



**FILE DEATH CERTIFICATE AND OBTAIN DISPOSITION PERMIT**  
UPDATE July 13, 2015

**As a result of the continued efforts of  
Full Circle Living & Dying Collective:**

The County of Nevada Public Health Department, Vital Records Office has now updated their Electronic Death Registration System (EDRS) to allow families to submit and file death certificate information. Prior to this, only funeral establishments were allowed to submit death certificate information and obtain death certificates.

Not all counties in California have been updated. The County of Nevada Vital Records office now has the ability to process death certificates for families who do not use a funeral director.

- The family or agent must obtain a worksheet to fill out the all information necessary for an official death certificate. You may be able to find a fillable worksheet online.
- Bring completed worksheet to Vital Records 500 Crown Point Circle Suite 110, Grass Valley, CA - Monday - Friday, 9:00 a.m. - 12:00 Noon\* and 1:00 - 4:00 p.m. Closed for lunch from 12:00 - 1:00 p.m.
- Bring the deceased person's physician name, telephone number and fax number.
- Vital Records Staff will enter the information into their electronic system and transmit a fax to the doctor who will provide cause of death and voice attestation (acts like a wet signature).
- By law, physicians must return the required information back to Vital Records office within 15 hours.
- Once all information has been returned, a death certificate will be issued and permit for disposition.
- The fee is \$21 each for death certificate copies & \$12 for disposition permit.

\*It is recommended by Patty Carter, supervisor of County of Nevada Public Health Department, Vital Records to go to office between 8:30am-noon for best service.

Telephone: (530) 265-7264    [www.mynevadacounty.com](http://www.mynevadacounty.com)