


APPLICATION FOR TIMELY REGISTRATION OF DEATH

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



REQUIREMENTS

HOSPITAL: Filled-up **Death Certificate**
D.O.A. : Certificate from the Hospital
HOME : Barangay Certification
O.D.S. : Police Clearance

Step 1

Clients must proceed to the respective funeral parlor and submit the Death Certificate for signature of embalmer.

Step 2

Proceed to the City Health Office for review and signature/approval of the health officer and pay the corresponding fee of thirty pesos (P 30.00).

Step 3

Clients must proceed to the Local Civil Registrar's Death Division and submit the requirements for registration.

Step 4


Receiving clerk will check the documents and client pays the following :

Burial Permit (Public Cemetery)	100.00 Php
Burial Permit (Private Cemetery)	50.00 Php

Step 5

Clients will wait for the release of registered documents requested.

Per Memo Circular No. 2008-06 (Death Certificate) will not be registered if there is no name of the deceased and the cause of death is not determined.



TIME FRAME

Processing to Releasing
15 minutes (Step 3 to 5)