

7 FAM 220 NOTIFICATION AND REPORTING OF DEATH ABROAD

7 FAM 221 POLICY REGARDING NOTIFICATION

(TL:CON-58; 10-12-93)

The Department has a statutory obligation to make notifications of death. Notification by traveling companions and others does not relieve the Department of the responsibility of *officially* informing the closest relative to ensure that all proper notification has been made and that all available information has been disseminated. The consular officer must ascertain that the proper person is notified and that the wishes of the next of kin for the disposition of the remains are carried out.

7 FAM 222 IDENTIFICATION OF THE REMAINS

(TL:CON-58; 10-12-93)

a. *The consular officer is responsible for determining that the local authorities have fulfilled their obligation for proper identification of the remains. Usually the consular officer learns of the death of an American citizen either from the local authorities or from family members or friends. In the latter case, the consular officer should ensure that the appropriate local authorities are also aware of the death.*

b. *Identification of the remains can be made by one of several means. For instance, the local authorities may make a visual comparison of the remains and the passport of the American, and/or family members or friends may view the remains and certify the identity of the deceased. The Department does not expect consular officers in each case to view the remains to ensure that a proper identification has been made, although personal viewing by the consular officer, when no NOK or friends are present, will enhance the officer's role as an involved and concerned public servant working on behalf of the bereaved family. Normally, the consular officer's responsibility in this matter can be fulfilled by ascertaining that the appropriate local authorities took reasonable steps to identify the remains.*

c. *Local authorities or NOK may request the consular officer to view the remains and documents in their possession before they certify the identity of the deceased. In such cases, the consular officer should comply to the extent possible with the requirements of the local authorities.*

d. *If the remains are decomposed or disfigured or visual comparison of the remains and documents is not adequate for proper identification, further identifiers such as fingerprint records and/or dental records may be necessary to establish identity. When this is necessary, posts should notify the Department (CA/OCS) for further guidance and assistance.*

e. *If local laws prescribe disposition of the remains before identification is completed, the consular officer should attempt to ensure that both fingerprints and dental imprints are obtained first by local authorities. Be aware that the U.S. Government has no funds to pay for those procedures. If local authorities refuse to take such actions, the consular officer should immediately notify the Department (CA/OCS) for guidance.*

7 FAM 223 MEANS OF NOTIFICATION

7 FAM 223.1 Telephone

(TL:CON-58; 10-12-93)

a. Posts should make every attempt initially to notify the NOK of a death abroad of a U.S. citizen by telephone. This means of initial notification is preferable to a telegram for three reasons:

(1) Families perceive notification by telephone as a more humane way of receiving the news of a death than by telegram.

(2) It ensures that notification is made. Experience has shown that death notification telegrams are sometimes undeliverable because the NOK has moved, is at work, or is away on a trip. In such instances it has sometimes been several days before the Department is aware that notification has not yet been made. By attempting to notify the NOK initially by telephone, the consular officer will know immediately whether there is a problem in reaching the NOK.

(3) Notification by telephone allows the NOK extra time to prepare themselves for the decisions they will have to make. Having a few extra hours to make a decision or arrangements can often make a critical difference to the NOK and to the post.

b. Make the initial telephone call primarily to notify the NOK of the death, its cause and/or circumstances, and to alert the NOK that more detailed information will follow in a telegram. It is usually unproductive to attempt to relay detailed information concerning disposition of remains by telephone. The NOK may be in a highly emotional state or in shock and may not remember everything the consular officer is explaining.

c. Take care that the initial telephone call to the NOK is made with tact and sympathy. A good procedure to follow is to begin the conversation by carefully identifying oneself and stating that the caller has bad or distressing news concerning the relative or friend. This gives the person called a few moments to prepare emotionally for what is to follow. The news should then be broken along with an expression of sympathy.

