

CITY CIVIL REGISTRAR'S OFFICE

Ground Floor, SP Building, Buhanginan Hills, Pala-o, Iligan City, 9200
 Tel.: (063) 224-5038 or 221-4308 email : ccr_iligancity@yahoo.com

Frontline service : **ISSUANCE OF DEATH CERTIFICATION (LCR FORM 2A)**

Schedule of Availability of Service : Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM - No noon break

Who May Avail of the Service : GENERAL PUBLIC

Requirements :
 1. Authorization from the owner if not next of kin
 2. Valid ID

Duration: 30 minutes
Claim after: same day release
Fees: Service Fee – P100.00

How To Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Client proceeds to CCR to fill up Verification Slip and submits to the Receiving Clerk / Verifier	Greets the client	3 minutes	CCR Clerk		Verification Slip
		Checks the request as to correctness and completeness of details.				
		Verifies documents				
		Retrieves documents				
2	Proceeds to treasury and presents the order of payment.	Issues order of payment to the applicant	2 minutes	CCR Clerk	Service Fee P100	Official Receipt
		Advises client to pay to the treasurer's office	1 minutes	CCR Clerk		
		Receives the order of payment and issues Receipt	2 minutes	Cashier Treasurer's Office		
3	Receives LCR Form 2A	Encodes data and fill-up form 2A	5 minutes	CCR Clerk		LCR Form 2A
		Releases the Death certification to the applicant/client	2 minutes	CCR Clerk		
END OF TRANSACTION						

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Tel.: (063) 224-5038 or 221-4308 email : ccr_iligancity@yahoo.com

Frontline service : **ISSUANCE OF CERTIFIED TRUE COPIES OF DEATH CERTIFICATES**

Schedule of Availability of Service : Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM - No noon break

Who May Avail of the Service : GENERAL PUBLIC

Requirements :
 1. Authorization from the owner if not next of kin
 2. Valid ID

Duration: 30 minutes
Claim after: same day release
Fees: Service Fee – P100.00

How To Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Client proceeds to CCR to fill up Verification slip form and submits to the Receiving Clerk / Verifier	Greets the client Checks the request as to correctness and completeness of details.	3 minutes	CCR Clerk		Verification Slip
		Verifies documents	10 minutes	CCR Clerk		
		Retrieves documents	5 minutes	CCR Clerk		
		Issues order of payment to the applicant	2 minutes	CCR Clerk		
		Advises client to pay to the treasurer's office.	1 minutes	CCR Clerk		
2	Proceeds to treasury and presents the order of payment.	Receives the order of payment and issues Receipt	2 minutes	Cashier Treasurer's Office	Service Fee P100	Official Receipt
		Photocopies Death Certificates	5 minutes	CCR Clerk		Municipal Form 103
3	Receives Photocopied Municipal Form 103	Releases the photocopied Death Certificate to the applicant/client	2 minutes	CCR Clerk		

END OF TRANSACTION