the deceased.

Particular of the sponsor / employer / company of the deceased are as follows :

Name of Company / sponsor _____
P.O.Box. _____ Mobile No. _____
Telephone No. _____ Fax _____

It is requested that authority letter may please be issued in my favour to enable me to collect passport, death certificate and police report etc. from the concerned local authorities in respect of the deceased for making necessary arrangements for transportation of the mortal remains to India / local burial. After collecting the documents I will approach the Embassy for registration of death / clearance for transportation of the mortal remains.

Yours faithfully,

Signature

Enclosures:

1. Copy of death certificate issued by hospital authorities;
2. Copy of passport of the deceased; and
3. Copy of passport and civil card of the informer.

REGISTRATION OF DEATH
OF AN INDIAN NATIONAL IN KUWAIT

PARTICULARS OF THE DECEASED

1.	Name	
2.	Date & Place of death	
3.	Passport particulars	
	(a) Number	
	(b) Date of issue	
	(c) Place of issue	
4.	Occupation	
5.	Name of next of kin	
	(Father/Husband/Wife) In India	
6.	Full address & telephone number, if any	
7.	Name, address & Tele No. of relative / friend in Kuwait, if any	
8.	Name of Sponsor/Employer (Full address with telephone number)	
9.	Cause of Death (Sickness / accident / suicide)	
	(a) Nature of accident (road accident/worksite accident or other)	
	(b) Place & Date of accident	
	(c) whether concerned police	
	(d) Name of Police Station, Case No. and date	
	(e) Number of owner's vehicle involved in accident	
	(f) Name of insurance company concerned	
	(g) Whether dead body to be buried locally or to be sent to India (give flight details)	
10.	Police report / Post mortem report available (Give details)	
PARTICULARS OF INFORMER		
1.	Name	
2.	Passport details Number	
3.	Date and Place of issue	
4.	Civil ID Card Number	
	Address in Kuwait	
5.	Telephone No.	

6.	Relation to the deceased	
7.	Action taken to inform next kin and details of left over belongings.	
8.	Action taken in regard to claim of compensation in case the death is a accidental	

Date:

Signature of informer

Enclosures :

1. Original passport of the deceased, original death certificate issued by Ministry of Health Birth and Death Registration Office, Kuwait, duly attested by Ministry of Foreign Affairs, Kuwait and its Translation in English.
2. Copy of Passport of the deceased (2 nos)
3. Copy of Civil Card of the deceased (2 nos)
4. Copy of Civil card report (in case of accident / suicide) (2 nos)
5. Copy of civil card of the informer (2 nos)
6. Copy of the civil card of the sponsor (in case of domestic worker) (2 nos)

OTHER PARTICULARS OF THE DECEASED INDIAN NATIONAL

Name of deceased

Date of death

Nature of death
(Natural / Traffic / Worksite)

Age at the time of death

Type of Visa

Salary / Wages

Actual employment

Name/Address / Telephone number of
Employer
Date of arrival in Kuwait
Address of next to kin in India

The details of next of kin

Father	Alive / Not alive
Mother	Alive / Not alive
Wife/Husband	Yes/Not
No. of children (with age)	
No. of brothers/sisters	

Possibility of death compensation
(in case of traffic / Worksite accident)

Other relief already received
(From sponsor)

Whether fee for death registration paid by the sponsor

(Name & Signature of Informer)