

Timely Registration of Death Certificate

Shall be made in the Office of the Civil Registrar where it occurred within thirty (30) days from the time of death.

Office or Division:	Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued Identification Card (2 photocopy)		BIR, Post Office , DFA, SSS, GSIS, Pag-ibig, PRC, LTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Civil Registrar or Staff for Death registration	1. Provide information data form to be filled out	None	1 Minute	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>
2. Submit the properly filled out data information	2. Receive and check the data information if entries are properly filled out.	None	2 Minutes	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>
	2.1 Process the application for death registration		8 Minutes	
	2.2 Issue payment order		1 Minute	
3. Client proceed to Municipal Treasury Office for payment	3. Accept payment and issue official receipt	Php 100.00	2 Minutes	<i>Revenue Collection Clerk Administrative Aide I Office of the Municipal Treasury</i>
4. Present the official receipt and check the correctness of entries in the Death certificate	4. Advise the client to proceed to the embalmer and Municipal Health Officer for signature	None	2 Minutes	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>
5. Return to the Municipal Civil Registrar Office for Registration	5. The Municipal Civil Registrar review and sign the document. 5.1 Register the document in the Registry book.	None	2 Minutes	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>



6. Receive the owner's copy	6. Release the owner's copy	None	1 Minute	<i>Municipal Civil Registrar Administrative Aide I Office of the Municipal Civil Registrar</i>
TOTAL:		Php 100.00	19 Minutes	