d. Let the NOK determine the course of the rest of the conversation. Sometimes the NOK will immediately want detailed information on what happened. At other times the NOK will be too upset to continue the conversation but may want another relative or friend to talk to the consular officer. In all cases, the officer should leave a name and phone number so the NOK can return the call later if they so wish.

e. Provide the NOK with as much information as is known, stressing when necessary that the information is preliminary and/or inconclusive. The officer should never speculate or draw personal conclusions about what happened, such as saying, "I think your son died of a drug overdose." It is appropriate to refer instead to the reports of competent local authorities:

The police have informed the Embassy that they suspect your son may have died of a drug overdose.

f. The NOK may want to discuss details about the disposition of remains during the initial telephone call. Usually it is best to encourage the NOK to wait for the followup telegram which will provide detailed information on decisions they will have to make.

g. Because consular officers are not authorized to assume any financial responsibility in connection with the disposition of remains, it is timely to mention this requirement to the NOK. Suggested language is:

While we sincerely regret the need to raise this issue at this time, you should know that by law the Department cannot assume any financial responsibility for the disposition of the remains. We therefore have to ask for the required funds from you or from other interested persons. To the best of my knowledge in (name of city and country where post is located), such expenses will be approximately (amount of money, if known, or estimate of anticipated expenses, if not known). Further details will be provided in our telegram to you, but I know it often takes time to make financial arrangements of this magnitude and I did not want the requirement to delay any arrangements you will wish to make.

h. The Department's experience indicates the cases in which a young person dies completely unexpectedly tend to be especially traumatic for the close relatives and require the utmost consular tact and sympathy.

i. In unusual circumstances where it appears that telephonic notification of death destabilized the NOK, and might result in a heart attack or other serious medical condition, the consular officer should immediately notify CA/OCS and seek guidance.

7 FAM 223.2 Direct Relay Telegram

(TL:CON-58; 10-12-93)

a. When the NOK in the U.S. has been initially notified by telephone, the post must follow up immediately IN NEARLY ALL CASES with a direct relay telegram, confirming the circumstances of the death and providing the family with such essential information as options about disposition of remains, personal effects, and issuance of the Report of Death [see section 7 FAM 223.4 for the exceptions and section 7 FAM 224]. Send the telegram by NIACT IMMEDIATE precedence. The telegram serves two major purposes:

(1) It minimizes the chances of misunderstanding and confusion on the part of the NOK by providing them with essential information in writing.

(2) It alerts the appropriate officers in the Department to the death. Information copies of a direct relay telegram on deaths are automatically received by CA/OCS. It is greatly embarrassing to the Department and the post if the Department receives inquiries from family or Congressional interests about a death of which Department officers are unaware.

b. The death notification message is also important because sometimes it is used by families as evidence of death to assist in settling certain urgent financial matters, such as obtaining bank loans to pay for funeral expenses. This telegram does not take the place of the Report of Death [see subchapter 7 FAM 230], but it may alleviate the urgency with which the family awaits receipt of the Report of Death.

7 FAM 223.3 When Telephone Notification Has Not Been Made

(TL:CON-58; 10-12-93)

a. The post may be unable to reach the NOK by telephone for a variety of reasons:

(1) Telephone connections to the United States may be difficult;

(2) *The NOK may have an unlisted number; or*

(3) *The NOK may not be at home.*

b. If, for any reason, the post is unable to telephonically reach the NOK, the post should take the following steps:

(1) Send the standard casualty message by NIACT IMMEDIATE precedence, following the format outlined in Section 7 FAM 224 ; and

(2) Send a separate telegram to the Department by NIACT IMMEDIATE precedence, advising the Department that the post has been unable to contact the NOK telephonically.

c. The Department will undertake to telephone the NOK. The possibility always exists that the NOK are away from the home or have changed their address(es). The Department will make every effort (through the assistance of local police, the telephone company, the Red Cross, churches, business firms, or schools) to contact the NOK to ensure that they receive the telegraphic notification of death.

