

## EDRS/Death Registration Policy Sheet for FY 2024-2025

### **EDRS and filing hours, Monday-Friday**

9:00 a.m. – 12:00 p.m. and 1:30 p.m. – 4:00 p.m.

Processing of **ship-out** documents & **walk-in permit application** - 9:00 – 11:30 a.m. & 1:00 – 3:00 p.m.

### **Fees effective 07/01/2024**

- Regular filing: \$12 per permit
- Emergency/Weekend filing: \$291.00 plus \$12.00 per permit (Effective July 1, 2024 – June 30, 2025)
- Death certificates: \$24.00 per certified copy
- Fetal Death certificates: \$21.00 per certified copy
- Certificate of Still Birth: \$14.00 per certified copy
- Fax filing fee: \$4.00 + \$12.00 permit fee. Available for filing of specified permits only and must have a current, signed fax contract on file. **Submission of documents and fees:**
- **Within 24 hours of permit approval** submit the original signed and dated #4 copy of the burial permit along with a check or money order payable to Ventura County Vital Records.
- If ordering certificates send a completed (**Box 1, 2 and 4**) and signed death certificate application along with a self-addressed stamped envelope and the appropriate fees.
- Address all mail to: **Ventura County Vital Records, 2240 E. Gonzales Road, Suite 150, Oxnard, Ca. 93036.**
- Requests for certificates are processed on a first come first serve basis, please allow 48 hours for processing.
- Request for certificates will not be processed until permit fees are received, any incomplete applications will be sent back for corrections.
- Include a note with decedent's information, if submitting pending, additional documents or fees.

### **Processing time – Medical Review**

- Allow up to 2 hours for medical review after submitting your certificate. To expedite the process:
- Review to assure there is a complete chain of events in 107A-D.
- Verify spelling of all items, before submitting for MI review
- Notify our office by fax if the decedent was under hospice care at the time of death.
- Always view the working copy of the certificate to assure all items fit within allotted spaces.

### **Processing time – Registration**

- Allow up to 2 hours for registration and authorization of permits. To expedite the process:
- Assure that permits are complete and have district of death and disposition.
- Verify Disposition Dates are on or after the date of submission.
- Verify spelling of all items Review/Listen to the attestation, If Invalid send fax sheet to unlock MI before sending for Registration.

### **When to submit an EDRS fax worksheet**

- To unlock any portion of the record
- Submitting a certificate more than 8days after death
- Ship out/International disposition/To request a Communicable Disease Letter
- When refileing for a permit only
- To offer additional information for clarification on the certificate.
- To provide information on cases marked as “Never Worked”