

Registration of Death Certificates

The registration of Death Certificate 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 duly accomplished Death Certificate	1. Receive and review documents presented for registration	None	3 minutes	<i>Norma P. Legaspi MCR MCR Office</i>
3. Receive copy of duly signed death certificate	3. Register and issue copy of death certificate	None	3 minutes	<i>Norma P. Legaspi MCR MCR Office</i>
	TOTAL	None	6 minutes	