7 FAM 223.4 When Next of Kin Is Unknown

(TL:CON-58; 10-12-93)

a. When the post is unable readily to determine the name and address of the closest relative or other person who should be informed, the consular officer promptly prepares a complete notification telegram, using the format outlined in section 7 FAM 224 (minus the name and address of NOK) and sends the telegram to the Department by NIACT IMMEDIATE precedence.

NOTE: Do not caption it as a direct relay message, because such telegrams are transferred automatically to the Department's domestic telegraphic lines and must be serviced manually, delaying delivery. Send the notification message immediately to CA/OCS. When the NOK are located, CA/OCS will attach the correct domestic address to the telegram and deliver it to OC/T for retransmission.

b. In a separate telegram, marked NIACT IMMEDIATE, the post should explain the circumstances of the death and provide whatever clues are available as to the identity and whereabouts of the NOK.

c. The Department then:

(1) Attempts to identify and locate the proper person for notification;

(2) Attempts to notify that person by telephone;

(3) Requests the Communications Center to retransmit the notification message to that person; and

(4) Informs the post of actions taken.

d. It is essential that the post not include in the notification telegram any information which is not to be retransmitted to the NOK. The Communications Center cannot retransmit only part of a telegram. A telegram containing information not intended for NOK requires retyping before transmission.

7 FAM 224 CONTENT OF NOTIFICATION TELEGRAM

(TL:CON-58; 10-12-93)

a. Notification of the death abroad of a U.S. citizen is designed to inform the closest relative of the deceased as gently and sympathetically as possible of the death and to provide information essential for making a decision about the disposition of the remains.

b. *The suggested language used in message formats in Exhibits 7 FAM 224 Exhibit 224a and 7 FAM 224 Exhibit 224b is simple and forthright. 7 FAM 224 Exhibit 224a provides suggested wording to use in a follow-up telegram in which the NOK has already been notified by telephone and has made a decision as to disposition of remains. 7 FAM 224 Exhibit 224b gives an example of the language to use in a telegram when the post has not been able to contact the NOK by telephone or when the NOK is unknown.*

c. *These two exhibits are not mutually exclusive. In the majority of situations in which the NOK are notified by telephone, no decision on disposition of remains will have been made during that initial phone call. In such cases, the post should use the wording from 7 FAM 224 Exhibit 224b when discussing disposition of remains.*

d. *Posts are requested to follow these formats as closely as possible, incorporating the changes in word processor standard casualty message texts and in the duty officer's manual. It will be necessary at times to modify the telegram to meet the specific needs of the case at hand. The Department recognizes that the laws concerning disposition of remains and the facilities available vary from country to country and that this may require modifications of the formats where options for disposition are discussed.*

e. *Pay special attention to paragraph 3 of the sample casualty messages. Use this paragraph to inform the NOK of as much as is known of the circumstances surrounding the death and the finding of the remains. It is not sufficient to state that "the cause of death is unknown" or "the police are investigating." The family has a need to know something about what happened, even if the information available to the consular officer is sketchy and incomplete. The information available should be provided with appropriate qualifications as to its accuracy. It will help the NOK in coming to terms with the death. It also provides the Department officer responsible for the case essential information of what happened.*

f. *Posts may forward suggestions for improvement of the formats to the Department (CA/OCS), where they will be evaluated and, if adopted, implemented worldwide.*

7 FAM 225 REPORTING OF DEATH CASES TO DEPARTMENT

7 FAM 225.1 Cases Not to Report

(TL:CON-58; 10-12-93)

Most cases in which U.S. citizens die abroad involve persons who lived abroad, had their NOK abroad, and are buried abroad. These cases generally do not result in inquiries to the Department, and the Department does not usually need to be notified of the death, or informed of developments in such cases. The Department must be kept informed on other types of death cases, which are likely to lead to inquiries.

