



A Tradition of Stewardship  
A Commitment to Service

## **Napa County Vital Statistics Office Guidelines and Procedures**

### VITAL STATISTICS OFFICE HOURS

Monday – Friday: 8:30 am-11:30 am and 1:00 pm- 4:00 pm

Please use these hours for walk-in service or telephone calls to Vital Statistics staff.

### APPROVAL OF EDRS RECORDS

It is our policy to process EDRS records based on time of submission, e.g. records received first will be processed first and so on.

Please proofread your work for spelling and accuracy and ensure the death certificate (DC) is complete before submitting for MI Review. This will help expedite processing.

In order to ensure the necessary forms are completed prior to funeral services, all requests must be made at least **three business days (72 Hrs)** in advance of the disposition of the remains.

### EMERGENCY DEATH CERTIFICATE FILING

In order to meet the needs of our community, Napa County Vital Statistics has implemented a procedure for emergency filing and issuance of burial permits. Emergency filing is intended for religious or cultural reasons, final disposition of the remains must occur within 24 hours of the death.

Examples of appropriate use of the Emergency Vital Statistics Request fax form include:

- A family requests that the body of their loved one be buried immediately due to their religious beliefs (for example, Jewish, Hindu, or Muslim).
- A family requests that the body of their loved one be buried immediately because it is their cultural burial custom (for example, they are from Guatemala).

The Emergency Vital Statistics Request fax form should NOT be used to request emergency processing based solely on family preference or scheduling conflicts. While it is our mission to provide high quality, efficient service, we must also ensure fair and equal treatment for all of our Vital Statistics clients.

To request an emergency filing:

During business hours: Please use the Emergency Vital Statistics Request Fax form (Attachment A).

On weekends and holidays: Please create the record in EDRS, then call 265-3131 and ask for the on-call duty officer.

### AMENDMENT PROCESS

Amendments are processed the same day they are created as long as Vital Statistics staff is notified by fax or email between the hours of 8:30 am-11:30 am and 1:00 pm- 2:00 pm Monday through Friday. Vital Statistics can only process an amendment if the death certificate has not been registered at the State of California.

Vital Statistics is now permitted by the State of California to process drop to paper amendments as long as the death certificate has not been registered by the State. Please allow 24 hours to process the drop to paper amendments. Any drop to paper amendments received after 1:00 pm will be processed the next business day.

## DEATH CERTIFICATES - CERTIFIED COPY ORDER REQUEST

We accept requests for certified copies of death certificates from funeral homes via fax. However, the DC must be registered before faxing the order. Payment must be provided upon pick up of the order. Orders will be available after 1:00 pm the business day following our receipt of the order. Mail orders for death certificates will be processed within 48 hours of receipt in our office; a self-addressed, stamped envelope with sufficient postage must be provided.

## FETAL DEATH CERTIFICATE

For same day processing, the DC must be submitted before 1:00 pm. Requests received after 1:00 pm will be processed the next business day, and a minimum four-working hours turn-around time will apply. The only option currently approved by the State of California for processing fetal death certificates is via fax. This is due to the sensitive nature of the information provided on the certificate.

## EDRS RECORD CORRECTION/COMMUNICATION FORM

Please fax a completed EDRS FAX Communication form to our office to request a record correction for any of the following reasons:

- Abandon EDRS record (please note that funeral homes and medical facilities can now abandon their own amendments)
- Unlock PI, MI, or both on EDRS record
- Multiple disposition EDRS filling
- EDRS file/permit with drop to paper certificate
- Ship out/request for transit letter. Please note: request must be made at least 72 hours in advance of funeral and disposition.

Use of the EDRS FAX Communication Form will help reduce the number of phone calls and expedite processing of requests.

## DISPOSITION PERMIT

The funeral home is responsible for completing an EDRS Disposition Permit (DP) and Death Certificate (DC) for registration. Once the DC is registered and the DP is issued, the funeral home must print four copies of the DP. The Funeral Director must then submit a signed fourth copy with payment to the Vital Statistics Office. This payment must be placed in the mail within 24 hours of the issuance and/or received within 72 hours (mail or walk-in). Failure to send the appropriate fees and disposition permit may result in EDRS privileges being suspended until fees are received.

## SCATTERING ON LAND

In order to scatter remains on privately owned property, a permission letter must be obtained from the property owner and submitted before the DP can be issued. When scattering at a religious entity or state park, a permission letter from the religious entity or park ranger must be submitted when applying for the permit. The documentation must be faxed to the VS office with a CA-EDRS fax sheet at least **72 Hrs** in advance of the planned disposition.

## DISINTERMENT

Any change in the final disposition listed on the original death certificate is considered a disinterment. If you are submitting a disinterment permit through EDRS, and it is a Napa County death that was registered through EDRS, no additional documents are necessary. A disinterment permit must be filed in person at the VS office for cremains that are not registered in Napa County. Please do not apply for the permit until you have completed all the following required documents:

- A certified copy of the original death certificate (or)
- A completed copy of the disinterment permit to be filed.

If the disinterment is for an intake body, the permit must be issued by the county where the remains are located. An

amendment and appropriate fee are required to reflect the new place of disposition.

### TRANSIT/SHIP OUT LETTERS

Transit letters for non-contagious diseases are available by submitting a request via CA-EDRS Fax Sheet. The request must be made at least 72 hours in advance of the planned disposition. If the Coroner has declared the cause of death, the transit letter must be requested from the Coroner's Office.

### BIRTH CERTIFICATE MAIL ORDER REQUEST

Birth certificate mail orders are processed within 48 hours of receipt. Cashier checks or money orders are the only acceptable method of payment. Applications submitted by mail must be notarized and include payment by check or money. Applications should be mailed to:

Napa County HHSA – PH  
Vital Statistics Office  
2751 Napa Valley Corporate Drive, Bldg. B  
Napa, California 94558

### HOME BIRTH

Home births are registered by appointment only. The Worksheet for Out-of-Hospital Births and Affidavit of Birth Form for Out-of-Hospital Births is required to register a home birth and must be provided two days before the appointment date. The form may be hand delivered or faxed to (707) 226-6442. If any of the required information is missing, the appointment will be rescheduled. Please be aware that the midwife must be present at the registration appointment.

