Advice for families following the death of a British National in the Republic of Cyprus

Prepared by

British High Commission

Nicosia

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Death of British Nationals in the Republic of Cyprus

INTRODUCTION

The death of a relative or close friend when overseas can be very difficult to deal with. However, there are organisations and professionals who can help. The following information on the formalities and procedures that must be observed on the death of a British national may prove useful. This information is provided by the British High Commission in Nicosia for the convenience of enquirers. However, neither Her Majesty’s Government or any official of the High Commission take any responsibility for the accuracy of the information, for the competency or probity of any organisation mentioned or for the consequence of any action or expenses incurred.

The following publications are available from the Foreign and Commonwealth Office website:

Death Overseas and a Guide for Bereaved Families:


There are no facilities for cremation in Cyprus. Consequently, people must be repatriated to the UK (or another country where cremations are allowed) for cremation or burial. Alternatively, they may be buried on the Island.

There are British Cemeteries in Nicosia, Larnaca, Limassol, Kyrenia and Famagusta. The first three are maintained and administered by the British Cemeteries Committee, and the others by local honorary administrators appointed by the British High Commission. However, it is difficult for anyone normally resident in the southern part of the island to be buried in either the Famagusta or the Kyrenia cemetery which are in the northern part of Cyprus. Should this be desired, advice should be sought from the British High Commission.

In Paphos arrangements have been made with the Bishopric of the Orthodox Church for a section of the cemetery to be set aside for the burial of British residents. There is also a Roman Catholic cemetery available, which is run separately.

Arrangements for funerals are the responsibility primarily of the family, relatives or friends of the deceased.

The upkeep and any extension of the British cemeteries is financed entirely from fees paid for the provision of grave spaces. No government or other grants are received. All funeral and burial expenses have to be met from the estate of the deceased.

WHAT TO DO

The first requirement is to obtain a “Cause of Death” certificate (example Annex A in Greek & Annex B translation in English), this is issued by doctor/hospital, note: this is not the Death Certificate (example Annex C), this can be obtained from District Administration Offices in the district where the death occurred. Contact details as follows:
Nicosia District Administration Office
2 Alkaou St
Strovolos
1458 Nicosia

Tel Inquiries: (+357) 22804222
Fax: (+357) 22302087
E-mail: dao.nicosia@cytanet.com.cy

Famagusta District Administration Office
71 Sotiras
Paralimni
5286 Ammochostos

Tel Inquiries: (+357) 23200900
Fax: (+357) 23827735
E-mail: dao.famagusta@cytanet.com.cy

Larnaca District Administration Office
19-21 Constantinou Paleologou
PO Box 40103
6301 Larnaca

Tel Inquiries: (+357) 24801818
Fax: (+357) 24304635
Tel District Officer: (+357) 24801801 / 24801802
E-mail: dao.larnaka@cytanet.com.cy

Limassol District Administration Office
159 Anexartisias
Gregoris Afxentiou Square
3040 Limassol

Tel Inquiries: (+357) 25806400
Tel District Administrator: (+357) 25806401 / 25806403
E-mail: dao.lim@cytanet.com.cy

Paphos District Administration Office
5 Nikodemos Mylonas St
8100 Paphos

Tel Inquiries: 26801200
Tel District Officer: 26801101 / 26801102
E-mail: d.o.paphos@cytanet.com.cy
Where a person dies at home, the doctor attending will issue this, except when a post-mortem examination is necessary. This form should be handed to the undertaker or person arranging the funeral. Where death occurs in a hospital or clinic, the hospital Registrar or the doctor in attendance will complete and issue the form.

In case of sudden or accidental death, a post-mortem or inquest may be necessary. Interment cannot then take place until the coroner has issued a “Burial Permit”.

Once the “Cause of Death” certificate or the Coroner’s Burial permit has been obtained, the funeral can take place. It is not necessary to obtain an official “Death Certificate” in order to arrange the funeral.

The next steps, as outlined below, must then be taken without delay.

**BURIAL IN CYPRUS**

Advise the local administrator of the British Cemeteries Committee if the burial is to be in a British Cemetery. This contact must be made as soon as possible to allow time for the grave to be dug.

