

8. Request for Exhumation Permit

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



Office or Division:	City Civil Registry Department – Window, 6, 7, 8			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	QC Constituents, Non-QC residents who presently buried in all public and Private Cemeteries in Quezon City			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Certificate of Death	where the Certificate of Death registered Health Department (Superhealth)			
Exhumation Letter				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSO N RESPONSIBLE
1. Submit the Certificate of Death to the Health Department	Health Department shall review the exhumation request;			
2. Once reviewed by the Health Dept., submit the Certificate of Death and exhumation letter for issuance of order of payment	Receives the Certificate of Death and Exhumation Letter	Exhumation of Cadaver Fee - PHP 75.00 Removal of Cadaver Fee PHP 75.00	20 - 30 Minutes	Receiving / Releasing Clerk City Civil Registry Department
3. Pays at City Treasurer's Office corresponding fees	Issues order of payment			Collect or City Treasurer's Office
4. Receive released document	Upon receipt of Official Receipt, record OR no. and release the same			Receiving / Releasing Clerk City Civil Registry Department
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