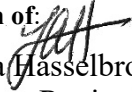


STATE REGISTRAR NOTICE

Subject: Payment Due by a Funeral Home for Death Certificates Issued by Local Registrars and BHSR	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	Number: <p style="text-align: center;">2023-04</p>
Date Issued: <p style="text-align: center;">September 13, 2023</p>	Audience: <p style="text-align: center;">Funeral Directors</p>	By Direction of:  <p style="text-align: center;">Lisa Hasselbrook State Registrar</p>

This notice discusses payment due by a Funeral Home for death certificates issued by Local Registrars and the Pennsylvania Department of Health, Bureau of Health Statistics and Registries (BHSR).

Payment Due for Certificates Issued by Local Registrars

- Full payment for certificates is due at time of pick up. Adhering to this policy is critical to your Local Registrar. Local Registrars are required to submit complete monthly activity reports and full payment to the BHSR to avoid suspension.

Payment Due for Certificates Issued by BHSR

- Full payment for certificates picked up at a Vital Records Office is due at time of pick up. Payment can be made in the form of check, money order, or credit card (Discover, Mastercard, or VISA).
- Full payment for certificates mailed to a Funeral Home is due by the end of the calendar month for certificates issued the previous month. An invoice containing a list of orders, total fees due, and the invoice due date will be mailed by BHSR to the funeral home by the 5th of each calendar month.

Funeral homes with an outstanding balance¹ must pay that balance in full before they will be able to place additional orders for certificates. Payment in the form of check or money order can be mailed to the following address and must be received by the invoice due date. The remittance slip should be mailed with the payment.

Finance & Operations Support Unit
 Division of Vital Records
 PO Box 1528
 New Castle, PA 16103

¹ An outstanding balance will occur when payment is rejected for insufficient funds or when payment is not received by BHSR by the due date. Payments that are rejected for insufficient funds incur an additional bank fee of \$15 per transaction.

Payment can also be made in-person at a Vital Records Public Office using check, money order, or credit card (Discover, Mastercard, or VISA). The remittance slip should be presented at time of payment.

Full payment must be received by the invoice due date to avoid a delay in the issuance of additional certificates. If you are expecting an invoice and have not received one, please email us at the address below.

Questions regarding an invoice should be emailed to RA-DHDVRADMIN@pa.gov.

Contact Information:

Finance & Operations Support Unit

By Phone: Vital Events Stakeholder Hotline at 800-323-9613

By Email: RA-DHDVRADMIN@pa.gov