

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:

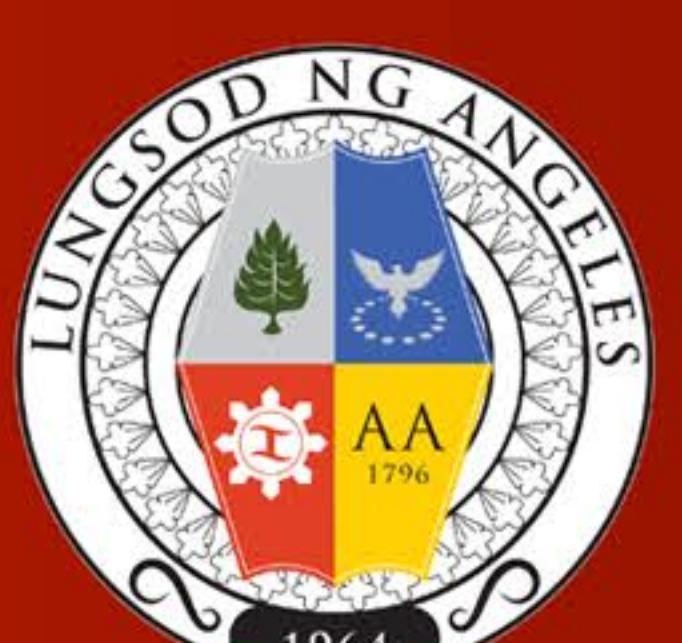
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|---------------------|--------|
| Burial Permit | 50.00 |
| Disinterment Permit | 75.00 |
| Transfer Permit | 100.00 |
| Cremation Permit | 500.00 |

Duration (under normal circumstances): 20 minutes

How to Avail of the Service:

| Step | Applicant/ Client | Service Provider | Duration of Activity (Under normal circumstances) | 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!