



## 10. Registration of Certificate of Death (Delayed)

Death is a permanent disappearance of all evidence of life at any time after live birth has taken place. No human body shall be buried without a certificate of death issued either by the Local Health Officer or attending physician. Registration of Death shall be made in the LCRO of the place where it occurred within 30 days from the time of death. The Death reported later than 30 days after the date of death shall be considered delayed and shall comply with the following requirements for registration:

|  |  |  |                        |  |
|--|--|--|------------------------|--|
| <b>Office or Division</b>  | Office of the Municipal Civil Registrar  |  |                        |  |
| <b>Classification</b>  | Highly Technical   |  |                        |  |
| <b>Type of Transaction</b>   | G2C-Government to Citizen  |  |                        |  |
| <b>Who may avail</b>   | Nearest Kin of the deceased  |  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>                     |                        |  |
| Duly prepared Certificate of Death w/signed of physician, if died in hospital - (4) original copies      |  | Hospital                                   |                        |  |
| Barangay Certification, if died at home - (3) Original Copies  |  | Client                                     |                        |  |
| Signature of embalmer, if embalmed - (4) original copies   |  | Embalmer                                   |                        |  |
| Signature of Municipal Health Officer - (4) original copies  |  | Office of the Municipal Health Officer     |                        |  |
| Affidavit of Death - (3) original copies   |  | Client                                     |                        |  |
| Official Receipt   |  | Municipal Treasurer's Office (Windows 1-6) |                        |  |
| <b>Client Steps</b>  | <b>Agency Action</b>   | <b>Fees to be paid</b>                     | <b>Processing Time</b> | <b>Person Responsible</b>  |
| 1. Submit all the requirements. If died at home, secure data sheet to fill up data and other information | 1. Received and verify the duly prepared Certificate of Death w/ all the requirements attached | None                                       | 5 Minutes              | <i>Administrative Aide II</i><br>Office of the Municipal Civil Registrar |



|   |  |   |                               |   |
|---|--|---|-------------------------------|---|
| (make sure that all needed information are filled up)   | 1.1 Check for the completeness of data and requirements and record the Death to assign a registry number | None  | 5 Minutes                     |   |
|   | 1.2 Prepare and encode the data in the PhilCRIS (Philippine Civil Registry Information System)           | None  | 15 Minutes                    |   |
|   | 1.3 Posting of 10 days from the date of received   | None  | 10 Days                       |   |
|   | 1.4 Issue the order of payment for the issuance of burial permit and delayed registration fee            | None  | 5 Minutes                     |   |
| 2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)                      | 2. Issuance of Official Receipt  | Delayed registration fee P 100.00<br>Documentary stamp P 30.00<br>Burial permit fee P 50.00 |                               | <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer  |
| 3. Return to the Registrar's Office for the processing and releasing of Certificate of Marriage | 3. Approval and releasing of registered Certificate of Death to client                                   | None  | 5 Minutes                     | <i>Administrative Aide II</i> Office of the Municipal Civil Registrar |
|   | <b>TOTAL:</b>  | <b>PHP 180.00</b>   | <b>10 Days and 35 Minutes</b> |   |