

Application

### How to process

#### Required Document:

1. Declaration - Relationship with the deceased ([011/DHA/DHAL](#));
2. The declaration of approval of burial issued by the organisation responsible for the management of the private cemetery;
3. A clear photocopy of the identification document of the applicant;
4. A clear photocopy of the identification document of the deceased.

#### Documents for optional submission (Mandatory, if applicable):

1. A brief report of death issued by *Conservatoria do Registo Civil* (Civil Registry Office).
2. If the deceased passes away outside the Macao Special Administrative Region and the interval between the time of death and the time of entry is less than 60 hours, the applicant is required to submit the written record of the relocation of the remains issued by Public Security Police Force (CPSP) (*Departamento de Informações / Comissariado de Assuntos Gerais / Secção de Fiscalização e Registo*). If the interval between the time of death and the time of entry is more than 60 hours, the applicant is required to submit the *Livre-trânsito mortuário* (Mortal remains transit certificate).

#### Documents to be presented:

The original identification document of the applicant is required to be produced.

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### Locations for processing the procedure and office hours

#### Location:

Integrated Services Centre: Avenida da Praia Grande, n.<sup>OS</sup> 762-804, Edifício China Plaza, 2.º andar, Macau

Northern District Public Services Centre: Rua Nova da Areia Preta, n.º 52, Centro de Serviços da RAEM, Macau

Northern District Public Services Centre – Toi San Station: Avenida de Artur Tamagnini Barbosa, n.º 127, Edifício D.<sup>a</sup> Julieta Nobre de Carvalho, Bloco B, R/C, Macau

Northern District Public Services Centre – Fai Chi Kei Station: Rua Nova do Patane, Habitação Social de Fai Chi Kei, Edifício Fai Tat, Bloco II, R/C, Lojas G e H, Macau

Central District Public Services Centre: Rotunda de Carlos da Maia, n.<sup>OS</sup> 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.º andar, Macau

Central District Public Services Centre – S. Lourenço Station: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.º andar, Macau

Islands District Public Services Centre: Rua de Coimbra, n.º 225, 3.º andar, Centro de Serviços da RAEM das Ilhas, Taipa

Islands District Public Services Centre – Seac Pai Van Station: Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.º andar, Coloane

Service Office in Our Lady Mercy Cemetery: Our Lady Mercy Cemetery, Avenida Coronel Mesquita, Macau

## Office hours:

Integrated Services Centre, Macao Government Services Centre in Islands and Public Services Centres  
Monday to Friday, 9:00 a.m. to 6:00 p.m. (No lunch break, closed on Saturday, Sunday and public holidays)

Service Office in Our Lady Mercy Cemetery  
Monday to Thursday, 9:00 a.m. to 1:00 p.m.; 2:30 p.m. to 5:45 p.m.  
Friday, 9:00 a.m. to 1:00 p.m.; 2:30 p.m. to 5:30 p.m.  
(Closed on Saturday, Sunday and public holidays)

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## Fees

**Application fee:** Burial license: MOP 100.00

**Form fee:** Not applicable

**Stamp duty:** 10% of application fee

**Security deposit:** Not applicable

**Fees, Charges and Prices List:** <https://www.iam.gov.mo/p/pricetable/list>

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## Time required for processing

**Processing time:** 3 working days

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## Remarks/ points to note for application

**Important note:** Not Applicable

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## Relevant standards or requirements

1. The tomb should be clearly marked with the tomb area, tomb number and other necessary identification information.
  2. The tomb for burying remains should be at least 130 cm deep, with the exception of burying the remains of a stillbirth or a child under the age of 7. Under such exceptional circumstances, the tomb for burying the remains should be at least 100 cm deep.
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## Progress enquiry and obtaining result of service

**Enquiry about application progress::** <https://account.gov.mo/zh-hant/login/>

**Method for obtaining the result of service:** Visiting in person to obtain the result

## Formalities

- Application
- Cancellation

## Frequently asked questions

1. Is application for license for burial in private cemeteries to IAM required for burying the deceased family members / relatives in private cemeteries?
2. How long can the remains be exhumed after the deceased's burial in the tomb?

### **Legislations**

- Administrative Regulation no. 37/2003 “Regulamento de administração, funcionamento e fiscalização dos cemitérios” (Regulations on management, operation and supervision of cemeteries) amended by Administrative Regulation no. 22/2019;
- Decree-Law no. 7/85/M -Updating medical-legal conditions pertaining to the relocation, removal, burial, cremation and incineration of remains dated 9 February amended by Decree-Law no. 47/85/M dated 15 June and Administrative Regulation no. 15/2019.

### **Penalties**

- Anyone who commits the administrative infractions stipulated in Clause 1 of Article 23 of Administrative Regulation no. 37/2003 “Regulamento de administração, funcionamento e fiscalização dos cemitérios” (Regulations on management, operation and supervision of cemeteries) amended by Administrative Regulation no. 22/2019 is liable to a fine of MOP1,000.00 to MOP5,000.00, without prejudice to criminal liabilities if any.

Last Update : 30/09/2021