

2. BURIAL

Office or Division:	SAN JUAN CITY CEMETERY OFFICE			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen			
Who may avail:	San Juan City constituents who have deceased loved ones			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Death Certificate Valid Identification (ID) Card (Voter's ID, Driver's License, SSS, etc.) Proof of lease/rent (Renewal form with copy of OR is accepted) Proof of relationship to the person to be buried (Birth Cert., Marriage License, etc.)		Local Civil Registry / PSA Government Offices Local Civil Registry Local Civil Registry / PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the documents needed	1.1. Interview Applicant, verify relationship of applicant to the deceased		10 min.	Cemetery OIC
	1.2. Confirm Lot Location		10 min.	Locator
	1.3. Encode pertinent details to the Burial Permit		2 min.	Encoder
	1.4. Print Burial Permit and issue Order of Payment		2 min.	Encoder
	1.5. Sign Burial Permit		1 min.	OIC- Cemetery
2. Submit the Order of Payment and pay the necessary Fee	2. Receive payment and issue Receipt	*see below	3 min.	City Treasury

3. Submit the following: Burial Permit Official Receipt (OR) Death Certificate	3. City Health Officer sign the recommending approval of the Burial Permit		3 min.	City Health Officer
4. Present Burial permit, OR and Death Certificate to Local Civil Registry	4. Assign death certificate registry number		3 min.	City Civil Registrar
5. Return the approved Burial Permit, OR and Registered Death Certificate to the City Cemetery together with two (2) sets of photocopy	5. Schedule the burial date		3 min.	Encoder

FEES:

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| 1. Burial Fee | Php 100 |
| 2. Embalming Fee | Php 100 |
| 3. Funeral Fee | Php 75.00 |
| 4. Review of Death Certificate | Php 100 |
| 5. Transfer Fee (if died outside San Juan City) | Php Php100 |

END OF TRANSACTION