

## 2. Application for Late Registration and Out-Of-Town Report of Death

A Death certificate not reported and submitted within the reglementary period of thirty (30) days is considered late.

<b>Office or Division:</b>	Local Civil Registry Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may Avail:</b>	Parents, Brother Sister, Wife & nearest of kin (Of legal age)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Negative Result from PSA (1 Original)		PSA Provincial Office or PSA Outlet.		
Owner's copy of Death Certificate ( <i>if available</i> ) (1 Photocopy)		Family of the deceased.		
Affidavit of Informant stating the facts of death and why it was not registered (1 Original)		Notary public		
Certificate of death from the church (1 Photocopy)		Church where COD was registered		
Affidavit of doctor who diagnosed the dead attesting the facts of death. (1 Original)		Doctor Concern.		
Valid Id (Original and 1 Photocopy)		Concerned Agency		
For Out-Of-Town Report of Death	a. all the requirements given above	Relatives of the deceased will secure it to the respective offices.		
	b. Payment	Inquire with the MCR where client died.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for verification of document.	1. Verify the document if it is not really recorded.	None	8 Minutes	<i>Office Staff</i> Local Civil Registry Office
2. Inquire for list of requirements.	2. Issue a list of requirements that the client needed to provide.	None	10 Minutes	<i>Office Staff</i> Local Civil Registry Office
3. Secure and accomplish application form upon completion of requirements.	3. Guide the client while accomplishing the application form.	None	15 Minutes	<i>Office Staff</i> Local Civil Registry Office
4. Submit accomplished application form	4. Verify the submitted form and requirements for errors.	None	4 Minutes	<i>Office Staff</i> Local Civil Registry Office

and requirements.				
5. Get advice & stub to claim the owner's copy of the Death Certificate after 10 days of posting.	5. Count the days and give client claim stub on when the Certificate of Death will be release	None	5 Minutes 10 Days	<i>Office Staff</i> Local Civil Registry Office
6. Claim owner's copy of Death certificate.	6. Give the copy and let the client check the data of the COD for errors	None	8 Minutes	<i>Office Staff</i> Local Civil Registry Office
7. Sign logbook to acknowledge receipt	7. Issue the personal copy of the client. For out of town reports, the COD and supporting documents will be sent to the concerned MCR.	None	3 Minutes	<i>Office Staff</i> Local Civil Registry Office
<b>TOTAL:</b>		None	10 Days & 54 Minutes	

(Application for Late Registration and Out-Of-Town Report of Death) is qualified for multi-stage processing.