

## F. 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.

<b>Office of Division:</b>		Office of the Municipal Civil Registrar		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C-Government to Client		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. PSA Negative Certification-original copy</li> <li>2. Affidavit of 2 disinterested person-3 copies</li> <li>3. Certificate of Burial Rites from Church- 3 copies</li> <li>4. Medical Certificate</li> </ol>		<ol style="list-style-type: none"> <li>1. Philippine Statistics Authority</li> <li>2. Public Attorney's Office or Notary Public</li> <li>3. Church</li> <li>4. Rural Health Unit</li> </ol>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents	1.1 Verify all the documents submitted	None	10 minutes	<b>Norma P. Legaspi MCR</b>



2. Return after 10 consecutive days and get order of payment	<ol style="list-style-type: none"> <li>2.1 Advise client to return after 10 consecutive days; issue order of payment</li> <li>2.2 Prepare notice of publication</li> </ol>	None	15 minutes	<b>Norma P. Legaspi MCR</b>
3. Proceed to the Treasury Office for payment of required fees; present the OR to the MCR	<ol style="list-style-type: none"> <li>3. 1 Issue Official Receipt and collect payment</li> </ol>	Miscellaneous fee - P200	5 minutes	<b>Terry Abellada Mun.</b> Treas <b>Ailyn Cabinto</b> LTOOI <b>Edison Quezada</b> RCCII <b>Leonora Lubid</b> Ticket Checker
4. Receive the document	<ol style="list-style-type: none"> <li>4.1 Release the document</li> </ol>		2 minutes	<b>Norma P. Legaspi MCR</b>
	<b>TOTAL</b>	<b>P200.00</b>	<b>35 minutes</b>	