REGISTRATION OF DEATH

Death is a permanent disappearance of all evidence of life at any time after live birth has taken place (postnatal cessation of vital functions without capability of resuscitation).

Spouse or nearest relative who has knowledge of the death of a person who died without medical assistance must report the same within 48 hours.

The Municipal Health Officer examines the cause of death, signs the death certificate and directs the registration of the death certificate at the Office of the Municipal Civil Registrar.

Registration shall be made in the Office of the Municipal Civil Registrar of the Municipality where death occurred within thirty (30) days from the time of death.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	The person himself, the nearest kin or any authorized representative from the party in interest.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
*Authorization letter	From party in interest
*One (1) valid ID of requester	
*One (1) valid ID of authorized representative	

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit documents for review	1. Receive and examine submitted documents	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
2. Request burial permit	2. Process burial permit	None	15 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
3. Pay fee at the municipal treasurer's office	3. Process payment and issued Official Receipt	*Php 150.00 (burial permit) P200.00 (transfer permit)	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
4. Present the OR and wait for the registered documents	4. Register document with registry number, date and duly signed by the MCR	None	10 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar
5. Receive the documents	5. Release the document	None	7 minutes	Asst. MUnicipal Civil Registrar/ Registration Officer II/ Registration Officer III Office of the Municipal Civil Registrar

	TOTAL	Php 200.00/ P150.00	52 minutes	

**Fees mandated by the Local Revenue Code of 2001 Section 4B of Magalang, Pampanga*