

## SECURING BURIAL TRANSFER, DISINTERMENT/ EXHUMATION PERMIT

It is an official document particularly relating to a dead person including the medical cause/s of death. When requesting for a burial transfer, disinterment/ exhumation permit, the client (usually a family member/ a close relative of the deceased) shall provide a copy of the DC to facilitate verification of the medical cause of death (if communicable or non-communicable). It will be issued after the assessment of the submitted requirements and payment at the cashier.

<b>Office or Division:</b>	City Health Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 Copy of Registered Death Certificate		PSA (NSO)/ Local Civil Registry		
Official Receipt of Payment		Cashier (Treasury Office)		
1 Photocopy of the issued Burial Transfer, Disinterment/ Exhumation Permit		City Hall Photocopying Area		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

Submission of requirements for the exhumation of the body	Checking of the submitted documents	None	5 minutes	City Health Office
Payment for the necessary fees for exhumation		Exhumation permit fee	5 minutes	City Health Office
	Present Official receipt of exhumation	None	2 minutes	Sanitation Inspector
	Typing of the exhumation permit	None	2 minutes	Sanitation Inspector
Client receives the exhumation permit	Releasing of Certificate	None	2 minutes	Sanitation Inspector
Exit	Discharge of client	None	1 min	RN/ AA

**End of Transaction**