

About Us



The Mortuaries and Funeral Facilities Agency (MoFFA) as established under Part Two of the Health Institutions and Facilities Act, 2011 (Act 829) is responsible for licensing, controlling, and regulating facilities connected with the storage, transportation and disposal of human remains (the body of a deceased person or still born child and any part of the body removed in the course of a surgical operation) through functions such as:

- Receiving, considering, and approving applications of licences for both facilities and practitioners
- Inspecting and licensing facilities intended for the storage, transportation and disposal of human remains in private and public institutions
- Determine basic specifications of equipment.
- Ensuring the provision of the highest standards of service by practitioners
- Controlling and monitoring the standards of service for storage and disposal of human remains in public and private facilities

Contact



Office:	Former Ministry of Health Main Building, Ministries, Accra
Ghana Post GPS Address:	GA-110-3586
Telephone:	0302 956 550
Office Annex:	114 Westlands Boulevard, Atta Naate Street, Accra
Ghana Post GPS Address:	GE-313-910
Telephone:	0302 960 940
Kumasi Office:	Former Lands Commission Building, Adjacent Appeals Court Ministries Road Adum, Kumasi
Ghana Post GPS Address:	AK-037-2919
Telephone:	0322499692
Website:	www.moffa.gov.gh
Email:	info@moffa.gov.gh



Republic of Ghana



The one-stop Agency
for the regulation of mortuaries
and funeral facilities in the interest
of public health in Ghana



Who we serve



Our mandate is to licence, control and regulate facilities connected with the storage, transportation and disposal of human remains and to register and licence all health practitioners in the sector.

Practitioners required to be licenced include:

- Pathologists (by MDC)
- Autopsy Assistants
- Embalmers
- Funeral Homes Directors
- Mortuary Attendants
- Undertakers
- Cremators
- Hearse Service Providers and Drivers
- Cemetery Managers (Sextons)
- Grave Site Workers
- Professional Pall Bearers
- Mausoleum Directors
- Funeral Escorts
- Any other practitioners that the Minister may determine on the recommendation of the Board

Facilities required to be licenced include:

- Cold storage facilities for human remains
- Mortuaries
- Funeral homes
- Crematoria
- Columbaria
- Mausoleums
- Cemeteries
- Hearses
- Any other facility that the Minister may determine on the recommendation of the Board

How to register a facility or as a practitioner



- 1.** Get an application form from MoFFA offices or online at www.moffa.gov.gh
- 2.** Submit the completed application form with all required documents.
- 3.** Inspection of facility / review of practitioner's documents
 - ✓ Positive Outcome: licence issued
 - ✗ Negative Outcome: address the issues for resubmission / review of practitioner document

To register as a practitioner

- 1.** Apply for registration to practice through the Registrar of the Agency by obtaining an approved application form (Form B) from MoFFA offices or from MoFFA's website at www.moffa.gov.gh
- 2.** There shall be attached to the application:
 - i.** Proof of qualification, training or experience
 - ii.** Any other documentation as specified in the registration guidelines
 - iii.** Original pay-in slip or evidence of online payment of the non-refundable registration fee to:



Account Name: Mortuaries and Funeral Facilities Agency

Bank: GCB Bank Limited
Branch: Ministries, Accra
Account No: 1051180000930

- iv.** Submit the completed application form with all required documents including evidence of payment to MoFFA offices

General application requirements



To register to operate a facility

- 1.** A person shall apply to the Agency for a licence in the form determined by the Board
- 2.** There shall be attached to the application:
 - i.** The block plan of the facility
 - ii.** Preliminary approval from the District/Municipal/Metropolitan planning officer of the District/Municipal/Metropolitan Assembly on the suitability of land or premises to be used for the facility
 - iii.** Clearance from the Environmental Protection Agency
 - iv.** Evidence of financial capability for the ownership or operation of the facility applied for
 - v.** Copies of certificates of proposed practitioners and proof of their up-to-date registration status with MoFFA or any other relevant professional bodies
 - vi.** List of the types of services to be rendered if applicable
 - vii.** List of equipment in the practice with their technical specification
- 3.** All applicants (practitioners and facility owners) will be required to pay approved fees for the processing of their application to:



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A person shall not own or operate a facility unless that facility is licensed and the practitioners operating the facility are licensed. **The penalty for breaching the Act can be as severe as:** "a fine not exceeding five hundred penalty units or to a term of imprisonment not exceeding two years or to both the fine and imprisonment and the Court may order a temporary or permanent closure of the facility". (Section 55)