7 FAM 225.2 Cases Requiring a Report

(TL:CON-58; 10-12-93)

Posts are required to report by telegram to the Department when any of the following conditions apply to a death case [see 7 FAM 225 Exhibit 225.2]:

(1) When the post has notified the NOK in the U.S. by telephone. The direct relay telegram to the NOK normally satisfies the reporting requirement, as the Department receives an information copy.

(2) When the NOK is in a third country and the post is requesting another Foreign Service post to assist in notifying NOK (showing the Department as an information addressee on the telegram to the other post will suffice).

(3) When Department assistance is required in identifying and locating NOK [see section 7 FAM 223.4].

(4) When the NOK is in the country where the death occurred but the remains are being shipped back to the United States (a separate reporting telegram to the Department is required).

(5) When the NOK is in the country where death occurred but funds are being requested from parties in the United States, to be transmitted through OCS/OBIT procedures (a separate reporting telegram to the Department is required).

(6) When death occurred under suspicious circumstances or is the result of criminal actions (a separate reporting telegram is required)[see section 7 FAM 226].

(7) Any other cases in which, due to the unusual circumstances and/or media interest, the Department is likely to receive inquiries.

7 FAM 225.3 Content of Reports to Department

(TL:CON-58; 10-12-93)

There is no required format for reporting the death of U.S. citizens abroad to the Department under section 7 FAM 225.2 , but the reports should include the following elements:

- (1) Complete name of the deceased;
- (2) Date and place of birth of the deceased;
- (3) The deceased's passport number, including date and place of issuance;
- (4) Other documentation to establish U.S. citizenship, if passport is unavailable;
- (5) Date and place of death;
- (6) Cause of death, if known;
- (7) Whether an autopsy has been or will be performed;
- (8) NOK's name, address, and relationship to deceased;
- (9) Whether NOK has been notified and, if so, by whom and when;
- (10) What disposition of the remains will be made;

(11) *Whether funds have been requested to be sent through OCS/OBIT procedures;*

(12) *Estimated time for repatriation of remains to United States if applicable;*

(13) *Status of the deceased's effects;*

(14) *Approximate date post anticipates Report of Death (Form OF-180) can be issued;*
and

(15) *Any other pertinent information, including circumstances in which deceased's remains were found, investigations by local authorities, complications of local law, and so forth.*

b. In any case requiring a separate reporting telegram to the Department, as outlined in section FAM07-0225.2, the post should send an initial telegram to the Department immediately upon learning of a death, even if complete information is not yet available, and send follow-up reports as appropriate.

7 FAM 226 DEATH UNDER SUSPICIOUS CIRCUMSTANCES

(TL:CON-58; 10-12-93)

a. Immediately report to the Department by separate telegram the death of a U.S. citizen under unusual circumstances, such as when foul play is suspected, or criminal acts are involved, or death occurs in confinement. The report should give as many pertinent details as possible [see section 7 FAM 225.2]. Immediately request the host government law enforcement authorities to undertake a full investigation of the cause of death and, provided NOK grant permission, an autopsy if such action is not routine. There are no U.S. Government funds to pay for a postmortem examination. Posts experiencing problems in this respect should seek the Department's advice and guidance.

b. The post should keep the Department informed of all significant developments in the police investigation and judicial actions involving the murder or suspected murder. In addition, keep the NOK informed of developments as much as possible. If the consular officer believes certain information should not be divulged to the NOK because it would compromise a sensitive source, the post should seek Department guidance.

c. Relay requests from local law enforcement authorities for assistance from U.S. law enforcement authorities through appropriate legal attache channels, if available at post, or through the Department (CA/OCS). If the post has reason to believe that local authorities are not pursuing the investigation as vigorously as possible and/or are covering up evidence, seek guidance from the Department.

d. If the post believes it must take a more active role in the case, such as suggesting leads for the police to follow, request Department guidance before taking such action.

