



*Embassy of the United States of America  
San José, Costa Rica  
U.S. Department of State*

**NEXT OF KIN INFORMATION**  
Death of a U.S. Citizen in Costa Rica

To correspond with the American Citizen Services Unit regarding the death with a U.S. Citizen about which the embassy has already been informed, please contact:

Email: [ACSsanjose@state.gov](mailto:ACSsanjose@state.gov)

or

Telephone +506-2519-2590 (Business hours)

If you are making the first report of the death of a U.S. Citizen outside business hours, please call +506-2519-2000

## NEXT OF KIN INFORMATION

(Last update March 2020)

All of us here at the U.S. Embassy extend our sincerest condolences for your loss. At this sad time we must call your attention to the need to make arrangements for the disposition of your loved one's remains. The Embassy maintains a list of five qualified mortuary service providers, listed below with primary points of contact. We can provide up-to-date cost estimates from each provider based on the services to be carried out (e.g., cremation, embalming, repatriation to the United States) and—as needed—can act as a liaison between you and your selected provider and Costa Rican authorities. Once you select a provider and arrange payment (*see below*), all necessary services can generally be carried out within 5-7 business days. If you wish for the deceased's remains to be embalmed and returned to the United States, you will also need a U.S.-based mortuary service provider.

*The Embassy assumes no responsibility or liability for the professional ability or reputation of, or the quality of services provided by, the following persons or firms. Names are listed alphabetically, and the order in which they appear has no other significance. Professional credentials and areas of expertise are provided directly by the funeral directors, morticians and other service providers.*

### LOCAL MORTUARY SERVICE PROVIDERS

#### Funeraria Yire

Ruben Zamora

English spoken 24/7

+506 8365 3565; +506 8920 7355

[funerariayire@hotmail.com](mailto:funerariayire@hotmail.com)

<http://funerariayire.blogspot.com/>

#### Jardines del Recuerdo

David Acuña

English spoken during business hours

+506 2222 9022

[adminemergencias@jardinesdelrecuerdo.com](mailto:adminemergencias@jardinesdelrecuerdo.com)

<http://www.jardinesdelrecuerdo.co.cr/>

#### Memorial Park Camposanto

Cristian Coronas

English Spoken 24/7

+506 8813 7118

[ccoronas@memorialpark.cr](mailto:ccoronas@memorialpark.cr)

[www.memorialpark.cr](http://www.memorialpark.cr)

#### Montesacro

Karina Delgado or Carol Rojas

English Spoken during business hours

+506 2253 8181; +506 7010 9844 after hours

[kdelgado@montesacro.co.cr](mailto:kdelgado@montesacro.co.cr)

[crojas@montesacro.co.cr](mailto:crojas@montesacro.co.cr)

<http://www.montesacro.co.cr/>

#### Polini Funeraria

Maylin Fernandez; Edwin Rojas Vargas

English spoken during business hours

+506 2231 3121; 1-561-644-6852 (US)

+506 8544 5428

[info@funerariapolini.com](mailto:info@funerariapolini.com)

<http://www.funerariapolini.com/>

**Direct Payment for Mortuary Services** (*quickest option*): In *most* cases, the selected mortuary service provider can provide options for direct payment online or over the phone using a major credit card or via an international wire transfer from your banking institution. This is the most efficient way to pay for necessary services and will ensure the quickest possible turn-around time.

**Payment via Western Union and the U.S. Department of State** (*may delay services by one week, subject to additional fees*): If direct payment is not possible *or* if you would prefer that the Department of State make a direct payment on your behalf, you may follow the instructions below for online, telephone, or in-person payment using Western Union's Quick Collect services. In addition to any fee

charged by Western Union for the transfer itself, the Department of State requires a \$30 processing fee. Failure to include this fee will delay services. Please let us know immediately if you are unable to access the links below.

- *Online Payment via Western Union's Website:* Please follow the online payment instructions at the following Department of State webpage: <https://travel.state.gov/content/travel/en/international-travel/while-abroad/sending-money-abroad/sending-money-internet-instructions.html>
- *Telephone Payment via Western Union's Quick Collect Service:* Please follow the telephone payment instructions (#1) under the "Western Union" section at the following Department of State webpage: <https://travel.state.gov/content/travel/en/international-travel/while-abroad/sending-money-abroad.html>
- *In-Person Payment at any Western Union Location:* Please follow the in-person cash payment instructions (#3) under the "Western Union" section at the following Department of State webpage: <https://travel.state.gov/content/travel/en/international-travel/while-abroad/sending-money-abroad.html>

## **STEPS & RESPONSIBILITIES**

Death cases can vary greatly in complexity, and every case is different. However, the information immediately below is intended to provide a general idea of the steps and responsibilities in most cases.

