

C. Registration of Death Certificate

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

Office of 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		
1. Death Certificate 2. Approved Transfer Permit, if the cadaver will be transferred from other Municipalities		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	1.1 Review, sign and register the Death Certificate	None	3 minutes	Norma P. Legaspi MCR
2. Receive the Death Certificate	2.1 Release the Death Certificate		3 minutes	Norma P. Legaspi MCR
	TOTAL	None	6 minutes	