

11. Preparation of Death Certificate

Preparation of Death Certificate is provided for registration at the Local Civil Registrar (LCR) to be issued to the immediate relatives, prepared/signed by the Sanitation Inspector and by the Medical Officer/ Municipal Health Officer.

Office/Division:	Municipal Health Office / Sanitary Inspection Section
Classification:	Simple
Type of Transaction:	G2C – Government to citizen
Who may avail:	Immediate Relatives of Deceased person
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

Personal data: If confined - medical abstract (1 Original or Photocopy)	Hospital last confined			
If medico legal case/ undetermined cause, autopsy report (1 Original or Photocopy)	NBI/Soco/ Medico Legal Officer coordinates with Funeral Parlor			
For community deaths – advise autopsy				
If refusing for autopsy, waiver and comply with verbal autopsy	Notary Public then to RHU medical Secretary			
Official Receipt of Death Certificate (1 Original)	Treasurer's Office			
Death Certificate Form (1 set Original)	Municipal Health Office / Sanitary Inspection Section			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Request for preparation of death certificate.	1. Interview the client as to where, when and cause of death of the deceased	None	5 Minutes	<i>Sanitation Inspector on Duty</i> Mun. Health Office
2. Submit prescribed requirements (medical abstract, waiver if community death).	2. Review documents	None	5 Minutes	<i>Sanitation Inspector on Duty</i> Mun. Health Office
3. For interview on data needed in filling up the death certificate form and sign the prepared death certificate.	3. Conduct interview, type prepare and advise informant to sign Death Certificate	None	10 Minutes	<i>Sanitation Inspector on Duty</i> Mun. Health Office
*If no medical attendance of death, Submit for verbal autopsy for community deaths	*Interview using Verbal autopsy electronic application	None	10 Minutes	<i>Office Staff</i> Consultation Room Mun. Health Office
4. Submit accomplished form to MHO/MO for review and signature.	4. MHO/MO review filled-up form, write the Cause of Death and sign the Death certificate Form	None	5 Minutes	<i>Mun. Health Officer / Doctor on Duty</i> Mun. Health Officer
5. Submit signed Death Certificate for final review and recording	5. Review and record and if for transfer outside Tanza, issue Transfer Permit of Cadaver, give order of payment	None	5 Minutes	<i>Sanitation Inspector on Duty</i> Mun. Health Office
6. Claim death certificate and sign	6. Issue death certificate and Order of Payment, guide client to register death at Local Civil Registrar's Office	None	5 Minutes	<i>Sanitation Inspector on Duty</i> Mun. Health Office
7. Go to Mun. Treasury Office, Pay required fee. Registration – P200 Transfer – P200	Receive Payment	PHP200	5 Minutes	<i>Collection staff</i> Window 1, 2, 3, 4 or 5 Mun. Treasury Office
	TOTAL	PHP200	40- 50 Minutes	