

What To Do When A Catholic Dies?

- (1) Inform promptly the parish clergy of the domicile of the deceased.
- (2) Obtain from the parish clergy the Certificate of “Permission Of Burial In The Catholic Cemeteries” by presenting:
 - (i) the Certificate of Registration of Death (Form 10), or the Certificate of Order Authorizing Burial/Cremation of Body (Form 11), or Certified True Copy of Death Certificate issued by the Hong Kong Births and Deaths Registry
 - (ii) the Identity Card of the deceased and together with
 - (iii) the Baptism Certificate of the deceased
- (3) Arrange with the priest the alternative dates and times of burial.
- (4) Make arrangements with a reputable funeral parlour or coffin shop for burial services.
- (5) Arrange directly with the Supervisor of the Catholic Cemetery in which the family wishes to have the deceased buried for the location of grave, date and time of burial in the Catholic Cemetery by presenting:
 - (i) the Certificate of Registration of Death (Form 10) or the Certificate of Order Authorizing Burial/Cremation of Body (Form 11).
 - (ii) the Certificate of “Permission Of Burial In The Catholic Cemeteries”
- (6) Contact the parish clergy to confirm the date and time for the funeral rites.

Death Registries In Government Department

(A) If the deceased died naturally and had been attended by a registered doctor, it must be registered within 24 hours at the Deaths Registry

(1) Documents required if the deceased is to be buried

1.1 Obtain from the registered medical practitioner who attended the deceased a Medical Certificate of the Cause of Death (Form 18).

1.2 The applicant should take his/her identity card, the identity card of the deceased and the Medical Certificate of the Cause of Death (Form 18) to any deaths registry to apply for:

1.2.1 Certificate of Registration of Death (Form 12);

1.2.2 Burial permit i.e. Certificate of Registration of Death (Form 10).

(2) Documents required if the deceased is to be cremated

2.1 Medical Certificate of the Cause of Death (Form 18) and Medical Certificate (Cremation) (Form 2);

2.2 The applicant should take his/her identity card, the identity card of the deceased, the Medical Certificate of the Cause of Death (Form 18) and the Medical Certificate (Cremation) (Form 2) to any deaths registry to apply for:

2.2.1 Certificate of Registration of Death (Form 12);

2.2.2 Cremation Permit (Form 3);

2.2.3 Evidence of a booking for cremation at a Government crematorium from the Cemeteries and Crematoria Offices.

(B) Death from unnatural causes, accidental or suspicious death or death resulted from poison, violence, illegal operation, privation or neglect; should be reported immediately to the police.

(1) Documents required if the deceased is to be buried

1.1 A Burial or Cremation Order (Form 11)

(2) Documents required if the deceased is to be cremated

2.1 A Burial or Cremation Order (Form 11);

2.2 The applicant should take his/her identity card, the identity card of the deceased, the Burial or Cremation Order (Form 11) to any deaths registry to book a cremation session at crematoria.

Booking Of Cremation Session

The applicant must bring along the required documents, the service charge and accompanied by the representative of a licensed undertaker to apply for a cremation session at the joint Cremation Booking Office during the following office hours:

Monday to Friday : 9:00a.m. to 12:30p.m. and 2:00p.m. to 4:30p.m.

Saturday : 9:00a.m. to 12:30p.m.

The cremation service provided by the crematoria is arranged as follows:

- The applicant should complete the "Application for Private Cremation Form" to book an unallocated normal session with 15 calendar days from the day next to the date of application.
- If the applicant wishes to authorize the representative of a licensed undertaker to book a cremation session, the applicant and the said representative should sign and stamp the chop of the licensed undertaker on the authorization part of the "Application for Private Cremation Form".
- Booking of cremation session of the crematoria is processed on a first-come-first-served basis.

The Cremation Booking Offices:

Hong Kong: 18/FL., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

Kowloon and New Territories: 1/FL., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.