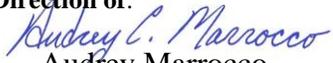


STATE REGISTRAR NOTICE

Subject: Obtaining In-Person Services from a Vital Records Public Office	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	Number: <p style="text-align: center;">2020-18</p>
Date Issued: <p style="text-align: center;">July 13, 2020</p> Date Effective: <p style="text-align: center;">July 13, 2020</p>	Audience: <p style="text-align: center;">Funeral Directors</p>	By Direction of:  <p style="text-align: center;">Audrey Marrocco State Registrar</p>

This State Registrar Notice (SRN) discusses the process for funeral directors to obtain in-person services from a Vital Records Public Office.

Reopening of Vital Record Public Offices

The Bureau of Health Statistics and Registries (BHSR) has offices in six locations across the state to provide funeral directors with in-person services. These offices are located in Erie, Harrisburg, New Castle, Philadelphia, Pittsburgh and Scranton.

BHSR is currently in the process of reopening these sites which have been closed since the onset of the Governor's Disaster Declaration. Offices in Harrisburg and New Castle have recently been reopened. As we receive authorization to reopen the remaining locations, we will update our Public Office web page at <https://www.health.pa.gov/topics/certificates/Pages/Public-Offices.aspx>.

As part of the reopening protocol, these offices will be providing in-person services **by appointment only**. To request an appointment, please submit a [Funeral Director Appointment Request Form](#). Please note that as more offices are reopened, this form will be updated to include the fax and email account for those locations. Therefore, check back often to obtain the latest version of this appointment form.

When requesting appointments, here are a few parameters:

- Keep your visits to a minimum by scheduling one appointment to pick up certificates for multiple decedents.
- Allow at least one day for BHSR to contact you to schedule the appointment.
- Pay by debit or credit card when you arrive to pick up the certificates.
- The mandate to report deaths in EDRS remains in effect. Only funeral homes with approved waivers may file a death on the paper "Certificate of Death" reporting form.

Masks are required to be worn when visiting a Vital Records Public Office. If you are unable to wear a mask due to a medical reason, please indicate so when completing the appointment request form.

Updated Funeral Home Application for a Death Certificate

BHSR has also updated the [Funeral Home Application for a Death Certificate](#). This update version lists the different payment options currently available. The following are the different methods you may use to apply:

- If you are planning to pick up your certificates at a public office, please submit the appointment request form and the application for the certificates to the fax or email address for the location where you intend to pick up the certificates as listed on the appointment request form. Please note that payment must be rendered at time of pick up.
- If you are requesting that the certificates be mailed to you, you may submit the application for certificates by fax to 717-724-6931 or by email to RA-DHBHSRVetDeath@pa.gov. Invoicing continues to be available for applications received by fax or email which are then mailed to you.
- You may mail the form to the address listed at the bottom of the application. Payment in the form of a check or money order must be submitted along with the application.

Contact

To check on the status of an appointment request or certificates, please call the Vital Events Stakeholder Hotline at 800-323-9613.