

PROCEDURES FOR CLEARANCE OF HUMAN REMAINS

1. The following procedure is prescribed for the clearance of human remains at the Kigali International Airport.
2. All Airlines operating in Kigali International Airport are informed that in case any Airline is bringing in any dead bodies / human remains, the office of Customs at the Kigali International Airport need to be immediately informed through telephone or email by the concerned Airline as soon as the flight takes off from outside Rwanda. The Airlines need to communicate the full name and particulars of the deceased person, Passport No., full name and address of relative and all other relevant details such as flight No., date and arrival time to Customs at Kigali International Airport. The Airline also need to inform the Airport Authority so that immediate necessary arrangements can be made for unloading and handing over of the dead bodies / human remains to the near relatives. Further in all such cases, the relatives of the deceased have to be informed by concerned Airline.
3. The relatives of the deceased on arrival at Airport are requested to contact the concerned Airlines staff or any of the Customs officers on duty at the Airport at Telephone Number +250788740098, 0252-788185717 or fred.nuwagaba@rra.gov.rw along with available related documents / letters to take delivery of the dead body / human remains, etc.
4. On being approached by the relative of the deceased, the Customs officer will provide him a **Form** (copy enclosed) to be duly filled up by the relatives. The relatives may provide such information, which is readily available with him/her.
5. Normally, 'human remains' are accepted by the Airlines on providing the following documents for transportation.
 - a. Death certificate from a competent Medical Authority.
 - b. Embalming and packing certificate from the hospital where the embalming is done. 2
 - c. Certificate issued by Diplomatic Mission.
 - d. Passport of the deceased.

In case whereby the deceased does not have a passport the relatives of the deceased shall approach the Rwandan embassy of origin with the following additional documents:

 - Rwandan national identity card/Rwandan birth certificate,
 - If the deceased had no passport or was lost or had never had a passport before, a written affidavit is explained in a written form by the next of kin.
6. On the basis of the Form so filled up and other relevant and relied upon documents accompanying the 'human remains' and after properly verifying the particulars of the Form as well as the identity of the relative, the Customs officer will carry out the necessary Customs formalities so that 'human remains' are released to the relative of the deceased at the earliest directly from the tarmac/Ramp.
7. The Airlines will also record the delivery of such 'human remains' in their records and also inform the custodians about clearance of such cargo.

8. The Airport customs officer will forward the Form along with the documents to The ground handling Section of the Air Cargo. A copy of the above Form along with a covering letter shall be sent to immigration department at the Airport with a request to get passport of deceased person cancelled.

9. The Customs officer in charge of the Airport will personally monitor the movement of 'human remains' from time of receipt till the time of clearance and also record details in a register to be maintained for this purpose.

10. The Additional/Duty manager of the Airport will maintain proper co-ordination with various Agencies at Airport.

11. The ambulance and (10) relatives of the deceased will be allowed in to the cargo complex.

FORM FOR RELEASE OF CARGO CONTAINING HUMAN REMAINS

(To be filled up for every individual / deceased person)

1. Name of the deceased: Mr. /Mrs				
2. Address of the deceased:				
3. Passport No.				
4. Arrival details:				
-Name of the Carrier/Airlines				
-Flight No :	Cargo No		Origin of cargo	
Expected time of arrival				
5. Name and address of the relative:				
6. Contact telephone number of the relative:				
7. Nature of relationship to the deceased:				
8. Any other relevant information furnished by the relative:				

Certified that the said cargo contains only human remains	
Signature / Thumb impression of the relative	
Date: Time:	

(FOR OFFICE USE ONLY)

Certified that I have verified the above details with the following documents submitted along with the cargo, by the carrier & relative.

1.
2.
3.
4.

Allowed the clearance of the above cargo on (Day) of (Month)

20 (Year) at (hrs) after due verification of the cargo.

Customs officer:

Signature: