

POLICY AND PROCEDURE

SUBJECT/TITLE:	Burial/Cremation Permit Approval
SCOPE:	Vital Statistics
CONTACT PERSON & DIVISION:	Olivia Roston, Vital Statistics Registrar
ORIGINAL DATE ADOPTED:	12/11/18
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PURPOSE

The intent of this document is to establish guidelines for proper approval of burial/cremation permits. Adherence to this standard will:

1. Ensure burial/cremation permits are approved in an appropriate manner;

POLICY

The Galion City Health Department approves burial/cremation permits when requested by funeral homes.

BACKGROUND

The approval of burial/cremation permits must be done in accordance with the Ohio Revised Code 3705.

GLOSSARY OF TERMS

The following definitions are relevant to this document.

ODH – Ohio Department of Health

PROCEDURES & STANDARD OPERATING GUIDELINES

Periodically throughout each workday, the “DEATH Burial Requested” queue in EDRS should be checked to see if any burial permits have been requested. If there is a burial permit waiting in the queue or a funeral home employee comes in to register a death certificate and the burial/cremation permit has not been approved, follow the below process.

1. a. To check the queue in EDRS click on “Work Queue” then “DEATH Burial Requested”. If there is a requested in the queue, open it.

OR

- b. If a funeral home as brought in a death certificate to be registered, make sure the burial/cremation permit has been approved before registering by opening the death record. If EDRS is down or a funeral home brings in a Report of Fetal Death and needs a burial/cremation permit, the permit must be handwritten. Skip down to the “Handwritten Burial Permit” Section.
2. Go to the Registrar tab. First scroll down to “Burial Permit or Provisional” to see if a burial permit has been requested and not approved. If “Burial Permit Requested?” or “Cremation Permit” “Permit Requested” is “Y” and “Permit approved” is “N”, then continue to 3. If, the “Permit approved” is “Y”, check the “Ready to Print Frist time?” If this is “Y”, the funeral home has already printed the permit, continue filing the death record if it was presented for filing. If it is “N”, go to step 5.

3. If the body has already been buried ("Date of Disposition" on "Disposition" tab in EDRS, date can be today's date), DO NOT issue a burial permit. If the "Date of Disposition" is today's date or after, go to step 4. If the "Date of Disposition" is blank, call the funeral home ask them to enter it or ask them the date and enter it for them. If they enter the date, close the record and wait a few minutes for them to enter it, then open the record and make sure the date is there. If we enter the date, save the record before continuing (floppy disk icon, next to the calendar icon).
 4. a. If "Burial Permit Requested?" is "Y" and "Permit Approved" is blank, a burial permit needs to be approved. If it is assigned to our registrar* ("Assignment to Local or Sub Registrar" section above "Burial Permit" section), type a "Y" in "Permit approved" for burial permits and then click the save icon at the top (looks like a floppy disk, next to the calendar icon).
- OR**
- b. If "Burial Permit Requested" is "N", check the next section, "Cremation Permit." If "Permit Requested?" under "Cremation Permit" is "Y" and it is assigned to our registrar* and you have the Completed Signed Death Certificate with the Manner of Death as Natural, type "Y" in "Approve Permit and click save.
- * Funeral homes may need called to have burial permits approved in EDRS if it is not approved and we were not assigned to approve it. We can print it for them once the assigned person approves it. This is allowable for burials but not necessarily for cremations. If this is needed for a cremation, the assigned person will have to be called and see if they will allow you to email them a copy of the record, so they can verify it is complete before approving. If the assigned person will not allow the emailed verification, the funeral home will have to take it to the assigned person or change the assigned person and redo the death certificate to put the new assigned person on it.
5. If the funeral home is present and needs a copy of the disposition permit, click on "Requests" then "Print Burial Permit-No Cremation" on the top menu. When the preview comes up, print the burial/cremation permit out. If the funeral home is not present, they typically will print the permit themselves. If approving when a funeral home is not present or paying for the disposition permit, log the approval on the ["Burial Permit Needing Paid"](#) excel sheet. If the death record is filed/registered prior to printing the burial permit, go to "Requests", "Print: Burial/Cremation Permit".

Hand Written Burial/Cremation Permits

Hand written permits are used for all fetal deaths needing burial/cremation or if the EDRS system is down. For fetal deaths, the Report of Fetal Death must be fully completed and signed by the doctor prior to issuing the burial permit. The "Burial-Transit Permit" forms are in the bottom drawer of safe #2 and are a long, thin "booklet". There are two parts to the form. First complete the smaller, left-hand side "Stub of Burial-Transit Permit." If the permit is for a fetal death or due to the system being down, make up a "Permit Number" that is date related (I.E. for 1/1/13 write 1702-2013010113). Also, for fetal death permits, write "FD" for fetal death on the right end of the permit number line. The rest of the permit can be completed using the information on the death certificate/report of fetal death. Name of Deceased is in Box 1 of both. For place of death use the city of death found in Box 18c of the death certificate and Box 5a of the report of fetal death. Date of death is in Box 3 of the death certificate and Box 4 of the report of fetal death. Name of funeral director is in Box 19 of the death certificate; however, it does not appear on the report of fetal death, so the information must be obtained. The address of the funeral director is in Box 21 of the death certificate and again this information does not appear on the report of fetal death, so it must be obtained. The date issued is the date the permit is being completed and the person issuing the permit is the initials of the person completing the permit. On the right half of the burial-transit permit, write the same permit number used on the left side, in the top right corner on the "Permit No." line. Complete the name of deceased the same as the left side. Sex of the deceased is in Box 2 of the death certificate and Box 3 of the report of fetal death. Age is in Box 5a of the death certificate and is "0" for fetal deaths. Place of death is the same as the left side (city), and county is in Box 18d of the death certificate and Box 6 of the report of fetal death. Cause of death is in Box 28, Part I, A, on the death certificate and Box 18a on the report of fetal death. The type of disposition is in Box 22a on the death certificate and Box 13 on the report of fetal death. The

name and county of cemetery (or crematory) is in Box 22c & 22d on the death certificate and again do not appear on the report of fetal death, so they will have to be obtained from the funeral home. The funeral director's name and address are the same as on the left side. Then the registrar who initialed the left side, signs under signature of registrar. In the "Registration District No." box write "1702". Then write the date the permit is being completed the same as the left side. The funeral home will get the right side of the permit and the left side stub stays in the booklet to be kept by the registrar. Now write the current date on the Report of Fetal Death in Box 13 (far right side) "Date Permit Issued." (It does not get written on a death certificate)

CITATIONS

Ohio Revised Code 3705

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Olivia Roston, primary author

APPENDICES

Appendix A:

SIGNATURES

Andrea Barnes, RS
Interim Health Commissioner

_____/_____/_____
Date