



6. Late Registration of Certificate of Death

This is the process of registering the Certificates of Death of the constituents who died in Quezon City after the thirty (30)-day filing period from the date of death.

Office or Division:	City Civil Registry Department - Counter 7 and Counter 8			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client			
Who may avail:	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		
Certificate of Death (4 copies)		Hospitals, Funeral Parlors		
Autopsy Report, if applicable		PNP - Medico-Legal Section		
Certificate of Burial		Cemetery		
Certificate of Service		Funeral Parlors		
PSA Negative Certification		PSA		
Local Civil Registry (LCR) Certificate of No Record (CNR)		City Civil Registry Department - Counter 7 and 8		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Certificate of Death for late registration	1. Receives Certificate of Death for registration, checks if reviewed by health dept. and embalmer's signature	Certificate of No Record (CNR) - PHP 50.00 Late Registration - PHP 150.00	11 Days *mandated 10 days posting period from date of receipt **If Release date falls on a holiday, the next working day; if it falls on Saturday or Sunday, release shall be on a Monday	<i>Releasing Clerk / Acting Chief</i> City Civil Registry Department
2. Pays at City Treasurer's Office as indicated in the order of payment	2. Issues order of payment			<i>Collector</i> City Treasurer's Office
3. Receive released document	3. Upon receipt of Official Receipt, assign registry no. and release the same			<i>Releasing Clerk / Acting Chief</i> City Civil Registry Department
TOTAL:		PHP 200.00	11 Days	

Late Registration of Certificate of Death is qualified for multi-stage processing.

Note: All incomplete data/requirements will not be accepted. Only documents with official receipt will be processed.