



## 16. CREMATION PROCESS

This is the process of securing cremation 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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tentative Schedule of Cremation		Social Services Development Department (SSDD)		
Certificate of Death (4 copies)		Hospitals, Funeral Parlors		
Cremation Permit		Civil Registry (Window 6, 7, 8)		
Certificate of Indigency		Office of the Barangay concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Obtain a tentative schedule of Cremation from the SSDD				
2. Submit the Certificate of Death to the Health Department	Health Department shall review the cause of death of the deceased;			
3. Once reviewed by the Health Dept., submit the Certificate of Death for registration	Receives the Certificate of Death for registration, the tentative schedule of cremation; Checks if reviewed by health dept. and embalmer's signature	Registration Fee - PHP 50.00  Cremation Permit Fee (Baesa) – PHP 50.00	30 - 45 Minutes	<i>Receiving / Releasing Clerk City Civil Registry Department</i>
4. Pays at City Treasurer's Office corresponding fees	Issues order of payment			<i>Collector City Treasurer's Office</i>
5. Receive released document	3. Upon receipt of Official Receipt, assign registry no. and release the same			
6. Submit the Registered Certificate of Death, Cremation Permit, and the Certificate of Indigency to SSDD	SSDD will schedule the cremation			<i>Social Services Development (SSDD)</i>
<b>TOTAL:</b>		PHP 100.00		