

11. SECURING BURIAL TRANSFER, DISINTERMENT/ EXHUMATION PERMIT

It is an official document particularly relating to a dead person including the medical cause/s of death. When requesting for a burial transfer, disinterment/ exhumation permit, the client (usually a family member/ a close relative of the deceased) shall provide a copy of the DC to facilitate verification of the medical cause of death (if communicable or non-communicable). It will be issued after the assessment of the submitted requirements and payment at the cashier.

Office or Division:	City Health Department	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

1 Copy of Registered Death Certificate		PSA (NSO)/ Local Civil Registry		
Official Receipt of Payment		Cashier (Treasury Office)		
1 Photocopy of the issued Burial Transfer, Disinterment/ Exhumation Permit		City Hall Photocopying Area		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of requirements for the exhumation of the body	Checking of the submitted documents	None	5 minutes	City Health Office
Payment for the necessary fees for exhumation	Receipt of Payment	Exhumation permit fee	5 minutes	City Health Office
	Present Official receipt of exhumation	None	2 minutes	Sanitation Inspector
	Typing of the exhumation permit	None	2 minutes	Sanitation Inspector
Client receives the exhumation permit	Releasing of Certificate	None	2 minutes	Sanitation Inspector
Exit	Discharge of client	None	1 min	RN/ AA
End of Transaction				