3. RENEWAL OF LOT RENT

Classification: Simple Transaction Type of Transaction: Government to Citizen Who may avail: San Juan City constituents who have deceased loved ones CHECKLIST OF REQUIREMENTS WHERE TO SECURE Death Certificate Local Civil Registry / PSA Origon Standard Construction Government Offices Driver's License, SSS, etc.) Local Civil Registry Proof of lease/rent (Renewal form with copy of Reservent Memwell form with copy of a relationship to the person to be buried (Birth Cert., Marriage License, etc.) Local Civil Registry / PSA CLIENT STEPS AGENCY ACTIONS FEES TO BE PAID PROCESSIN Constructionship of applicant, verify relationship of applicant to the deceased. Renewal is every five (5) years. 10 min. Cemetery OIC 1.3 Encode pertinent details to the Renewal Permit 3 min. Encoder 1.4 Permit and issue Order of Payment and issue Order of Payment and payment 1 min. Cemetery OIC	Office or Division: SAN JUAN CITY CEMETERY OFFICE						
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	Official Receipt (OR) Death Certificate	Permit with Death Certificate and OR for record purposes		
3.	Return photo copy of the following to the San Juan City Cemetery Renewal Permit OR Death Certificate	with the	3 min.	Locator

END OF TRANSACTION