

## **Laissez Passer for a Corpse**

This is an online service which allows family members or funeral agencies to apply for a “Laissez Passer for a Corpse” online and to receive the requested service by fax or post.

**Description :** This is an online service which allows family members or funeral agencies to apply for a “Laissez Passer for a Corpse” online and to receive the requested service by fax or post. After the completion of the verification process by representatives of the Albanian Embassy or Consulate, the citizen or the funeral agency that has applied gets a reply via email. The “Laissez Passer for a Corpse” is sent to the address given in the application or by fax if a fax number has been given..

**Required documents:** -An Identification document for the deceased (a passport, an identity card or a birth certificate)-Death Certificate or Death Act issued by the relevant local authority, which must be with an Apostille or the legalisation seal.-Identity document of the applicant (family member or the authorised funeral agency)-If the application is completed by the funeral agency, a document that a family member of the deceased has given authorisation for the agency to carry out this procedure.

**Procedural steps to be undertaken:** -The whole application process is completed online.-Select the application for a “Laissez Passer for a Corpse”;-Click on the “Përdor” button to begin your application;-Select between making a new application or follow-up on an existing application; -For a new application, complete all the required information requested in the online form and upload all the documents relevant to the application for verification procedures. After all these steps have been completed, you will receive a unique code of your application (this code allows for the tracking of your application throughout the whole process) and an email confirming that your application has been sent successfully;-If you would like to follow-up on an existing application please provide your application code given then click on the “search” button;-You will be informed via email upon the completion of your application and when it has been posted or sent by fax.

**Timescale allowed for this service:** The document is issued within 24 hours, depending on the verification process.

**Document validity:** Indefinitely

**Costs:** No cost for this service

Other info: