

4. Registration of Certificate of Death

4.1 Delayed Registration of Death Certificate

Register death after prescribe 30 days from time of death.

Office or Division:	Office of Local Civil Registry			
Classification:	Complex			
Type of Transaction:	Government to Community			
Who may avail:	All who died in the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification (2 copies)		Barangay where the event happened.		
Copy of Police Blotter/Report(if the cause of death is by accident) (2 copies)		Philippine National Police		
Affidavit of Delayed Registration of Death (2 copies)		Attorney-at-Law Office		
Burial Certification		Church where burial mass was held		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants inquires delayed registration of death	1. Evaluation of COD and 2. Requires the applicants to execute an Affidavit of Delayed Registration of Death and submission of Burial Certification.	None	5 minutes	<i>Data Controller IV</i> Office of the Local Civil Registrar
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2. Applicant will fill-up data of the deceased in the questionnaire	2.1 Issuance a death data questionnaire and interview.	None	5 minutes	<i>Data Controller III</i> Office of the Local Civil Registrar
3. Client pays corresponding fees at the treasurer's office	3.1 Issuance of Order of Payment	Delayed registration - 100.00	5 minutes	<i>Book Binder III</i> Office of the Local Civil Registrar
	3.2 Encoding of Certificate of Death.	None	15 minutes	<i>Data Controller III</i> Office of the Local Civil Registrar
	3.3 Advised client to return after 10 days publication period.	None	5 minutes 10days Paused-clock	<i>Book Binder III</i> Office of the Local Civil Registrar
	3.4 Verification of certificate.	None	5 minutes	<i>Data Controller IV</i> Office of the Local Civil Registrar
	3.5 Approval and signing of certificate.	None	5 minutes	<i>Municipal Civil Registry</i> Office of the Local Civil Registrar
	3.6 Assigning of registry number and release.	None	5 minutes	<i>Book Binder III</i> Office of the Local Civil Registrar
	3.7 Release the document to client	None	5 minutes	<i>Book Binder III</i> Office of the Local Civil Registrar
	3.8 Request client to answer Client Satisfaction Survey and drop it in the feedback box	None	10 minutes	<i>Book Binder III</i>

				Office of the Local Civil Registrar
	TOTAL	100.00	70 minutes/ 10. days	