Arrange with the Chaplain of the Church concerned for the date, time and place of the funeral service and whether it will be in the Church or at the graveside.

With immediate effect, the British Cemeteries Committee has agreed that any burial in one of the British Cemeteries in Cyprus will require an upfront deposit of €500 and any further monies owing needs to be paid at the latest ten days after the ceremony.

Arrange for pallbearers – see ‘General and Family Matters’

Instruct the Undertaker. Details of Funeral Directors – see ‘Undertakers’. Most operate island wide. They will need to know the time and place of the funeral, the type of coffin required, and from where the body of the deceased is to be collected. Local coffins are usually elaborate and ornate. Local custom is to have a “viewing panel”, so if a plain coffin is required the undertaker should be specifically instructed. Details of the type of hearse required should also be clearly stated.

Funerals in Cyprus are normally held as quickly as possible after death. This often means within 24-48 hours, except when a post-mortem is to be held. It is possible for the body to be kept under refrigeration for longer if necessary.

An announcement of death may be inserted in the local press if desired by the relatives.

If it is anticipated that a large number of mourners will attend the funeral, it is advisable to notify the local Police HQ (Traffic Section) of the date, time and place, asking that they assist with traffic control.

Repatriation of remains: If the remains are to be repatriated to the UK this may be arranged through the undertakers. The cost for such repatriation is likely to be well over €3,000. Costs vary and you should contact the funeral directors for the definitive costs.
OTHER ARRANGEMENTS

When the funeral arrangements are completed attention should be given to the following:

Official Death Certificate. The “Cause of Death” certificate will be held either by the Next of Kin, or the undertaker, until the funeral is completed. The Chaplain officiating at the burial and the representative of the Cemetery Committee may be required to see this form (or the Coroner's Permit for Burial) before the funeral takes place.

To obtain a “Cyprus Death Certificate” a form must be obtained from the District Administration Office. Thereafter the certified form and the original “Cause of Death” certificate should be returned to the District Administration Office, where the death will be registered and an official “Death Certificate” issued. The District Administration Office will retain the “Cause of Death” certificate.

British Passport Holders: Where British Passport holders have any assets, property, personal interests, or estate in the UK the death should be registered at the British High Commission, Consular Section, in Nicosia (Tel: 22 861100). The British High Commission can issue a British Death Certificate and will cancel the deceased’s passport. This should be presented to the Consular Section together with the Cyprus Death Certificate.

The cost of a Cyprus Death Certificate can be obtained from the District Administration Offices listed above.

The cost, and details on how to apply to Register an Overseas Death and to obtain a British Death Certificate from the British High Commission may be found at the following links:

https://www.gov.uk/government/publications/cyprus-consular-fees

https://www.gov.uk/register-a-death/y/overseas

In the case of British nationals the following should be notified of the death in addition to the British High Commission:

Next of kin, if not already advised.

Any banks, insurance companies, solicitors, accountants’ etc. known to be connected with any business or personal affairs of the deceased, and any source of pension(s).

COSTS

The British Cemetery offer the following services which include digging and filling of the grave:

- Single grave
- Double grave
- Burial of ashes
- No charge – Burial of Infant
Re-open existing grave
Graveside service
Church service

Costs for the above can be obtained from the British Cemeteries Committee – details shown below.

These costs cover general cemetery maintenance and allow for extension or development of the cemetery as needed. Special maintenance of a particular grave is not undertaken by the Cemeteries Committee. A minimum of five years must elapse before any grave is re-opened. The cost of plots in other cemeteries must be found locally.

Other funeral costs will depend on what services are rendered by the undertaker e.g. type of coffin, distance travelled by the hearse etc. It is always wise to ask for an estimate in advance.

