

# CITY CIVIL REGISTRAR'S OFFICE

Ground Floor, SP Building, Buhanginan Hills, Pala-o, Iligan City, 9200

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<b>Frontline service</b>	:	<b>LATE REGISTRATION OF DEATH (Delayed Registration of Death)</b>
<b>Schedule of Availability of Service</b>	:	Monday 9:00 AM to 5:00 PM - Tuesday to Friday 8:00AM to 5:00PM No noon break
<b>Who May Avail of the Service</b>	:	GENERAL PUBLIC
<b>Requirements</b>	:	If died at home: <ol style="list-style-type: none"><li>1. Barangay Certification</li><li>2. Birth Certificate/Marriage Contract</li><li>3. Recent Residence Certificate</li></ol> If dead on arrival at the hospital: <ol style="list-style-type: none"><li>1. Certification from the hospital that dead on arrival (DOA)</li><li>2. Birth Certificate/Marriage Contract</li><li>3. Recent Residence Certificate</li></ol> If died due to accidents: <ol style="list-style-type: none"><li>1. Police blotter and/or police report</li><li>2. Birth Certificate/Marriage Contract</li><li>3. Recent Residence Certificate</li></ol>

**Duration:** 27 minutes  
**Claim after:** 11 calendar days  
**Fees: Service Fee** – P100.00

## How To Avail of the Service:

### LATE REGISTRATION OF DEATH (Delayed Registration of Death)

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Client proceeds to CCR and to fill up Information Data Form	Greets the client	1 minute	CCR Clerk		
		Receives the properly filled up form and requirements				
		Double checks if the form is properly filled up and interviews the client	3 minutes	CCR Clerk		
2	Proceeds to treasury office and presents order of payment	Advises the client to pay to the Treasury Office	1 minute	CCR Clerk	Service Fee P100	Official Receipt
		Receives the order of payment and issues official receipt	2 minutes	Cashier		
		Encodes the MF 103 (Certificate of Death)	5 minutes	CCR Clerk		
3	Client signs the MF 103	Prints and gives copy to the client for review	10 minutes	CCR Clerk		
		Signs the certificate of death	1 minute	CCR Clerk		
		Gives client steps and procedures to follow to secure signatures of City Health Officer and embalmer	1 minute	CCR Clerk		
4	Client returns to CCR and submits signed certificate of death (COD)	Prepares endorsement to prosecutor and advise client to return after 11 calendar days	1 minute	CCR Clerk		
		Receives signed COD and records in the logbook and assigns registry number	1 minute	CCR Clerk		
		Approves the COD	1 minute	Registration Officer		
		Releases 2 copies of COD to the client	1 minute	CCR clerk		
<b>END OF TRANSACTION</b>						