

4. EXHUMATION

| | | | | |
|---|--|--|------------------------|---------------------------|
| 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 | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present the following: | 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 Exhumation Permit | | 3 min. | Encoder |
| | 1.4 Print Request for Exhumation Permit and issue Order of Payment | | 2 min. | Encoder |
| 2. Sign Request for Exhumation Permit | 2. Sign Request for Exhumation | Php 300 | 1 min. | Cemetery OIC |
| 3. Submit the Order of Payment and pay the necessary Fee | 3. Receive payment and issue receipt | | 3 min. | City Treasury |

| | | | | |
|---|---|--|--------|----------------------|
| 4. Submit the following: Exhumation Permit Official Receipt (OR) Death Certificate | 4. City Health Officer prepare the exhumation and transfer paper | | 3 min. | City Health Officer |
| 5. Submit the following: Renewal Permit Official Receipt (OR) Death Certificate | 5. Accept copy of the Exhumation Permit with Death Certificate and OR for record purposes | | 3 min. | City Civil Registrar |
| 6. Return photocopy of the following City Cemetery: Exhumation Permit OR Death Certificate Written request for Exhumation | 6.1 Schedule the exhumation date | | 3 min. | Encoder |

END OF TRANSACTION