CONTACT INFORMATION

Chaplains, cemetery administrators and contacts:

Nicosia:
The Provost of St. Paul's Anglican Cathedral  
(The Very Reverend John Tyrrell)  
Tel: 22677897  
Fax: 22672241  
the dean@spidernet.com.cy  
Mob: 97713919

Administrator: (British Cemetery Nicosia)  
Mr David Hardacre  
AK Cosmoserve, PO Box 26624, Nicosia 1640  
Tel: 22379210  
consult@cosmoserve.com

Larnaca:
The Chaplain of St. Helena's Church  
(The Ven Dr John Holdsworth)  
Tel: 24651327  
Mob: 99658147

Administrator:  
Mr Gerry Harrison  
Dordonis 14, 7101 Aradippou, Larnaca  
Tel: 24361584  
Mob: 99908999  
gerry.harrison@cablenet.com.cy

Limassol:  
The Chaplain of St. Barnabas’ Church  
(The Reverend Canon Derek Smith)  
Tel: 25362713  
Mob: 96612371

Administrator: (British Cemetery Kolossi)  
Mr C Groves  
Apostolou Varnava 6, 4630 Erimi  
Tel: 25932691  
Mob: 99891576  
TheGroves@cytanet.com.cy
Paphos:
Paphos Anglican Church               Tel: 26953373
    (The Reverend Andrew Notere)     Mob: 99304544

Administrator:
    Mr Brian Pounds                 Tel: 26222083

    The Secretary to the Orthodox Bishopric  Tel: 26932092

GENERAL AND FAMILY MATTERS

Other matters arise where the deceased has expressed wishes or the relatives have particular concerns. These are outside the scope of formal procedure and must be left to family decision, but some suggestions may be helpful.

Floral Tributes: These can always be readily arranged through the flower shop. After being part of the funeral church and/or at the graveside, if they are in the form of sprays, they may have a longer life and be valued by the hospital or clinic where the death occurred. Alternatively it is quite customary to ask for donations in lieu of flowers to be given to some charity or good cause. Many organisations are ready to set up a table outside the church to collect donations at the time of the funeral.

Undertakers often make use of a trolley but do not normally provide pallbearers. Arrangements may need to be made by relatives or friends to carry the coffin from the hearse into church, and again from the hearse to the graveside. Where the necessity arises, the local branch of the UK Citizens Association may be able to assist. Contact details as follows:

UKCA LIMASSOL
37 Thermopylon St
Limassol
Tel: (+357) 25344578
e-mail: ukcalim@primehome.com

UKCA PAPHOS
Chlorakas Ave
8220 Paphos
Tel: (+357) 26952470
e-mail: secretary@ukca.com.cy

UKCA LARNACA
The Anchorage
25 Thasou St
Dhekelia Rd
7081 Pyla
Larnaca
Memorials and Headstones: Monumental masons are available for this work, but all arrangements and costs are the responsibility of the relatives. The Cemeteries Committee does not undertake such arrangements but will help in any way possible especially if the relatives are not resident in Cyprus. It is necessary to wait for a settling period before erecting a memorial headstone. This period may vary considerably according to a number of factors.

Advice should be sought from the Cemetery Administrator. He must approve the design and inscription of any memorial/headstone before the work is commissioned. The stone should be supported on a reinforced plinth resting on old firm ground on either side of the grave. Inscriptions whenever possible should be placed on a vertical stone as those on a horizontal slab become illegible after a few years.

Finding the cemeteries: Nicosia is in Kyriacou Matsis Street. Road leads off roundabout at gates of Presidential Palace and English School. Limassol cemetery is near Polemidhia. Take Troodos road off Polemidhia roundabout on Limassol by-pass. Larnaca cemetery is in Arch. Kyprianou Avenue off Makarios Avenue.

Access to Cemeteries: Larnaca cemetery is not locked. The key for Limassol cemetery is kept by the gate. The key for Nicosia cemetery is kept at a bakery shop opposite the cemetery. Alternatively contact the cemetery administrators.

While the foregoing information has been carefully checked by the British Cemeteries Committee, they can accept no responsibility for any inaccuracies, or for changes in the regulations or charges quoted.

Issued by: The British Cemeteries Committee
Jul 2012 P O Box 22014, Nicosia, Cyprus
Annex A

ΙΑΤΡΙΚΟ ΠΙΣΤΟΠΟΙΗΤΙΚΟ ΓΙΑ ΤΗΝ ΑΙΤΙΑ ΘΑΝΑΤΟΥ
(Άρθρο 25(1) του περί Καταχωρήσεως Γεννήσεων και Θανάτων Νόμου, Αριθμός 66 του 1973)

Η πιστοποίηση αποβλέπει επίσης στο προσωπικό...

