



Republic of the Philippines
URBIZTONDO, PANGASINAN
OFFICE OF THE BUILDING OFFICIAL



Death Certificate Requirements

a. For Registered Death:

1. Duly accomplished Application Form for Issuance of Copy of Certificate of Death.
2. Original and photocopy of valid government-issued ID of the applicant (e.g., Philippine Passport, Driver's License, SSS ID, PRC ID, Postal ID, Voter's ID, UMID).
3. Proof of relationship to the deceased (e.g., Birth Certificate, Marriage Certificate, or other documents proving direct kinship).
4. If by authorized representative, a Special Power of Attorney (SPA) executed by the nearest kin or legal guardian of the deceased, specifically authorizing the representative to request and claim the Death Certificate. The SPA must be notarized and include original and photocopy of valid IDs of both the principal and the representative.
5. For delayed registration of death, if applicable, affidavit of delayed registration and other supporting documents (e.g., Funeral Contract, Burial Permit, or any document showing date and place of death).
6. Barangay Clearance of the applicant.
7. Recent 2x2 colored photograph of the applicant.
8. Latest Community Tax Certificate (Cedula) of the applicant.

b. For Late Registered Death

1. Duly accomplished Application Form for Issuance of Copy of Certificate of Death.
 - Filled out completely and signed by the informant, attending physician (if applicable), or authorized official.
2. Affidavit of Delayed Registration
 - Executed by the informant, stating the reason for the delay in registration.
3. Certificate of No Record of Death (CENODE)
 - Issued by the PSA (Philippine Statistics Authority) to certify that no prior registration exists.
4. Supporting Documents (any of the following, as applicable):
 - Medical Certificate of Death – Issued by the attending physician or hospital.
 - Funeral or Burial Permit
 - Cemetery Records
 - Barangay Certification – Confirming the death and date/place.
 - Police Report or Medico-Legal Report – If death occurred outside of a medical facility or under suspicious circumstances.
 - Obituary notice **or** funeral invitation/program
5. Valid ID of the Informant
 - Government-issued ID (e.g., passport, driver's license, UMID).
6. Marriage Certificate of the Deceased (*if married*)
 - For verification of marital status.
7. Valid ID of the Deceased (if available)
 - To help establish identity.
8. Fees
 - Varies per municipality (usually includes registration, notarization, and copy fees).