

Preparation of Original Death Certificate

The spouse or nearest relative who has knowledge of the death of a person (who died without medical assistance) must report the same within 48 hours. The registration of the Death Certificate with the Local Civil Registry Office within the period of thirty (30) days is mandatory.

Office or Division:	Rural Health Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Spouse/relatives of a person who died without medical assistance within the Municipality of Burgos, LU			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach staff on duty	1. Interview client regarding the symptoms experienced by the deceased and check previous consultation records of the latter. 1.1 Decide on the immediate,	none	10 min	Rural Health Midwives/Human Resources for Health Personnel/Mun. Health Officer RHU

	antecedent and underlying causes of death of the patient			
2. Wait for the preparation of death certificate	2. Prepare original death certificate	none	10 min	Rural Health Midwives/Human Resources for Health Personnel RHU
3. Receive prepared Death Certificate	2. Issue original Death certificate 2.1 Instruct client to \proceed to Mun. Civil Registrar for the registration of Death	none	3 min	Rural Health Midwives/Human Resources for Health Personnel RHU
	Total	none	23 min	