**2.9. Securing a Death Certificate**

ABOUT THE SERVICE: Death Certificates are signed by the MHO. This service is offered free of charge.

 CLIENT GROUPS:

 General Public

REQUIREMENTS:

* Certification from the Brgy. Captain certifying the residence and death of the deceased
* Death certificate from the office of the LCR properly accomplished and paid for

SERVICE SCHEDULES:

 Monday to Friday

 8:00AM-12:00Noon, 1:00PM-5:00PM

TOTAL PROCESSING TIME: 9 minutes

TOTAL FEES/CHARGES:

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions TAken | It will take you  | Please Approach |
| 1. **Go to the Rural Health Unit**

.  | Staff-in-charge checks the certificate from the barangay captain and the accomplished death certificate form from the LCR. | 2 minutes | Staff in Charge |
| 1. **Register Client**

   | Staff-in-charge refers client to the MHO. | 2 minutes | Staff in Charge |
| 1. **Signing of the Death Certificate**
 |   The MHO interviews the relative of the deceased and signs the death certificate. | 3-5 minutes |   |