1. Next of kin (NOK) makes decisions regarding disposition of remains
2. NOK informs Embassy of decisions and returns relevant forms
3. If requested, Embassy provides to NOK quotations from local mortuary service providers
4. NOK selects/contacts mortuary or Embassy acts as liaison, as applicable
5. NOK makes payment for services
6. Embassy issues paperwork for necessary local permits
7. Mortuary collects remains from morgue
8. Mortuary prepares remains according to NOK's wishes
9. Mortuary collects necessary permits
10. Embassy prepares mortuary certificate to facilitate transport of remains/ashes and provides to mortuary or NOK, as applicable
11. As applicable, mortuary works with NOK, Embassy, airline, and/or U.S. mortuary to repatriate remains/ashes
12. Embassy prepares/arranges delivery of *Preliminary* CRDA to NOK
13. When final death certificate available, Embassy prepares/arranges delivery of *final* CRDA to NOK
14. Embassy continues to liaise with NOK and Costa Rican authorities, as necessary.

This form assists the Embassy as we act as a liaison between you and your selected mortuary service provider. Please complete, sign, and return this form via email.

**AUTHORIZATION FORM**

I \_\_\_\_\_ certify that I am the \_\_\_\_\_ and legal next of kin of \_\_\_\_\_  
(your name) (relationship)  
\_\_\_\_\_. I authorize the U.S. Embassy in San  
(name of the deceased)  
José to assist in making the following arrangements for the disposition of remains.

*Please initial next to desired services, and provide additional information, as applicable.*

- 1. Embalmed and returned to the United States \_\_\_\_\_
- 2. Cremated and returned to the United States \_\_\_\_\_
- 3. Cremated and hand-carried to the United States \_\_\_\_\_ by \_\_\_\_\_
- 4. Buried in Costa Rica \_\_\_\_\_
- 5. Cremated and ashes scattered in Costa Rica \_\_\_\_\_ by \_\_\_\_\_
- 6. Donated to science \_\_\_\_\_ to \_\_\_\_\_

Please select which funeral home should carry out your wishes as to the disposition of the remains:

- Funeraria Yire       Jardines del Recuerdo       Montesacro       Polini Funeraria
- Memorial Park Camposanto      Other \_\_\_\_\_

In the field below please provide the *name, address, telephone/fax, and email* of the mortuary service provider and/or person authorized to receive the remains in the United States. Also provide the name of the international airport or point of entry in the United States. International regulations require that human remains can be delivered *only* to international airports. Moreover, not all international airports accept human remains.

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\_\_\_\_\_  
(your name) (your signature) (date)

The Embassy will prepare and arrange delivery of a Consular Report of Death Abroad (CRDA), which acts like a U.S. death certificate. To assist us in preparing the CRDA, please complete and return this form via email.

### CRDA QUESTIONNAIRE

Your full name: \_\_\_\_\_

Your mailing address: \_\_\_\_\_

\_\_\_\_\_

Your contact phone number: \_\_\_\_\_

Deceased's full name: \_\_\_\_\_

Deceased's date of birth: \_\_\_\_\_

Deceased's place of birth (city, state, country): \_\_\_\_\_

Deceased's name at birth or maiden name, if known: \_\_\_\_\_

Deceased's social security number, if known: \_\_\_\_\_

Deceased's marital status at time of death: \_\_\_\_\_

Deceased's U.S. passport number, if known: \_\_\_\_\_

Deceased's physical address in Costa Rica, if known: \_\_\_\_\_

\_\_\_\_\_

Requested disposition of the deceased's remains (burial, cremation, donation, etc):

\_\_\_\_\_

Requested disposition of deceased's personal effects (return, donate, etc):

\_\_\_\_\_

The number of original CRDAs you request (up to 20 at no cost): \_\_\_\_\_

**Please provide a photocopy of the deceased's most recent U.S. passport, if available**