Ημερομηνία Θανάτου, όπως μου δηλώθηκε...

Δήλωσα, όπως μου δηλώθηκε...

Τόπος θανάτου...

Το παρόν είναι ζωντανό για τελευταία φορά την...

(Εικονογραφία)

Το παρόν είναι ζωντανό για το θάνατο...

ΑΙΤΙΑ ΘΑΝΑΤΟΥ

I. Ασθένεια η κατάσταση που οδήγησε απευθείας στο θάνατο.

α. ...............................................................

Λόγος ή συνέπεια...

β. ...............................................................

Λόγος και συνέπεια...

γ. ...............................................................

II. Άλλες σημαντικές καταστάσεις που συνέταν στο θάνατο αλλά δεν είχαν σχέση με την ασθένεια ή την κατάσταση που τον προκλήσαν...

Πιστοποίηση ότι η ημερίδα παρού, με την ιδιότητα του γιατρού, κατά την τελευταία ασθένεια του πει...
CAUSE OF DEATH CERTIFICATE (FROM DOCTOR)

Name of deceased person

Date of death, as declared to me (i.e. to the best of my knowledge)

Age, as declared to me

Place of death

I saw her/him for the last time on .......... (date)

I saw/did not see her/him after death

CAUSE OF DEATH

I

a. Direct cause of death

b. Preceding cause

c. Illness, if any, which led to the above-mentioned cause

The basic cause should be declared last

II

Other important factors that contributed to the death but were unrelated to the illness or other situations that caused it

I certify that I was present, in my capacity as doctor, during the final illness of the above-mentioned deceased person and that the above-mentioned details and cause of death, to the best of my knowledge, are true.

Signature of Doctor ........................................... Date ...........................................

Name of Doctor ..............................................

__________________________________________

NOTIFICATION OF SIGNATURE OF DEATH CERTIFICATE

I declare that I have signed today a death certificate for

.................................................................

Signature of Doctor ........................................... Date ...........................................

Name of Doctor ..............................................

This notification must be given by the "Pneumonitis" (not sure of the exact English translation of this) to the Registrar of Births & Deaths in the place where the death took place
ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΚΙΒΡΙΣ ÇUMHURIYETI
REPUBLIC OF CYPRUS

Αριθμός Εγγράφου...
Belge Numarası / Document Number

Αρχείος Εγγράφου...
Arama Kaydı / Registration Number

Πιστοποιητικό Θανάτου
Ölüm Sahadetnamesi - Death Certificate

Προσωπικός Αριθμός Εγγραφής
Personal Identification Number

00-00687603

Όνομα
Name

Επώνυμο
Surname

Ημερομηνία Θανάτου
Ölüm Tarihi / Date of Death

Τόπος Θανάτου
Ölüm Yeri / Place of Death

Φύλο
Sex

Όνομα Πατέρα
Father's Name

Επώνυμο Πατέρα
Father's Surname

Τόπος και Ημερομηνία Εγγραφής
Kaya Yeri ve Tarihi / Place and Date of Registration

Ημερομηνία Έκδοσης
Yenilendi Tarihi / Date of Issue

Εκδίκασσα Αρχή
Yerel Mahkem / Issuing Authority

Οι παραπάνω πληροφορίες αντικατοπτρίζουν την αληθινή κατάσταση και αποτελούν έτοιμα για την εφαρμογή της αρμοδιότητας της Αρχής και της ομογενείας του Λεγεώνα Εκδόσης.
Yukarıdaki bilgi Nifas Arşivinden alınmıştır ve официален. İhsan sahadetnamesinin geçerli nitelik ile, yerel mahkemenin yetkisinde ve sahadetnamesi veren yetkili ile imzasını tamamlayan şahıset.

It is hereby certified that the above information was taken from the Registry of Population.

In order for the present certificate to be valid it has to bear the stamp of the competent authority and signature of the issuing officer.