



## 5. Registration of Regular and Timely Certificate of Death

This is the process of registering the Certificates of Death of the constituents whose death occurred in Quezon City within thirty (30) days from the date of death.

<b>Office or Division:</b>	City Civil Registry Department - Counter 7			
<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		
Autopsy Report, if applicable		PNP - Medico-Legal Section		
Photocopy of Government Issued ID's				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits a Certificate of Death for registration	1. Receives Certificate of Death for registration, checks if reviewed by health dept. and embalmer's signature	Registration Fee - PHP 50.00	20 Minutes	<i>Receiving / Releasing Clerk</i> City Civil Registry Department
2. Pays at City Treasurer's Office corresponding fees	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>Receiving / Releasing Clerk</i> City Civil Registry Department
<b>TOTAL:</b>		PHP 50.00	20 Minutes	

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