

TRACING THE STEPS OF A DEATH CERTIFICATE

- ❖ Death certificate information is created at mortuary and entered into Electronic Death Registration System. Data is first sent for medical information review to approve Causes of Death. After mortuary completes the remainder of the certificate and obtains proper attestation from attending physician or Coroner the data is electronically sent to be registered at Vital Records office.
- ❖ Simultaneously, the mortuary electronically submits information for the Application and Permit for Disposition of Human Remains. After these documents have been authorized the mortuary can then hold services (bury/cremate) for the deceased.
- ❖ Once the Death certificate is registered the mortuary submits the original permit and appropriate fees to the Vital Records office. The mortuary then submits an application for certified copies on behalf of the family or the family may come to the office or mail in a notarized application to purchase certified copies themselves.
- ❖ After registration original is sent to the State Office of Vital Records. Certified copies are available in our office for the remainder of this year and all of next year. After that copies are available at the Records Office in the county in which the death occurred.