7 FAM 227 DEATH OF DEPARTMENT EMPLOYEES AND THEIR DEPENDENTS

(TL:CON-58; 10-12-93)

Telegraphic notification of the death abroad of a Department employee or the dependent of a State Department employee *is an administrative, not consular, action*. Transmit *the message* as required by section 3 FAM 697 (Deaths, Serious Accidents, or Serious Illness) and section 5 FAM 274 (*Caption: OBIT*).

7 FAM 228 AND 229 UNASSIGNED

7 FAM 224 Exhibit 224a

(TL:CON-58; 10-12-93)

SUGGESTED LANGUAGE TO USE IN CASUALTY MESSAGE WHEN NOK WAS NOTIFIED BY TELEPHONE

TAGS: CASC (Sand, Alvin E.)

SUBJECT: Death (Case of Alvin E. Sand)

TO: Mr. and Mrs. Harvey T. Sand
213 Oak Street
Iswich, Massachusetts 09138

1. It is with profound regret that we must confirm the death of your son, Alvin E. Sand, on June 15, 1993, in Rayong, Thailand. You and your family have our deepest sympathy at this time.
2. As I explained in my telephone call to you today, we are sending this telegram to provide you with the information we have received on the death of your loved one. The telegram also contains important information to assist you in making some decisions that must be faced at this time. We are prepared to be helpful to you in whatever way we can and, if you wish, we can serve as your liaison with appropriate local authorities.
3. The Police Commissioner in Rayong, Thailand, informed the American Embassy in Bangkok on April 28 of his death. The police stated that your son was found unconscious in his hotel room the morning of April 28 by the cleaning maid. The hotel manager immediately called for an ambulance. Your son reportedly died enroute to the hospital. Medical authorities have not yet determined the cause of death. In accordance with Thai law, an autopsy will be performed as soon as possible. The police have informed us they do not suspect foul play. We will send you further reports as soon as local authorities determine more about the circumstances of his death.
4. Identification has been established through American Passport No. Z006712, which was issued to Alvin E. Sand on March 15, 1976, in Hong Kong.
5. It is unfortunate at this sad time that we must also immediately call your attention to the urgent need for making necessary arrangements. Thai law requires disposition of remains (either cremation or burial) within 48 hours unless the remains are to be shipped outside this country. The next three paragraphs explain the options you have for making your decisions.
6. Burial is not customary, but is possible in Thailand. Should you decide to have burial take place in Thailand, the consular officer and local officials will take every possible care to follow your wishes as to ceremony and site of burial. The cost for burial in Rayong, Thailand, is approximately \$250 (two hundred fifty dollars). The cost for cremation and disposition of ashes in Rayong, Thailand, is approximately \$300 (three hundred dollars). The cost for cremation and air shipment of ashes to the United States is approximately \$800 (eight hundred dollars).
7. The costs for shipping the remains to the United States from Thailand are substantially greater due to the high cost of air freight and preparation. The total cost for preparation and air shipment is approximately \$3,600 (three thousand six hundred dollars): air shipment, \$3,000 (three thousand dollars); preparation \$600 (six hundred dollars). We should point out that preparation and air shipment of remains is carried out in accordance with the laws of and facilities available in Thailand, and, in most cases, the services fall short of those expected in the United States. It is recommended that your home town funeral director be requested to determine the advisability of viewing the remains.
8. We understand that you have expressed over the telephone a desire to have the remains shipped to the United States. We will carry out your desired instructions as soon as the required funds are received. For information on how to relay to us both the funds and your instructions, please telephone as soon as possible the Citizens Emergency Center (CA/OCS/EMR) at the Department of State at (202) 647-5226 between the hours of 8:15 a.m. and 10:00 p.m. EST Monday through Friday. At other times, the CA/OCS/EMR duty officer may be contacted at (202) 647-1512.

