



入境事務處
Immigration Department

DEATH REGISTRATION



Immigration Department
website

1 Preamble

Under section 14 of the Births and Deaths Registration Ordinance, Chapter 174, Laws of Hong Kong, it shall be the duty for the informant (being the relative or other relevant person of the deceased) to register a death from natural causes within 14 days after such death. Anyone who refuses or, without reasonable excuse, omits to register a death as required by the law shall be deemed to have committed a breach and is liable to a penalty of a fine of HK\$2,000 or up to 6 months' imprisonment. A list of the deaths registries is shown at the end of this leaflet.

Normally, if a person died of natural cause, the registered medical practitioner who attended the deceased during his or her last illness will sign and issue a Medical Certificate of the Cause of Death (Form 18) to the relative of the deceased for the purpose of death registration.

The informant may apply for death registration in-person at the deaths registries. Eligible informant may also register the death of a deceased person through the internet (www.immd.gov.hk/edeathreg) if the following requirements are met:

- (a) the deceased person died of natural cause and the informant is in possession of the original Medical Certificate of the Cause of Death (Form 18) signed and issued by the registered medical practitioner who attended the deceased person during his or her last illness;
- (b) the informant is registering the death of a deceased person within 14 days after such death; and
- (c) the informant is a registered user of "iAM Smart+" mobile app.

2 Application Procedures



In-person Death Registration

The informant should bring along the originals of the following documents for in-person death registration:

- (a) Medical Certificate of the Cause of Death (Form 18) signed and issued by the registered medical practitioner who attended the deceased person during his or her last illness;
- (b) Deceased's Hong Kong identity card/travel document; and
- (c) Informant's Hong Kong identity card/travel document.





Online Death Registration

Upon online registration of death, the informant needs to:

- (a) provide information required for death registration;
- (b) upload a copy of the Medical Certificate of the Cause of Death (Form 18);
- (c) upload a copy of the deceased's Hong Kong identity card/travel document; and
- (d) upload a copy of the informant's Hong Kong identity card.

Furthermore, regardless of whether the registration is made in-person or via online, the informant is required to provide information on the deceased person including occupation, nationality and marital status. Depending on the nature of the case, the informant may be required to submit other supporting documents (e.g. the original copy of the documents uploaded online).

Death registration is free of charge but the informant will need to pay a prescribed fee of HK\$140 for a certified copy of a death entry after registration of death (commonly known as Death Certificate).

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Unnatural Deaths Resulting from Sudden, Accidental or Suspicious Causes

In case where the death is resulted from unnatural causes (e.g. poison, violence, etc.), such case will be reported to the Coroner. The Coroner may conduct a post-mortem examination or an inquest to determine the cause of death. Normally, it takes about 1 to 6 months for the Coroner to inquire into the cause of death. When the cause of death is determined by the Coroner and made known to the Registrar, the death will be registered within 1 week and the family members of the deceased will be notified by letter.

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Permit for Removal of Dead Body from Hong Kong

If the deceased's body is to be removed for burial outside Hong Kong, the applicant should apply for a 'Permit for Removal of Dead Body from Hong Kong'. Applicant should complete an application form (SF/BDR/3) by giving information such as the personal particulars of the deceased, when and to where the deceased's body will be removed from Hong Kong, etc. In some cases, the applicants may be required to produce evidence that permission to move the dead body into another territory has been obtained. No fee is payable for the issue of such permit.

5 Cremation / Burial of Dead Body

Applications for cremation facilities are handled by relevant offices of the Department of Health and Food and Environmental Hygiene Department. These offices are located at the joint office with:

- (i) Hong Kong Island Deaths Registry;
- (ii) Kowloon Deaths Registry.


Applications for burial can be submitted to the respective cemetery office.

6 Enquiries

For further enquiries, please contact the Information and Liaison Section:

 2824 6111

 2877 7711

 enquiry@immd.gov.hk

Or visit the Immigration Department website:

 www.immd.gov.hk

7 Processing Time



In-person Death Registration

The standard processing time for a death registration at counter is 30 minutes and registration procedure will be completed on the same day (upon receipt of all necessary documents). However, the above standard may not be achievable during peak periods or in complicated cases.



Online Death Registration

After the Deaths Registry has received all the required information and documents online, death registration will usually be completed within 3 working days (exclude the time for the informant to confirm the contents on the register form of deaths and working days denote Monday to Friday excluding General Holidays). The informant will then receive notifications in email from the Deaths Registry notifying him/her that the death registration is completed and the certified copy of the death entry (if applicable) is ready for collection or delivery by post.

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Office Hours and Addresses of Deaths Registries

HONG KONG

The Births and Deaths General Register Office



3rd Floor, Low Block, Queensway Government Offices,
66 Queensway, Hong Kong.



2867 2784



Monday - Friday

8:45 a.m. - 4:45 p.m.

Saturday

9:00 a.m. - 11:30 a.m.

Sunday and Public Holiday

10:00 a.m. - 12:30 p.m.

This registry only handles death registrations referred from the Coroner during weekdays and Saturdays. Normal death registration service is only provided on Sundays and General Holidays from 10:00 am to 12:30 pm.

Hong Kong Island Deaths Registry



18th Floor, Wu Chung House,
213 Queen's Road East, Wan Chai.



2961 8841



Monday - Friday

9:00 a.m. - 12:30 p.m.
2:00 p.m. - 4:30 p.m.


Saturday


9:00 a.m. - 12:30 p.m.

Sunday and Public Holiday

Closed

Kowloon Deaths Registry

 1/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road.

 2368 4706

 Monday - Friday	9:00 a.m. - 12:30 p.m. 2:00 p.m. - 4:30 p.m.
Saturday	9:00 a.m. - 12:30 p.m.
Sunday and Public Holiday	Closed

Note: Normal death registration services are available in some designated police stations in the New Territories such as Cheung Chau and Mui Wo for deaths which occurred in their respective districts. Following a death registration at the designated police station, relatives of the deceased (i.e. the informant) may obtain, upon payment of a prescribed fee, a certified copy of a death entry (a death certificate) from any of the above births/deaths registries 3 working days after the death registration. For urgent arrangements, please contact The Births and Deaths General Register Office at 2867 2784.

