



Internal/External

9. SERVICENAME: APPLICATION FOR DELAYED REGISTRATION OF DEATH

Description of the Service: Delayed registration of vital events refers to the process of recording and documenting important life events, such as deaths after a significant period has passed (30 days) since the actual occurrence of the event.

Office or Division:	Office of the City Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Philippine Statistics Authority Negative result of registration. Affidavit of two disinterested persons Certificate of Death (prepared by hospitals, attending physicians, health officers) Barangay Death Certification ID of Registrant <p>Official Receipt</p>		PSA Church Hospital / Clinic Barangay Law Office Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents and requirements for review to Counter 2	Accept, Verify and Prepare the documents and requirements	none	15 Minutes	Lilian O. Mariano <i>Messenger</i> Karen Joy M. Pascual <i>Admin Aide I</i>



				Atty. Syra M. Miguel - Miranda OIC City Civil Registrar
2. Pay the required fee at the City Treasury Office.	Ask for official receipt.	P150.00 1 Day To 30 Days P175.00 1 Month And 1 Day To 6 Months P200.00 6 Months & 1 Day To 5 Years P300.00 5 Years And 1 Day To 10 Years P400.00 10 Years And 1 Day To 20 Years P500.00 20 Years & 1 Day To 30 Years P1000.00 31 Years & Above	5 Minutes	CTO
3. Present official receipt to Counter 3.	Prepare the documents for registration	None	1 Minute	Lilian O. Mariano <i>Messenger</i> Karen Joy M. Pascual <i>Admin Aide I</i>



4. Return to the City Civil Registry Office after 10 day posting period.	Accomplish and sign the document	None	1 Minute	<i>Messenger</i> <i>Karen Joy M. Pascual</i> <i>Admin Aide I</i>
5. Claim/Receive the accomplished document.	Release the document	None	1 Minute	<i>Messenger</i> <i>Karen Joy M. Pascual</i> <i>Admin Aide I</i>
6. Request for endorsement to Philippine Statistics Office & get personal copy.	Sign the duly accomplish certificate Releasing of Document	Endorsement Fee- P180.00	10 Minutes	<i>Lilian O. Mariano</i> <i>Messenger</i> <i>Karen Joy M. Pascual</i> <i>Admin Aide I</i> <i>Atty. Syra M. Miguel - Miranda</i> <i>OIC City Civil Registrar</i>
TOTAL			33 Minutes	