



26. REGISTRATION OF DEATH (DELAYED)

Office or Division:	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Municipal Form 103 (Certificate of Death; to be accomplished in quadruplicate)		Office of the Municipal Civil Registrar		
Filled-out from from RHU/T.I.D.H.		To be secured by the Client		
Affidavit of delayed Registration executed by the following: a. Clinic/Hospital/Administrator or similar institutions b. By the attendant at death if death occurred other than in hospital		To be prepared by the Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished Municipal Form 103 and required documents	Checks required documents	none	10 minutes	Zenaida M. Drilon / Rosemarie M. Chavez
2. Pays necessary fees to the Municipal Treasurer's Office	Issues Official Receipt	Based on the Latest Local Tax Code	10 minutes	Revenue Collector
	Registers the Certificate of Death and signs the document	none	15 minutes (after 10 days posting)	Mardo Randy M. Madamo Municipal Civil Registrar
3. Receives/claims the registered document	-end of transaction-			
TOTAL		Based on the Latest Local Tax Code	25 minutes (after 10 days posting)	