



STATE REGISTRAR NOTICE

Subject: Funeral Home Application for a Death Certificate	Number: 2018-06
Date Issued: July 24, 2018	By Direction of:  Audrey Marrocco State Registrar

The Bureau of Health Statistics and Registries is pleased to announce the official launch of a “Funeral Home Application for a Death Certificate” (HD02085F Rev. 6/18). This new form is designed to meet the specific application requirements of funeral homes and to collect details on the filing method used for the record being requested. The filing method information provides the bureau with key information which will assist us in processing the application in a more efficient manner. In addition, this new application enables the bureau to establish internal workflows designed to shorten the processing times for issuing certificates to funeral homes.

This form is only available to funeral directors or authorized representatives. This form must be used when applying for death certificates at one of the bureau’s six vital records offices and when applying for death certificates that meet the fee waiver for members of the U.S. armed forces. ***Please note that applications are considered incomplete and will not be fulfilled until identification requirements as listed under Part 3 and payment as listed under Part 4 of the form are provided.***

Applications for Members of the U.S. Armed Forces

Applications for death certificates that meet the fee waiver for members of the U.S. armed forces will continue to be processed by the bureau. These applications are not processed by local registrars since there is no method to compensate local registrars for their services when processing an application where the fee has been waived.

As indicated under “Part 4: Fee” of the form, funeral homes may now fax or email applications to the bureau ***if applying for a record that qualifies for the fee waiver for members of the U.S. armed forces.*** Applications requiring a fee may be submitted to one of our branch offices or mailed to our New Castle operation at the address listed on the form.

Below is guideline information on submitting applications that qualify for the fee waiver.

EDRS-reported death events

- Apply in person at a vital records branch office.
- Fax or email the application to our New Castle operation using the fax number or email address listed on the form. The certificates will then be mailed to you.

Paper-reported death events – You may apply as follows:

- Apply in person at a vital records branch office.
- Submit the application to your local registrar at the same time you file the original Certificate (Report) of Death. The local registrar will mail the application to us along with the original Certificate (Report) of Death.
- For death events filed at an earlier date, fax or email the application to our New Castle operation using the fax number or email address listed on the form. The certificates will then be mailed to you.

Processing Times

The below processing times apply to “Funeral Home Application for a Death Certificate” that are submitted with complete information, required ID and payment. ***Additional processing time may be necessary if the application is incomplete or if the requested record is being amended.***

EDRS-reported death events - Since the record is in EDRS, we have immediate access to the death record for issuance of the death certificate.

- If applying at a branch office, same day or next day service is generally provided.
- If applying by fax, email or mail to our New Castle operation, our current processing time for issuing these certificates is two to five business days after receipt of your application.

Paper-reported death events

- If applying at a branch office when filing the original Certificate (Report) of Death, same day or next day service is generally provided.
- If applying for certificates that qualify for the fee waiver when filing the original Certificate (Report) of Death with a local registrar, your application will be processed in approximately two weeks after receipt of your application.

- If applying for certificates after the original Certificate (Report) of Death has been filed:
 - For recent deaths (reported within the last 6 weeks) – The application will be processed once the paper-reported death is fully registered in the Death Registry and retrievable for issuance of the certificate. Processing times may take up to eight weeks.
 - For older deaths (reported more than 8 weeks ago) – Processing times are currently three to four weeks.

Applications Submitted Against Records with Pending Cause of Death

If the decedent's family needs the death certificate for insurance purposes, please submit the application once the cause of death has been determined. If cause of death is pending, the certificate may not be acceptable to the insurance provider.

Learn More About EDRS

The Electronic Death Registration System (EDRS) is a nationwide initiative to improve the timeliness and quality of death data for public health purposes. Contact us to learn how this workflow may improve your business operations by enabling funeral home staff to create the case in EDRS for electronic affirmation by the licensed funeral director. To learn more, register for a webinar at <http://doh.pa.gov/edrs> or call us at 800-323-9613.