



## 9. Registration of Certificate of Death (Timely)

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.

<b>Office or Division</b>	Office of the Municipal Civil Registrar			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C-Government to Citizen			
<b>Who may avail</b>	Nearest Kin			
<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 - (2) 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		
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 (make sure that all needed information	1. Receive and verify the duly prepared Certificate of Death w/ all the requirements attached	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Civil Registrar
	1.1 Check for the completeness of data	None	5 Minutes	



are filled up)	and requirements and record the Death to assign a registry number			
	1.2 Prepare and encode the data in the PhilCRIS (Philippine Civil Registry Information System)	None	15 Minutes	
	1.3. Issue the order of payment	None	5 Minutes	
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	Secretary's Fee P 50.00 Documentary stamp P 30.00 Burial Permit 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 130.00</b>	<b>35 Minutes</b>	

Registration of Certificate of Death is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753