

2020-2021 Emergency/weekend filing

Emergency/Weekend filing is to be used only when the disposition of human remains will take place after 4:00 PM on the last business day before a weekend or before 7:30 AM on Monday or the first business day following a holiday.

Emergency filing is defined as a death where the deceased was a member of the Muslim, Jewish, or other religious faith that practices the disposition of the body within 1-2 days after death.

Permits for shipping out of state and out of the Country may be issued only if all requirements are met.

Fees Effective July 01, 2020

Regular Filing: \$12.00

Emergency/Weekend filing: \$257.00 plus \$12.00 per permit (Effective July 1, 2020 – June 30, 2021)

Death Certificate: \$21.00 per certified copy

Fetal Death Certificates: \$18.00 per certified copy

Certificate of Still Birth: \$14.00 per certified copy

Fax filing fee: \$4.00 + permit fee. Available for filing of specified permits only and must have a current, signed fax contract.

Procedure

Upon a death within the Ventura County jurisdiction, a Deputy Registrar will be on-call between the hours of 9:00 AM and 11:00 AM on weekends.

1. A mortuary contacted by the family of the Deceased, initiates a request for disposition permit via the Electronic Death Registry System (EDRS) per protocol.
2. The mortuary calls the Public Health Department after-hours phone line (805) 214-7057 between the designated emergency service disposition permit hours.
3. The after-hours on-call service contacts the Vital Records Office employee scheduled to be on-call for that day.
4. The Vital Records Office Registrar logs on to EDRS from their off-site or on-site location, and completes the disposition in accordance with state regulations and approved protocol. The Vital Records Office registrar contacts the Vital Records Office Manager if there are any questions or concerns about the emergency request.
5. The mortuary accesses the issued disposition permit via EDRS.
6. All permits for out of country will be reviewed and approved on a case by case basis and will only be approved if all requirements are met.

No Emergency filing and the office will be closed on the below holidays

Any request outside of the on call hours or during the holidays will be reviewed and processed ONLY on a case by case basis.

Wednesday, January 1 NEW YEAR'S DAY
Monday, January 20 MARTIN LUTHER KING, JR. DAY
Monday, February 17 PRESIDENTS' Day
Monday, May 25 MEMORIAL DAY
Friday, July 3 INDEPENDENCE DAY
Monday, September 7 LABOR DAY
Wednesday, November 11 VETERANS DAY
Thursday, November 26 THANKSGIVING
Friday, December 25 CHRISTMAS DAY

*If an observed holiday falls on a Saturday, the preceding Friday will be treated as a holiday. If an observed holiday falls on a Sunday, the following Monday will be treated as a holiday.

This policy will be updated yearly