

Registration of Death Certificate

The registration of Death Certificate (DC) with the Local Civil Registry Office within the period of thirty (30) days is mandatory.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Death Certificate 2. Approved Transfer Permit from the MHO if the cadaver will be transferred from other Municipality 		<ol style="list-style-type: none"> 1. MHO-Rural Health Unit 2. MHO- Rural Health Unit 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents	1. Review documents presented (duly accomplished death certificate)	None	5 minutes	<i>Municipal Civil Registrar</i>
2. Wait for the process	2. Register/sign death certificate	None	3 minutes	<i>Municipal Civil Registrar</i> <i>MCR Office</i>
3. Receive duly signed death certificate	3. Issue death certificate	None	3 minutes	<i>Municipal Civil Registrar</i> <i>MCR Office</i>
	TOTAL	None	11 minutes	