NOTE: Posts may substitute the following Paragraph 8 for the one above when the deceased was carrying sufficient cash to pay for the arrangements or when a relative, companion, employer or other party will pay the expenses in country.

8. We have been informed that (name, address, and telephone number of person or organization paying expenses) will assume responsibility for all expenses incurred in the burial or preparation and shipment of remains to the United States. However, to insure that your wishes are carried out, your instructions, in writing, are required as soon as possible. Please relay them by telegram addressed to the U.S. Embassy, Bangkok, Thailand (Telex No.) or by telefax (Telefax No. (66) (2)254-2990). Your instructions should give the full name of the deceased, phone numbers where you may be reached and, if shipment of remains is desired, the name, address, and full telephone number of the U.S. funeral home you have selected to handle stateside arrangements.

9. Upon receipt of your instructions and required funds (if applicable), such instructions will be carried out as promptly as circumstances permit. Due to the number of documents required by the Thai Government, and the time it takes to obtain them, there will be a three to ten day interval between receipt of funds and shipment of the remains. We will advise you promptly, both telephonically and telegraphically as soon as shipment arrangements are completed.

10. The consular section of the Embassy will take charge of all personal effects of your son and send you an inventory along with a detailed explanation of what will be required for disposition of the effects.

11. Copies of a "Report of Death of an American Citizen Abroad" prepared by the American Embassy in Bangkok will be forwarded to you as soon as possible. This document is in English and is based upon the Thai death certificate. It can be used in U.S. courts to settle estate matters. As the Report of Death can only be issued after the Thai authorities complete their documentation of the death, we anticipate an interval of three weeks (give estimated time period) before the Report of Death can be issued. Certified copies will be sent to you and the original will be sent to the Department of State for permanent filing.

12. At least six copies (more if you request) of the Report of Death of an American Citizen Abroad, issued at the time of death, are free of charge. In the future, for a fee of ten dollars per copy, payable to the Department of State by check or money order, extra certified copies of this Report of Death may be obtained from the following office.:

U.S. Department of State
Passport Services Correspondence Branch
CA/PPT/PS/PC, Room 386
1425 K Street, N.W.
Washington, D.C. 20524

13. After all bills for costs incurred in the preparation and shipment of remains have been received and paid, you will be sent an itemized accounting of final costs. Any balance left will be refunded to you by the Department of State.

14. If necessary, you may contact the consular section of the

American Embassy by telephoning (66)(2)252-5040-19 in Bangkok between 8 a.m. and 5 p.m., Bangkok time, which is 11 hours ahead of your time. Embassy's emergency duty officer can be reached after working hours and on weekends by telephoning (66)(2)252-5555.

15. May I extend, on behalf of the United States Government, our sincere condolences to you in your bereavement.

Georgia Feathersmith
U.S. Consul General
U.S. Embassy
Bangkok, Thailand

7 FAM 224 Exhibit 224b

(TL:CON-58; 10-12-93)

SUGGESTED LANGUAGE TO USE IN CASUALTY MESSAGE WHEN NOK NOT TELEPHONED OR UNKNOWN

TAGS: CASC (Sand, Alvin E.)

