

## CITIZEN'S CHARTER CITY CIVIL REGISTRY

### 1.Registration of Death Certificate

Death registration is a process where record of vital information on the identity of the deceased are filed.

Office or Division:	<b>DEATH DIVISION</b>
Classification:	Simple
Type of transaction:	G2C-Government to Citizens
Who may avail:	Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. <b>Timely</b> Properly and completely filled-out (3) Death Certificate Form	Hospital, Funeral Parlor and City Health Department
2. <b>Late Registration</b> Notarized (3) copies properly and completely filled-out Death Certificate Form PSA Negative Certification Certification from place of burial Certification from funeral homes Cert. from Hospital (if applicable) Notarized waiver (died at home) Brgy. Indigency/Clearance Certificate from embalmer Notarized Affidavit of Two Witnesses Photocopy of ID and cedula (latest year)	Hospital, Funeral Parlor and City Health Department  PSA  Funeral Homes Hospital Law Firm Barangay Funeral Homes Law Firm Government Issued/City Treasurer's Office
3. <b>Cremation</b> Cremation Certificate	Health Department
4. Entrance Burial Transfer Permit & Transfer Certificate	City/Municipality died

#	CLIENTS STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to 5 <sup>th</sup> floor City Health Office	1.1 Review and signature of in-charge City Health Office		5 mins. (varying to the number of clients)	In-Charge City Health Office
2	Submit requirements before the interview	2.1 Interview and review of submitted requirements		10-15 mins. (varying to the requesting clients)	Ms. Ricca Ms. Jane
3	Get Tax Order of Payment	3.1 Issue a Tax Order of Payment		5 mins. (varying to the volume of requesting clients)	Ms. Ricca Ms. Jane
4	Payment at the City Treasurer's Office	4.1 Advise client to pay at the City Treasurer's Office the corresponding fee	Reg. Fee Reg. Burial (Died in Pasig) 120.00 Cemetery Lot (Non-Private) 250.00 Cemetery Lot	15-30 mins. (varying to the number of paying clients)	client

			(Private) 500.00 Reg. of Transfer death 500.00 Burial Permit Public Cemetery 250.00 Private Cemetery 500.00  Entrance Burial Public Cemetery 500.00 Private Cemetery 1,000.00  Cremation Permit Public 350.00 Private 700.00  Certified True Copy 120.00  Late Registration of Death 0-2 years 300.00 3-5 years 650.00 6 yrs. and above 750.00  Certified Photocopy of Late Death Cert. 140.00  Photocopy /pc. 3.00 (rates depending on copier services)		
5	Return to window 4- Death Division	5.1 Registration of death certificate		5 mins. (varying to the volume of requesting clients)	Ms. Eva T.
6	Approval of the City Civil Registrar or her duly authorized signatory	6.1 Signing the requested document by the City Civil Registrar or her duly authorized signatory		5 mins. (varying to the number of clients)	Ms. Eva T.
7	Photocopy of death certificate	7.1 Releasing the requested documents to		10 mins. (varying the volume of	Ms. Eva T. Ms. Ricca Ms. Jane

		client		requesting clients)	
<b>TOTAL</b>				<b>1 hour and 15 mins./transaction</b>	

- Transacting clients shall observe proper health protocols adopted by the City Government of Pasig in view of the COVID-19 pandemic.
- Parties with incomplete requirement will not be processed
- 3 documents to support supplemental report
- Only nearest kin can secure certified true copy of death certificate
- Only nearest kin to process late registration (10 posting days for late registration of death)