

Application for Delayed Registration of Death

The delayed registration of death certificates, allow the registration of death be recorded even after the prescribed period of registration from the occurrence of event.

Office or Division:		Office of the Municipal Civil Registrar		
Classification:		Highly Technical		
Type of Transaction:		G2C- Government to Client		
Who may Avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. PSA Negative Certification- original copy 2. Affidavit of two (2) disinterested person-3 copies 3. Certificate of Burial Rites from Church- 3 copies 4. Medical Certificate 		<ol style="list-style-type: none"> 1. Philippine Statistics Authority 2. Public Attorney's Office or Notary Public 3. Church 4. Rural Health Unit 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit necessary documents for review	1. Review and check all submitted documents	None	10 minutes	<i>NORMA P. LEGASPI (MCR) MCR Office</i>
2. Return after 10 working days and get order of payment	2. Advise client to return after 10 working days and issue order of payment 2.1 Prepare notice of publication	None	15 minutes	<i>NORMA P. LEGASPI (MCR) MCR Office</i>
3. Pay the required fees at the Treasury Office	3. Receive payment and issue official receipt	Miscellaneous Fee-P100	5 minutes	<i>TERRY V. ABELLADA (MTO)</i>

				<i>EDISON V. QUEZADA (RCC) Treasury Office</i>
4. Claim copy of registered documents after 10 days posting	4. Releasing of document after 10 days posting	None	5 minutes	<i>NORMA P. LEGASPI (MCR) MCR Office</i>
	TOTAL	P200.00	35 minutes	