

Securing Permit to Transfer Cadaver or Open a Tomb (Exhumation)

Office or Division:	Rural Health Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Relatives of the Dead Person			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Burial Fees 1. Burial permit fee-150.00 2. Transfer of cadaver-500.00 3. Fee for exhumation of cadaver-500.00 4. Fee for removal of cadaver-500.00 Miscellaneous fee-200.00 Subscription fee-200.00				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit death certificate	1.1 Receive and evaluate document 1.1 Prescribe Sanitary Kit	none	10 mins	Rural Sanitary Inspectors RURAL HEALTH UNIT
2. Proceed to Treasurer's Office for the payment of fees	2.1 Receive payment and issue official receipt	PLEASE SEE CHECKLIST OF REQUIREMENTS	5 mins	Revenue Collection Clerk/Municipal Treasurer OFFICE OF THE MUNICIPAL TREASURER
3. Buy Sanitary Kit	3.1 Prepare and record required document	none	15 mins	Rural Sanitary Inspectors RURAL HEALTH UNIT

4. Receive document	4.1 Review and sign document 4.2 Advise relatives of the deceased	none	15 mins	Municipal Health Officer RURAL HEALTH UNIT
	TOTAL		45 mins	