



11. Request for Exhumation Permit

This is the process of securing an Exhumation Permit for deceased persons who were buried in cemeteries located in Quezon City.

Office or Division:	City Civil Registry Department - Death Registration Division (Counters 6 & 7)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	QC Constituents, Non-QC residents whose deceased family member is buried in cemeteries in Quezon City			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Exhumation Letter	Quezon City Health Department, City Hall Complex			
Certified copy of 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 certified copy of Certificate of Death	Receive the Exhumation Letter and Certificate of Death	Exhumation of Cadaver Fee - PHP 100.00 or Removal of Cadaver Fee - PHP 100.00	20 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				Collector City Treasurer's Office
4. Return the Official Receipt to Counter 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 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.				