

Office or Division:	CITY CIVIL REGISTRY OFFICE – DEATH DIVISION
Classification:	Death Registration
Type of Transaction:	Simple / Complex
Who may avail:	Nearest-of-kin of the deceased

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>Timely Registration</u></p> <ol style="list-style-type: none"> Certificate of Death Certificate of Fetal Death Transfer Permit – if burial is outside CDO Embalmer’s Certification – if applicable (at the back of the Death Cert.) Police blotter/report/Autopsy (if death is due to unnatural causes) Attachment – Municipal Form 103 for Islam/IP’s Note: Death Cert. prepared in hospital must pass thru City Health Office for review and signature <p><u>Late Registration (Beyond 30 days)</u> In addition to the above-enumerated requirements:</p> <ol style="list-style-type: none"> PSA Negative Result Medical Certificate (hospital death) Affidavit of two disinterested persons Affidavit for late registration (at the back of the Death Cert.) Barangay Certification Valid ID, Cedula of the nearest kin 	<p>Hospital (if death occurred in hospital) City Health Office (if death is outside hospital) City Health Office</p> <p>Police Office / NBI</p> <p>Civil Registry Office</p> <p>Philippine Statistics Authority Hospital Lawyer</p> <p>Barangay Captain</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><u>Timely Registration</u> 1.Submit duly prepared/signed Certificate of Death/ Fetal Death and other requirements.</p> <p><u>Late Registration</u> 1.Submit duly prepared/signed Certificate of Death/Fetal Death & other requirements</p>	<p>Register Certificate of Death/Fetal Death Issue Burial Permit</p> <p>Review/Record & post late registration</p>	<p>Public: Cemetery Fee P 10.00 Private: Cemetery Fee P 25.00</p> <p>P30.00 per supporting document -</p>	<p>20 mins.</p> <p>20 mins.</p>	<p><u>Death Division</u> Edgar Loquillano Shirleen Monta Mila Bangot Ritche Hitosis</p> <p>Alice Theresa Gil – Registration Officer IV</p>

2.Claim original copy & Certified Machine copy	Release original and machine copy to the nearest-of-kin	certification fee P30.00/copy	10 days posting	
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