

APPLICATION FOR LATE REGISTRATION OF DEATH

Requirements

- NSO Copy of Negative Result
- Joint Affidavit of Death (DISINTERESTED PERSON)
- Certificate from the Barangay Captain
- Certificate from the Cemetery Keeper
- Picture of the Tomb (LAPIDA)
- Community Tax Declaration (CEDULA)

Step 1

Clients proceed to the Death Division and submit all requirements.

Step 2

Receiving Clerk will check the documents and then collects the following:

Burial Permit	100.00 Php
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Transfer Burial Permit	130.00 Php
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Step 3

CCRO Personnel will direct the clients pay to the City Treasurer's Office the corresponding Late Registration fees:

1 Month to 6 Months	50.00 Php
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6 Months to 1 Year	100.00 Php
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1 Year and Above	200.00 Php
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Step 4

Clients are advised to claim documents after ten (10) days.

TIME FRAME

Processing-	30 minutes
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Releasing-	After 10 days
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