



4. Request for Permit to Bury at Public Cemetery

This service is provided to the bereaved family of deceased constituents who do not have the capacity to buy memorial lots to bury their loved one. This municipality finds ways on how to provide them the space in the public cemetery at Amaya, Tanza, Cavite.

Office/Division:	Mayor's Office/Building, Grounds & Highways			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Death Certificate		Local Civil Registrar		
Sanitary Permit		Municipal Health Office – Tanza		
Picture of Niche approved by the Engineering Department		Family should take a picture of the niche and bring it to Municipal Engineering Office for approval.		
Certificate of Availability		Cemetery Caretaker – Amaya Cemetery		
Photocopy of Government Issued ID of relative.		Client		
Official Receipt as proof of payment. <i>(to be required after the assessment)</i>		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/present requirements for checking	1. Check & verify the submitted requirements (if complete) Assess what kind of service they need, prepare Order of Payment	None	4 Minutes	<i>Office Staff</i> Cubicle 5 Mayor's Office
2. Proceed to Treasury Office and present Order of Payment and pay	2. Accept Order of Payment, prepare Official Receipt and accept payment. <i>New burial lot</i> <i>Rental fee(renew)</i> <i>Permit to construct niche</i> <i>Opening of niche</i>	PHP200 PHP200 PHP200 PHP200 PHP30 for doc stamp	5 Minutes	<i>Collection Clerk</i> Treasury Office
3. Go back to the Office of the Mayor and present the Official Receipt	3. Check the official receipt and prepare the Permit.	None	3 Minutes	<i>Office Staff</i> Cubicle 5 Mayor's Office



4. Receive the Permit to Bury	4. Release the permit together with the official receipt and make them sign to acknowledge receipt.	None	3 Minutes	Office Staff Cubicle 5 Mayor's Office
TOTAL:		PHP 200 or more	15 Minutes	