



## ISSUANCE OF AFFIDAVIT OF CIRCUMSTANCES OF DEATH

In this process, the client will register and be interviewed by the receiving clerk. A PALAO Assessment Form will be given to be properly accomplished by the client. The affidavit will be prepared and thereafter, notarized by the assigned notary public. (*Quezon City Ordinance No. NC-83, S-89; Ordinance No. SP-2024, S-2010 (amending NC-80, S-89)*)

<b>Office or Division:</b>	City Legal Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Quezon City Constituents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Death Certificate form		City Legal Department		
Photocopies of valid ID of informant/affiant (2 copies)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out Health Declaration Form	1. Record in the visitor's log book	None	1 Minute	<i>Security Guard</i> City Legal Department
2. Register in the PALAO log book	2. Interview the client	None	4 Minutes	<i>Receiving Clerk</i> City Legal Department
3. Fill out the PALAO form				
	3. Refer the assignment to a notary public	None	5 Minutes	<i>Receiving Clerk</i> City Legal Department



	4. Prepare the affidavit	None	10 Minutes	<i>Legal Researcher/ Attorney City Legal Department</i>
	5. Notarization	None	5 Minutes	<i>Assigned Notary Public City Legal Department</i>
	6. Release of affidavit	None	5 Minutes	<i>Receiving Clerk City Legal Department</i>
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	