

Filing Paper (PDF) Permits by Email or Fax

A funeral establishment employee with an active EDRS account may file the paper Application and Permit for Disposition of Human Remains (PDF Permit) by Email or Fax with Orange County Health Care Agency.

Email/Fax filing PDF Permits may be done for the following only:

- Any disposition of full body remains that were held Pending disposition at **OC Coroner**
- Permits with corrected/updated information as submitted on an Amendment for **OC Deaths**
- Ship-in of full body remains for Cremation at an **OC Crematory** or Burial at an **OC Cemetery**
- Ship-in or Refile of cremated remains handled by an **OC Funeral Establishment**
- Disinterment of full body remains from an **OC Cemetery**

Submitting the Permit

- Complete the PDF Permit as usual
- Include the funeral employee name in 8A, as well as the Funeral Establishment name and address
- Using black ink, sign and date 9A and 9B
- Leave 10B and 10C blank
- Submit the completed PDF Permit and acceptable supporting document by **either**:
 - Email to DeathRegistration@ochca.com
 - Or**
 - Fax to 714-480-6656
- Acceptable supporting documents include at least one of the following:
 - Official Death Certificate
 - Authorized Burial/Transit Permit
 - Signed paper Amendment
 - EDRS Working Copy of electronically signed and submitted Amendment
 - Affidavit stating facts signed by the next of kin
- Allow 2 business hours for review by OCHCA. Review hours are M – F, 8am - 12pm and 1pm - 4pm, excluding County holidays.

After Permit is accepted

- OCHCA staff will reply by Email or Fax with the date Permit issued and a six digit authorization number
- Using black ink, type or handwrite the date issued in 10B and the authorization number in 10C
- Forward the authorized, signed copy of the PDF Permit and supporting document with \$12.00 fee within 10 days of issuance to OCHCA at:
 - 200 W. Santa Ana Blvd., Suite 100-B, Santa Ana, CA 92701

Email/Fax filing service may be denied

- When payment for Permits authorized is not received within 10 days issuance
- When OCHCA finds that unauthorized changes were made to a PDF Permit after issuance

Walk-in filing service will still be available M – F, 8am - 12pm and 1pm - 4pm, excluding County holidays.



Public Health Services | Office of Vital Records
200 W. Santa Ana Blvd., Suite 100-B, Santa Ana, CA 92701
Phone: 714-480-6700 | Email: DeathRegistration@ochca.com | Fax: 714-480-6656