



13. Request for Cremation Permit

This is the process of securing a cremation permit for deceased persons whose death occurred in Quezon City.

Office or Division:	City Civil Registry Department - <b>Death Registration Division (Counters 6 &amp; 7)</b>			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	QC Constituents, Non-QC residents who died in Quezon City or in another city/municipality but want to be cremated in crematoriums located in Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certified copy of Certificate of Death		Hospitals, Funeral Parlors		
Cremation Form		Death Certificate Section - Special Services Division, Quezon City Health Department (QCHD)		
Original copy of Transfer or 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		
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 documentary requirements	Receive documentary requirements for evaluation	Cremation Permit Fee - PHP 100.00  Entrance/Transfer Permit Fee - PHP 100.00	30 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			
3. Submit the Order of Payment to the cashier for payment of the corresponding fee and secure the Official Receipt				
4. Return the Official Receipt to the Receiving Clerk in Window 6 or 7, then receive the Cremation 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 Cremation Permit			Collector City Treasurer's Office
TOTAL: (Depending on what is applicable)		PHP 100.00 PHP 100.00	30 Minutes	
Request for Cremation Permit is qualified for multi-stage processing. Note: All incomplete data/requirements will not be accepted. Only documents with official receipts will be processed.				
In case the client would avail the cremation services of the City's Crematorium, the following are the corresponding fees: 1.) Child ----- Php 15,000.00; 2.) Adult ----- Php 15,000.00; 3.) Senior Citizen ----- Php 12,000.00; 4.) PWD ----- Php 12,000.00; 5.) Solo Parent ----- Php 12,000.00; 6.) Minimum Wage Earner — Php 12,000.00; and 7.) Bones/Body Parts ----- Php 4,000.00				