



**Health Information Management Department (HIMD)  
 CITIZEN'S CHARTER**

**Procedure in Requesting Certificate of Death (COD)/ Certificate of Fetal Death (COFD)**

**Services Provided to: Patients, Clients**

**Days/Hours: Monday – Saturday 8:00 a.m. – 5:00 p.m. / After office hours at the Admitting Room**

**Duration: 4 hours**

Service Applied for	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in PhP	Person in Charge Position, Unit/ Division	
Certificate of Death (COD)/ Certificate of Fetal Death (COFD)		<b>1. Married</b> Husband or Authorized nearest kin - Valid photo ID of the husband or authorized nearest kin	1. Go to the "Officer of the Day" (OOTD) and a number will be given to you.	5 minutes	None	OOTD (Admin. Asst. I)	
			2. Go to the Window 2 for interview to establish identity and to supply the needed demographic data in the COD or COFD and check requirements.	15 minutes	None	OOTD (Admin. Asst. I)	
	<b>1. Not married</b>  2.1 If Fetal Death	- Valid ID or Community Tax Certificate (CTC) of mother and/or father of the stillborn baby and Authorization Letter of the mother	3.				
			4.				
	<b>2.2 If NICU Death</b>	- Valid ID or Community Tax Certificate (CTC) of mother and/or father of the dead baby and Authorization Letter of the mother	5.				
			6.				
			7.				



	<p>2.3 If  <b>OB-        Gyne</b>        Death</p> <p>-</p> <p>Minor        (17        y/o &amp;        below)</p>	<p>- Valid ID of        parent of the        cadaver or        sibling of legal        age</p>	<p>8. Wait for the HIMD Staff to complete the COD or COFD.</p> <p>8.1 If <b>NICU death</b>, wait to retrieve Certificate of Live Birth (COLB) to countercheck with the COD.</p> <ul style="list-style-type: none"> <li>• <b>If legitimate</b>, fathersigns item #26 of the COD.</li> <li>• <b>If illegitimate and for Admission of paternity</b>, father fills out the Affidavit of Admission of Paternity at the back of the COLB and affixes his signature over printed name and then signs the item #26 of the COD.       <ul style="list-style-type: none"> <li>■ <b>If no Admission of Paternity</b>, the authorized next of kin will bring the accomplished COD to the patient at the ward to sign the item #26 of the said form.</li> </ul> </li> </ul> <p>8.2 If <b>Fetal death</b>:</p> <ul style="list-style-type: none"> <li>• <b>If legitimate</b>, fathersigns item #27 of the COFD;</li> <li>• <b>If illegitimate and for Admission of Paternity</b>, father fills out form for "Pahintulotpara MagamitangApelyidongAma and affixes his signature over printed name thereto and then signs the item #27 of the COFD.       <ul style="list-style-type: none"> <li>■ <b>If no Admission of Paternity</b>, the authorized next of kin will bring the accomplished COFD to the patientat the ward to sign the item #27 of the said form.</li> </ul> </li> </ul>	<p>43        minutes</p> <p>1 hour &amp;        8        minutes</p> <p>35        minutes</p> <p>20        minutes</p> <p>30        minutes</p> <p>35        minutes</p>		<p>Frontline        Service        Staff        (Admin.        Asst I)</p>
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Republic of the Philippines  
 Department of Health  
**DR. JOSE FABELLA MEMORIAL HOSPITAL**  
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 Telephone Nos.: 734-5561 to 65; 733-8536 to 44



Service Applied for	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in PHP	Person in Charge Position, Unit/ Division
	- Legal Age	- Valid ID of parent or Common-Law-Husband of the cadaver	9. Receive four (4) copies of accomplished COD or COFD and instructions for registration and sign in the Death Register to acknowledge receipt.	45 Minutes		
	2. <b>Pedia</b> Death Parent or authorized nearest kin	- Valid photo ID of the mother or father or authorized nearest kin	10. Go to Manila Health Department of Manila City Hall within 48 hours to register the COD or COFD.	None		None
			11. Present the registered COD or COFD when claiming the cadaver at the hospital morgue.			Hospital Morgue