

7. Registration of Death

The spouse or nearest relative who has the knowledge of the death of a person must report the event within 48 hours. The Municipal Health Officer caused and signed the death certificate of a person without medical assistance.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and Of legal age, nearest of kin			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Death (4 original)		Funeral, Hospital, Municipal Health Office		
Valid id of informant (1 photocopy)		Issuing Agency/Office		
Order of Payment (1 original)		Local Civil Registry Office staff		
Official Receipt (1 original)		Treasurer's Office staff		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Document for Registration.	1. Check presented document/s for registration.	None	8 Minutes	<i>Office Staff</i> Local Civil Registry Office
2. Report the death to the Municipal Health Officer	2. The Municipal Health Officer will declare the cause of death and sign the reported death certificate.	None	8 Minutes	<i>Municipal Health Officer</i> Municipal Health Office
3. Pay at the Treasurer's Office and secure official receipt.	3. Issue Order of payment & Treasurer's Office will issue Burial Permit fee.	Php 50.00	10 Minutes	<i>Collection Clerk</i> Treasury Office Window 1, 2, 3, 4 or 5
4. Go back to LCRO and present the Official Receipt.	4. Get the Official Receipt and attach it to the Death Certificate 4.1. Give it to the MCR for signature	None	5 Minutes	<i>Office Staff</i> Local Civil Registry Office

	4.2 Record the death certificate in the registry book.			
5. Claim owner's copy of Death Certificate.	5. Issue the owner's copy of the Death Certificate.	None	5 Minutes	<i>Office Staff</i> Local Civil Registry Office
6. Sign logbook to acknowledge receipt	5. Let the informant sign in the logbook as an acknowledgment receipt.	None	3 Minutes	<i>Office Staff</i> Local Civil Registry Office
TOTAL:		PHP50	39 Minutes	