

TIMELY REGISTRATION OF DEATH CERTIFICATE

Registration of the death certificate within thirty (30) days from the date of death of the person occurred in San Juan City.

Office or Division:	City Civil Registry Department	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	General Public (Immediate family of the deceased or his duly authorized representative)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none">Duly accomplished Death Certificate in four (4) copies		Hospital (where the person died) City Health Office (if the person died at home or other places aside from the hospital)

<ul style="list-style-type: none"> For immediate family, legal document showing relationship to the deceased person and valid government issued ID In the absence of the immediate family, duly notarized Affidavit of Kinship/Affidavit of Undertaking and valid government issued ID Additional requirements if representative, attached Authorization Letter/SPA from the immediate family/nearest of kin and valid government issued ID of the representative 		Client/Document owner PSA Client/Document owner Notary Public Client/Document owner Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished death certificate.	1.1 Verify the entries made in the civil document and the requirements presented.		20 minutes	Administrative Aide IV
2. Wait for the death certificate to be registered.	2.1 Register and sign the death certificate. 2.2 Record transaction details in the logbook (client's name, civil document, time).		35 minutes	Administrative Aide IV City Civil Registrar
3. Receive the registered death certificate and sign the logbook.	3. Release the registered death certificate.		5 minutes	Administrative Aide IV

END OF TRANSACTION (Total Processing Time: 60 minutes)