



9. Delayed Registration of Certificate of Death

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

Office or Division:	City Civil Registry Department - Death Registration Division (Counter 7)			
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, or other persons (Attendant)		
Autopsy Report (if applicable)		NBI or PNP - Medico Legal Section		
Certificate of Burial/Cremation		Cemetery/Columbarium/Crematorium		
Certificate of Service		Funeral Parlors		
PSA Negative Certification		PSA		
Local Civil Registry (LCR) Certificate of No Record (CNR)		City Civil Registry Department - Counter 6 and 7		
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 150.00 Late Registration - PHP 200.00	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 personal copy of Certificate of Death	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 350.00	11 Days	
<p>Delayed Registration of Certificate of Death is qualified for multi-stage processing. Note: All incomplete data/requirements will not be accepted. Only documents with official receipts will be processed.</p>				

QCG.CCRD.AD.M.01