

## 9. Burial Process

This is the process of securing burial permit for constituents whose death occurred in Quezon City.



<b>Office or Division:</b>	City Civil Registry Department – Window, 6, 7, 8				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	G2C - Government to Client				
<b>Who may avail:</b>	QC Constituents, Non-QC residents who died in Quezon City hospitals or within the vicinity of Quezon City, Funeral Parlors				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
Certificate of Death (4 copies)		Hospitals, Funeral Parlors Civil Registry (Window 6, 7, 8)			
Affidavit of Undertaking (Bag-Bag Cemetery, Novaliches Cemetery)					
Negative Swab Test Result, if the cause of death is Covid related (Bag-Bag Cemetery, Novaliches Cemetery)					
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Submit the Certificate of Death to the Health Department	Health Department shall review the cause of death of the deceased;	Registration Fee - PHP 50.00	30 - 45 Minutes	Receiving / Releasing Clerk City Civil Registry Department	
2. Once reviewed by the Health Dept., submit the Certificate of Death for registration	Receives the Certificate of Death for registration, Interment Form for (Bag-Bag/Nova Cemetery) Checks if reviewed by health dept. and embalmer's signature	Burial Permit Fee PHP 50.00  If (Bag-Bag/Nova Cemetery) Niche PHP 500 (120cm below Length of Casket)  Interment Fee PHP 1500 (121cm Above Length of Casket)			
3. Pays at City Treasurer's Office corresponding fees	Issues order of payment				Collector City Treasurer's Office
4. Receive released document	Upon receipt of Official Receipt, assign registry no. and release the same				
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