



9. Registration of Regular and Timely Certificate of Death Via QC Death Registration Online (DRO)

This is the process of registering the Certificates of Death of deceased persons whose death occurred in Quezon City within thirty (30) days from the date of death through the QC Death Registration Online portal at the QC E-services.

Office or Division:	City Civil Registry Department - Death Registration Division (Counter 7)			
Classification:	Simple			
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 Home			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Certificate of Death (4 copies)		Hospitals, Funeral Homes, City Health Department, Medical Clinics		
Autopsy Report (if applicable)		NBI or PNP - Medico Legal Section		
Photocopy of Government Issued IDs of the Deceased and Informant		BIR, SSS, GSIS, PAG-IBIG, LTO, PRC, DFA, Company ID, Post Office, IBP or Birth Certificate		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Log in to QC E-services Account at https://qceservices.quezoncity.gov.ph/	Clerk monitors the QC Death Registration Online (QC DRO) Dashboard. Once a submission is received, Clerk shall evaluate the virtually accomplished Certificate of Death Form and its attachments.	NONE	5 MInutes	Staff City Civil Registry Department
Click "Civil Registry Online Services"				
Death Services of the page, click "Death Registration"				
Fill in all the required fields with the correct information about the deceased and the circumstances of death.				
Upload the digital copy of the required documents to the assigned folder.	Once documentary requirements are deemed complete and correct, clerk updates the status of submission to "For Submission of Original Documents".			
Notification will be received stating that the required original documents should be submitted.				
Proceed to the City Civil Registry Department Office to submit original documents.	Receives original requirements for Death registration If complete, assigns registry number.		5 Minutes	

Receive personal copy of registered Certificate of Death	Release personal copy to registrant			
	TOTAL	NONE	10 Minutes	

Registration of Regular and Timely Certificate of Live Birth Via QC Birth Registration Online is qualified for multi-stage processing.
Note: All incomplete data/requirements will not be accepted.
Only documents with official receipt will be processed.