

# Filing Paper (PDF) Permits by Email

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 with Orange County Health Care Agency.

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

- Permits pre EDRS 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** (a completed amendment to change disposition is required)

## 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 Email to [DeathRegistration@ochca.com](mailto:DeathRegistration@ochca.com)
- 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 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 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



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](mailto:DeathRegistration@ochca.com) | Fax: 714-480-6656

January 2023