



2. Application for Late Registration and Out-Of-Town Report of Death

A Death certificate not reported and submitted within the reglementary period of thirty (30) days is considered late.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	Parents, Brother Sister, Wife & nearest of kin (Of legal age)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Negative Result from PSA (1 Original)		PSA Office or PSA Outlet.		
Owner's copy of Death Certificate (<i>if available</i>) (1 Photocopy)		Family of the deceased.		
Affidavit of Informant stating the facts of death and why it was not registered (1 Original)		Notary public		
Certificate of death from the church (1 Photocopy)		Church where COD was registered		
Affidavit of doctor who diagnosed the dead attesting the facts of death. (1 Original)		Doctor Concern.		
Valid Id (Original and 1 Photocopy)		Concerned Agency		
For Out-Of-Town Report of Death	a. all the requirements given above	Relatives of the deceased will secure it to the respective offices.		
	b. Payment	Inquire with the MCR where the client died.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for verification of document.	1. Verify the document if it is not really recorded.	None	8 Minutes	Office Staff Local Civil Registry Office
2. Inquire for list of requirements.	2. Issue a list of requirements that the client needed to provide.	None	10 Minutes	Office Staff Local Civil Registry Office
3. Secure and accomplish application form upon completion of requirements.	3. Guide the client while accomplishing the application form.	None	15 Minutes	Office Staff Local Civil Registry Office
4. Submit accomplished application form and requirements.	4. Verify the submitted form and requirements for errors.	None	4 Minutes	Office Staff Local Civil Registry Office



5. Get advice & stub to claim the owner's copy of the Death Certificate after 10 days of posting.	5. Count the days and give client claim stub on when the Certificate of Death will be release	None	5 Minutes 10 Days	Office Staff Local Civil Registry Office
6. Claim owner's copy of Death certificate.	6. Give the copy and let the client check the data of the COD for errors	None	8 Minutes	Office Staff Local Civil Registry Office
7. Sign logbook to acknowledge receipt	7. Issue the personal copy of the client. For out of town reports, the COD and supporting documents will be sent to the concerned MCR	None	3 Minutes	Office Staff Local Civil Registry Office
TOTAL:		None	10 Days & 54 Minutes	

(Application for Late Registration and Out-Of-Town Report of Death) is qualified for multi-stage processing.