SUBJECT: Death: Case of Alvin E. Sand

TO: Mr. and Mrs. Harvey T. Sand

XXXXXXXXXXXX

XXXXXXXXXXXX

1. It is with profound regret that we must confirm the death of your son, Alvin E. Sand, on May 31, 1993, in Rayong, Thailand. You and your family have our deepest sympathy at this time. We attempted earlier to contact you by telephone but were unable to reach you.
2. This telegram contains important information to assist you in making some decisions that must be faced at this time. We are prepared to be helpful to you in whatever way we can and, if you wish, we can serve as your liaison with appropriate local authorities.
3. The Police Commissioner in Rayong, Thailand, informed the American Embassy in Bangkok on April 28 of his death. The police stated that your son was found unconscious in his hotel room the morning of April 28 by the cleaning maid. The hotel manager immediately called for an ambulance. Your son reportedly died enroute to the hospital. Medical authorities have not yet determined the cause of death. In accordance with Thai law, an autopsy will be performed as soon as possible. The police have informed us they do not suspect foul play. We will send you further reports as soon as local authorities determine more about the circumstances of the death.
4. Identification has been established through American Passport No. Z006712, which was issued to Alvin E. Sand on March 15, 1976 in Hong Kong.
5. It is unfortunate at this sad time that we must also immediately call your attention to the urgent need for making necessary arrangements. Thai law requires disposition of remains (either cremation or burial) within 48 hours unless the remains are to be shipped outside this country. The next three paragraphs explain the options you have for making your decisions.
6. Burial is not customary, but is possible in Thailand. Should you decide to have burial take place in Thailand, the consular officer and local officials will take every possible care to follow your wishes as to ceremony and site of burial. The cost for burial in Rayong, Thailand, is approximately \$250 (two hundred fifty dollars). The cost for cremation and disposition of ashes in Rayong, Thailand, is approximately \$300 (three hundred dollars). The cost for cremation and air shipment of ashes to the United States is approximately \$800 (eight hundred dollars).
7. The costs for shipping the remains to the United States from Thailand are substantially greater due to the high cost of air freight and preparation. The total cost for preparation and air shipment is approximately \$3,600 (three thousand six hundred dollars): air shipment, \$3,000 (three thousand dollars); preparation \$600 (six hundred dollars). We should point out that preparation and air shipment of remains is carried out in accordance with the laws of and facilities available in Thailand, and in most cases the services fall short of those expected in the United States. It is recommended that your home town funeral director be requested to determine the advisability of viewing the remains.
8. By law the Department of State cannot assume any financial responsibility for the disposition of the remains. To comply with your wishes we must, therefore, ask you to send the required funds. To facilitate the transfer of those funds to the American Embassy, Bangkok, Thailand, the Department provides a means whereby you may telegraph money to the Department. Upon telegraphic authorization, the Embassy will use that money to pay for the preparation and disposition of the remains. In order to allow us to make the necessary arrangements as soon as possible, please send the required funds by Western Union telegraphic money order to Citizens Emergency Center, Department of State, 2201 C Street, N.W., Washington, D.C. 20520.

9. In this money order include the full name of the deceased, your instructions as to disposition of the remains, and instructions that funds should be transmitted to the American Embassy in Bangkok, Thailand. Include also the name, address, and phone number of the U.S. funeral home to which the remains should be shipped. The U.S. funeral director you select may be able to offer you guidance and assistance. For any further information you may require, telephone the Citizens Emergency Center at the Department of State at (202) 647-5226 between the hours of 8:15 a.m. and 10:00 p.m. EST Monday through Friday. At all other times, the number for emergency functions is (202) 647-1512.

NOTE: Posts may substitute the following Para. 9 for the previous one when the deceased was carrying sufficient cash to pay for the arrangements or when a relative, companion, employer or other party will pay the expenses in country.

9. We have been informed that (name, address, and telephone number of person or organization paying expenses) will assume responsibility for all expenses incurred in the burial or preparation and shipment of remains to the United States. However, to insure that your wishes are carried out, your instructions, in writing, are required as soon as possible. Please relay them by telegram addressed to the U.S. Embassy, Bangkok, Thailand (Telex No.) or by telefax (Telefax No. (66) (2)254-2990). Your instructions should give the full name of the deceased, phone numbers where you may be reached and, if shipment of remains is desired, the name, address, and full telephone number of the U.S. funeral home you have selected to handle stateside arrangements.)

10. Upon receipt of your instructions and required funds (if applicable), such instructions will be carried out as promptly as circumstances permit. Due to the number of documents required by the Thai Government, and the time it takes to obtain them, there will be a three to ten day interval between receipt of funds and shipment of the remains. We will advise you promptly, both telephonically and telegraphically as soon as shipment arrangements are completed.

