

APPLICATION FOR LATE REGISTRATION OF DEATH

Contact Person: Mr. Alan O. Peralta
Contact Number: 227-8060/227-5794

REQUIREMENTS



- NSO Copy of Negative Result
- Joint Affidavit of Death (DISINTERESTED PERSONS)
- Certificate from the Barangay Captain
- Certificate from the Cemetery Keeper
- Picture of the Tomb (LAPIDA)
- Community Tax Certificate (CEDULA)

Step 1

Clients proceed to the Death Division and submit all requirements.

Step 2

Receiving Clerk will check the documents and then collects the following:

Burial Permit	100.00 Php
Transfer Burial Permit	130.00 Php

Step 3

CCRO Personnel will direct the clients pay to the City Treasurer's Office the corresponding Late Registration fees:

1 Month to 6 Months	50.00 Php
6 Months to 1 Year	100.00 Php
1 Year and Above	200.00 Php

Step 4

Clients are advised to claim documents after ten (10) days.



TIME FRAME

Processing – 30 Minutes
Releasing - After 10 days