10. Request for Exhumation Permit

This is the process of securing an Exhumation Permit for constituents who were buried in cemeteries 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 is buried in cemeteries in Quezon City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Exhumation Letter	Quezon City Health Department, City Hall Complex
Certificate of Death	Local Civil Registry Office (LCRO) where the death occurred or PSA
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 Exhumation Letter, together with the Certificate of Death	Receive the Exhumation Letter and Certificate of Death			*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	Exhumation of Cadaver Fee - PHP 100.00 or Removal of Cadaver Fee - PHP 100.00	20 - 30 Minutes	
3. Submit the Order of Payment to the cashier for payment of the corresponding fee and secure the Official Receipt				*Collector City Treasurer's Office*
4. Return the Official Receipt to Window 6 or 7, and secure the Exhumation Permit, which is in the form of an Official Receipt.	Receive the Official Receipt, record the Official Receipt Number, then return the receipt, which serves as the Exhumation Permit			*Receiving / Releasing Clerk* City Civil Registry Department
TOTAL:		PHP 100.00	20 - 30 Minutes	

Request for Exhumation Permit is qualified for multi-stage processing.
Note: All incomplete data/requirements will not be accepted.
Only documents with official receipts will be processed.

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