

Delayed Registration of Death Certificate

Delayed Registration of Death Certificate must be filed at the Office of the Municipal Civil Registrar after the lapse of the prescribed 30 calendar days.

Office or Division:		Municipal Civil Registrar		
Classification:		Highly Technical		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All unregistered death occurred in Reina Mercedes, Isabela		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
PSA Negative Certification			Philippine Statistics Authority	
Affidavit of Delayed Registration			Notary Public	
Barangay Certification			Barangay (place of deceased)	
Cedula			Municipal Treasury Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Civil Registrar or staff and request for delayed registration of death	1. Provide information data form to be filled out and the requirements to be submitted	None	1 Minute	<i>Municipal Civil Registrar Administrative Aide / Office of the Municipal Civil Registrar</i>
2. Submit the properly filled out data information together with the documents for verification	2. Receive and check if the entries are properly filled out and the authenticity of the documents submitted. 2.1 Process the application for delayed registration 2.2 Issue payment order	None	3 Minutes 10 Minutes 1 Minute	<i>Municipal Civil Registrar Administrative Aide / Office of the Municipal Civil Registrar</i>
3. Client proceed to Municipal Treasury Office for payment	3. Accept payment and issue official receipt	Php 430.00	2 Minutes	<i>LTOO-I Revenue Collection Clerk Administrative Aide / Office of the Municipal Treasury</i>
4. Return to the office of the Municipal Civil Registrar and present the official receipt. Check the correctness of the entries of the death certificate and sign the document	4. Issue the document and advise the client to proceed to the Municipal Health Office for signature then return to the Office for registration		2 Minutes	<i>Municipal Civil Registrar Administrative Aide / Office of the Municipal Civil Registrar</i>



BAGONG PILIPINAS

5. Return to the Office of the Civil Registrar and submit the signed Death Certificate	5. Post the documents in the bulletin board for 10 consecutive days. 5.1 Advise the client that the registration of the death certificate will be after the completion of the 10 days posting.	None	2 Minutes	<i>Municipal Civil Registrar Administrative Aide / Office of the Municipal Civil Registrar</i>
6. Return on 11 th day to receives the owner's copy.	6. The Municipal Civil Registrar review and sign the death certificate 6.1 Register in the Registry Book. 6.2 Issue the owner's copy	None	2 Minutes 1 Minute 1 Minute	<i>Municipal Civil Registrar Administrative Aide / Office of the Municipal Civil Registrar</i>
TOTAL:		Php 430.00	11 days and 25 Minutes	