



11. Request for Burial Permit

This is the process of securing a Burial Permit for deceased persons who wish to be buried in cemeteries or columbarium located in Quezon City.

Office or Division:	City Civil Registry Department - Death Registration Division (Counter 6, 7)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	QC Constituents, Non-QC residents whose deceased member died in Quezon City or in another city/municipality but want to be buried in cemeteries located in Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Death		Local Civil Registry Office (LCRO) where the death occurred		
Transfer/Entrance Permit (if death occurred in another city/municipality)		Transfer Permit - Local/Municipal Civil Registry Office or Local/Municipal Health Department where the death occurred Entrance Permit – Counter 6 or 7, City Civil Registry Department of Quezon City		
Affidavit of Undertaking (if the remains will be interred in Bagbag Public Cemetery or Novaliches Public Cemetery)		Window 6 or 7, City Civil Registry Department of Quezon City		
Burial Form		Death Certificate Section – Special Services Division, Quezon City Health Department (QCHD)		
Valid Identification Cards (IDs)		The informant of the Certificate of Death/Family/Relative/Authorized Person		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements for evaluation	Receive documentary requirements for evaluation	Burial Permit 100.00 PHP	30 - 45 Minutes	Receiving / Releasing Clerk City Civil Registry Department
2. Secure the Order of Payment from the Receiving Clerk	Issue Order of Payment upon evaluation if the documentary requirements are complete and correct	Entrance/ Transfer Permit – PHP 100.00 <i>If the interment is in Bag Bag / Novaliches Public Cemetery:</i>		
3. Submit the Order of Payment to the cashier for payment of the corresponding fee and secure the Official Receipt		Niche PHP 750.00 (Child) Niche PHP 1500.00 (Adult)		Collector City Treasurer's Office
4. Return the Official Receipt to the Receiving Clerk in Window 6 or 7, then receive the Burial Permit in the form of an Official Receipt	Receive the Official Receipt, record the Official Receipt Number, then return the receipt, which serves as the Burial Permit			
TOTAL: <i>(Depending on what is applicable)</i>		PHP 100.00 PHP 100.00 PHP 750.00 PHP 1,500.00	30 - 45 Minutes	
Request for Burial Permit is qualified for multi-stage processing. Note: All incomplete data/requirements will not be accepted. Only documents with official receipts will be processed.				