11. The consular section of the Embassy will take charge of all personal effects of your son and send you an inventory along with a detailed explanation of what will be required for disposition of the effects.

12. Certified copies of a "Report of Death of an American Citizen Abroad" prepared by the American Embassy will be forwarded to you as soon as possible. This document is in English and is based upon the Thai death certificate. It can be used in U.S. courts to settle estate matters. As the Report of Death can only be issued after the Thai authorities complete their documentation of the death, we anticipate an interval of three weeks before the Report of Death can be issued. The original Report of Death will be sent to the Department of State for permanent filing.

13. At least six copies (more if you request) of the Report of Death of an American Citizen Abroad, issued at the time of death, are free of charge. In the future, for a fee of ten dollars per copy, payable to the Department of State by check or money order, extra certified copies of this Report of Death may be obtained from the following office.:

U. S. Department of State
Passport Services Correspondence Branch
CA/PPT/PS/PC, Room 386
1425 K Street, N.W.
Washington, D.C. 20524

14. After all bills for costs incurred in the preparation and shipment of remains have been received and paid, you will be sent an itemized accounting of final costs. Any balance left will be refunded to you by the Department of State.

15. If necessary, you may contact the consular section of the American Embassy by telephoning (66)(2)252-5040-19 in Bangkok between 8 a.m. and 5 p.m., Bangkok time, which is 11 hours ahead of your time. Embassy's emergency duty officer can be reached after working hours and on weekends by telephoning (66)(2)252-5555.

16. On behalf of the united States Government, may I extend our sincere condolences to you in your bereavement.

Georgia Feathersmith
U.S. Consul General
U.S. Embassy
Bangkok, Thailand

7 FAM 225 Exhibit 225.2b

(TL:CON-58; 10-12-93)

SUGGESTED LANGUAGE TO USE IN REPORTING TELEGRAM ON DEATH OF AN AMERICAN CITIZEN

SUBJECT: Death: Case of John C. Bradley

1. John Corley Bradley, DPOB 11/6/51 Oregon, died at Caye Caulker, Belize, 7/30/85. Official cause of death has not yet been given by Belizean authorities. However, family members and friends who were with Mr. Bradley told conoff he was scuba diving in fifty foot deep water of Caye Caulker when he began showing signs of difficulty. He rose quickly to the surface and appeared to have suffered "the bends." He died approximately fifteen minutes after coming to the surface, despite the efforts of those with him to administer first aid. An autopsy will be performed in Belize City 7/31.
2. Mr. Bradley was vacationing with his wife, Jeanne Bradley, of 16350 S.W. Johnson Road, Portland, Oregon 97320, Tel: (503) 555-1628. Mrs. Bradley has already notified the deceased's parents by telephone and identified the remains to Belizean authorities. Mr. Bradley was travelling with his birth certificate as proof of citizenship. A copy of the birth certificate has been seen by conoff for use in preparing Form OF-180. Mrs. Bradley is in possession of the personal effects.
3. Mrs. Bradley would like remains returned to Portland, Oregon. Estimated cost for preparation and air shipment is \$2000 (two thousand dollars). As Mrs. Bradley did not have sufficient funds on hand for payment, she has requested her husband's parents in Portland, Mr. and Mrs. Jason Bradley (Tel: 503-555-8920), to send funds through OCS/OBIT. Conoff has also spoken to them and explained the procedure.
4. Remains are tentatively scheduled to be embalmed 7/31, following an autopsy, and shipped 8/1. Family has not yet picked funeral home but will send that information in Western Union telegraphic money order establishing OCS/OBIT account. Once itinerary for shipment is firmly set, post will notify funeral home by direct relay telegrams
5. Conoff estimates Form OF-180 will be prepared within one week. Mrs. Bradley has been so advised. PEARCE

