



10. Delayed Registration of Certificate of Death

This is the process of registering the Certificates of Death of those deceased persons 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 whose deceased family member died in Quezon City hospitals or within the vicinity of Quezon City, Funeral Homes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Certificate of Death (4 copies) with Notarized Affidavit for Delayed Registration found at the back of Certificate of Death		Hospitals, Funeral Homes, City Health Department, Medical Clinics or other persons holding the original copy of certificate of death.		
Autopsy Report (if applicable)		NBI or PNP - Medico Legal Section		
Photocopy of Government Issued IDs of the Deceased and Informant		BIR, SSS, UMID, GSIS, PAG-IBIG, LTO, PRC, DFA, Company ID, Post Office, IBP or Birth Certificate		
Certificate of Burial/Cremation		Cemetery/Columbarium/Crematorium		
Certificate of Service		Funeral Homes		
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. Submit original 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 Calendar Days (from the 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	Releasing Clerk / Acting Chief City Civil Registry Department
2. Pay at City Treasurer's Office as indicated in the order of payment	2. Issues order of payment	Burial or Cremation Fee - PHP 100.00		Collector City Treasurer's Office
3. Receive the photocopy of official receipt as claim stab and Wait for the 10-day mandatory posting period.	3. Upon receipt of Official Receipt, review the documents within 10 days and assign schedule date for its release	Transfer Fee - PHP 100.00 (if applicable)		
4. Receive personal copy and certified photocopy of registered Certificate of Death with official receipts on the day of its release.	4. Release the personal copy and registered Certificate of Death with official receipts on the 11 th day			Releasing Clerk / Acting Chief City Civil Registry Department
TOTAL:		PHP 450.00	11 Days	
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.				