

FROM: EMBASSY OF PAKISTAN-RIYADH



**PROCEDURE TO BE ADOPTED IN CASES OF DEATH OF
PAKISTANI NATIONALS IN KSA**

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- To obtain the Information report about the death from the hospital where death has occurred or in cases of deaths outside hospitals from the hospital nearest to where the deceased has died.
- To make several copies of the Passport and Iqama of the deceased.
- If the valid passport of the deceased cannot be traced or if the passport is expired, to approach the Embassy of Pakistan for obtaining the same, after completion of the procedural requirements and make several copies of the travel documents.
- To contact the concerned Police Station, nearest to the place where the deceased has died and obtain a letter addressed to the Hospital Authorities for keeping the dead body in the morgue, and the preparation of the medico legal report.
- To contact the nearest Police Station to where deceased has died and obtain letter addressed to the Civil Affairs Department. Also produce the original death information report تبليغ وفاة, copy of Passport/Out Pass and Iqama and fill up the form to be provided by the Department.
- To approach the Embassy of Pakistan, with a request to either transport the dead body to Pakistan or Burial in KSA, and produce an attested undertaking from the legal heirs of the deceased for the purpose. Also produce the Passport, Iqama, Death Certificate and Medical report to obtain the requisite NOC. In case of burial of the dead body in KSA the undertaking of legal heirs would have to be attested from the Foreign Office in Pakistan. If there is also a simultaneous request for the exemption of postmortem of the deceased, the Embassy would only write to hospital authorities if a request/undertaking from all the legal heirs is received, duly attested by the Foreign Office in Islamabad and the Counselor Section of

Pakistan Embassy Riyadh. It is also worth mentioning that such requests are considered only if the death as per the reports is from natural causes.

- To submit an application to the concerned office of the Governorate/امارة for either the transportation of the dead body to Pakistan or burial in KSA. The application be addressed to the “Wakeel Imara”. A copy of the death Certificate needs to be enclosed and deposited with the reception. Permission be obtained from Rights Section and to obtain the signatures of “Wakeel Imara”.
- If the body has to be buried in KSA, to obtain a letter from the concerned Police Station addressed to the Hospital authorities for receiving the dead body and burial in the graveyard.
- If the body has to be taken to Pakistan the following further procedure is adopted:
 - To make at least six photocopies of all the above mentioned documents and get these attested by the Police as a true copy of the original from the nearest and concerned Police Station.
 - The Kafeel of the deceased would submit a statement regarding the clearance of the end service benefits of the deceased in the local labor court and obtain a receipt.
 - The Kafeel would make a list of the left over belongings of the deceased and would write his address and that of the deceased on his official pad and hand it over to the Police.
 - To obtain the following letters from the local Police:
 - Addressed to Passport for Final Exit.
 - Addressed to the Hospital authorities for the arrangement of Coffin for the body.
 - Addressed to the AirPort Cargo.
 - Addressed to Passport at the Airport.
 - Addressed to Customs authorities at the Airport.
 - From the Hospital Authorities addressed to the AirPort Cargo and the reply would be sent by the Airport Cargo to the Hospital Authorities.
- To make reservation/bookings for the dead body as well as the person accompanying the dead body in any flight of Pakistan International Airlines or Saudi Airlines.
- The Pakistan International Airlines doesn't charge any money for the transportation of dead bodies.
- If the body is being transported unaccompanied, to clearly and boldly write over the coffin, names and addresses of the relatives of the deceased who would be receiving the dead body in Pakistan.