

CITIZEN'S CHARTER

Frontline Service: Delayed Registration of Death Certificate

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 who failed to register their civil registry documents

What are the Requirements?

- ✓ Duly accomplished and signed Death Certificate

Additional requirements:

- For less than a year from time of death:
 - ✓ Official Receipt of Certification from Funeral Parlor
 - ✓ Resident Certificate/Cedula
- For more than a year from time of death:
 - ✓ Certificate of No Registration from PSA
 - ✓ Official Receipt of Certification from Funeral Parlor
 - ✓ Resident Certificate/Cedula

Fees/Charges: P250.00

Duration (under normal circumstances):

25 minutes processing time

10 days posting period and

5 minutes releasing

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 requirements	Receive and review the requirements and conduct interview to the Client	15 minutes	Receiving Clerk or Registration Officer	None	Accomplished Death Certificate Form
2		Issue Order of Payment to the Client and advise to proceed to City Treasurer's Office for payment	2 minutes	Receiving Clerk or Registration Officer	None	None
3	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	P250.00	Order of Payment
4	Return to Local Civil Registrar's Office and present the Official Receipt	Receive the Official Receipt and advise the Client that the information will be posted in 10 days	3 minutes	Receiving Clerk or Registration Officer	None	None
Posting Period of 10 days						
5	Return after 10 days and receive the registered document	Release the registered document	5 minutes	Releasing Clerk or Registration Officer	None	None
END OF TRANSACTION						



NO TO FIXERS & REDTAPE!

