

CITIZEN'S CHARTER

Frontline Service: Registration of Death Certificate (On-Time Registration)

Office: Local Civil Registry
2nd Floor, City Hall Building

Schedule of Availability of Service:

Monday – Friday
8:00 a.m. to 5:00 p.m. without noon break

Who may Avail of the Service?

- Persons responsible to report the event within the reglamentary period as per A.O. No. 1, S-93

Death – should be registered within 48 hours and registered within 30 days after death by either of the following:

- Physician who last attended the deceased
- Nearest relative
- Person who have knowledge of the death
- Funeral Provider

What are the Requirements?

- Duly accomplished and signed Death Certificate

Fees/Charges:

Burial Permit	50.00
Disinterment Permit	75.00
Transfer Permit	100.00
Cremation Permit	500.00

Duration (under normal circumstances): 20 minutes

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity <small>(Under normal circumstances)</small>	Person in Charge	Fees/ Charges	Forms
1	Submit the accomplished Death Certificate signed by the Physician attesting the cause of death and the embalmer of the funeral provider	Receive and check the completeness of entries of the document for registration Issue Order of Payment to the Client and advise to proceed to City Treasurer's Office for payment	5 minutes	Receiving Clerk or Registration Officer	None	Accomplished Form for death (MF 103)
2	Proceed to City Treasurer's Office to any of Windows 13 to 19 for payment of fee	Accept payment and issue Official Receipt	5 minutes	Local Revenue Collection Officer	As stated in the Order of Payment	Order of Payment
3	Return to Local Civil Registrar's Office and present the Official Receipt	Return the document to the Client/s and advise to present to the City Civil Registrar or the authorized representative for signature	5 minutes	Registration Officer	None	None
4	Present the document to the City Civil Registrar for signature	Review and sign the document and advise Client to proceed to the Registration Officer	2 minutes	City Civil Registrar or the authorized representative	None	None
5	Proceed to the Registration Officer	Assign registry number to the document	2 minutes	Registration Officer	None	None
6	Receive the registered document	Release the registered document	1 minute	Registration Officer	None	None
END OF TRANSACTION						



NO TO FIXERS & REDTAPE!