Disposition Permit (VS 9)

Overview
No person shall dispose of human remains unless a death certificate has been obtained and filed with a local registrar, and a permit for disposition has been obtained from a local registrar.

When preparing a paper disposition permit, use only black ink. There may be no erasures, correction fluid, or other alterations. Enter a single dash (-) or N/A in the non-applicable items.

REFERENCE: Health and Safety Code Section 102140, 103050

In this Section
Information contained in this section includes:

<table>
<thead>
<tr>
<th>Subsection Title</th>
<th>See Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>502</td>
</tr>
<tr>
<td>Indian Burial Site</td>
<td>504</td>
</tr>
<tr>
<td>Unclaimed Remains/Cremains</td>
<td>505</td>
</tr>
<tr>
<td>Application and Permit for Disposition of Human Remains</td>
<td>506</td>
</tr>
<tr>
<td>Instructions for Completing Items 1A - 9B</td>
<td>507</td>
</tr>
<tr>
<td>Instructions for Items 10A - 11I; Complete all applicable Items</td>
<td>512</td>
</tr>
<tr>
<td>Instructions for Items 12A - 16D; Complete all applicable Items</td>
<td>522</td>
</tr>
<tr>
<td>When a Permit Should Not be Issued</td>
<td>527</td>
</tr>
<tr>
<td>Sample Notification Letter</td>
<td>528</td>
</tr>
<tr>
<td>Burial at Sea of Uncremated Human Remains</td>
<td>529</td>
</tr>
<tr>
<td>Burial at Sea of Uncremated Human Remains; United States Navy</td>
<td>533</td>
</tr>
<tr>
<td>Distribution of Copies (VS 9)</td>
<td>534</td>
</tr>
</tbody>
</table>
## General Information

### Removal of remains

No person shall remove human remains from the district of death without a permit from the local registrar, except by a funeral director in a funeral director's conveyance or an officer of a duly accredited medical college.

**REFERENCE:** Health and Safety Code Sections 7055, 103075, 103090

### Disposal of human remains

No person shall dispose of human remains unless a permit for disposition has been obtained from the local registrar.

**REFERENCE:** Health and Safety Code Sections 7055, 103050

### Holding human remains

No person shall temporarily hold human remains more than eight days after death, or finding, unless a permit for disposition has been obtained from the local registrar.

**REFERENCE:** Health and Safety Code Section 103070

**NOTE:** There is no statutory time frame between the eight-day mandate to purchase a permit before disposition and the ten-day mandate to endorse/return the permit after disposition.

### Disposition of a fetus less than 20 weeks

The disposition of a dead human fetus of less than 20 weeks uterogestation does not require a death certificate or permit for disposition. The remains may be left with the hospital for disposition by incineration.

A cemetery or crematory may bury less than 20 weeks gestation fetuses without a permit for disposition, provided the provisions of Health and Safety Code Section 7111 are met. This is a determination which the cemetery or crematory appears to have implied authority to make, since Health and Safety Code Section 7054.3 states, "...fetus of less than 20 weeks uterogestation not disposed of by interment shall be disposed of by incineration."

**REFERENCE:** Health and Safety Code Section 7054.3
General Information, Continued

**Infectious disease**
Where a death has occurred from a disease considered infectious, contagious, or communicable and dangerous to public health, no permit may be issued except under such conditions as may be prescribed by the health department.

REFERENCE: Health and Safety Code Section 103055 (b)

---

**Not a permanent record**
The Application and Permit for Disposition of Human Remains (VS 9) is **NOT** a permanent record. Therefore, original death certificates should be amended to reflect any change in disposition, for whole bodies only.

REFERENCE: EDRS 08-02 & EDRS 09-02

---

**Cryogenic suspension**
Cryonic suspension is a procedure whereby a human is frozen at the time of “clinical death.” Local registrars must issue disposition permits for remains by cryonic suspension.

REFERENCE: All County Letter 91-08

---

**Proper printing**
EDRS will set the proper font. However, you must be sure to use EDRS compatible Laser printers using the black/white setting. Ink printers are not acceptable. Color printing is not acceptable.

When printing issued official copies, print 4 copies on regular paper. Refer to the ‘Distribution of Copies’ section of this handbook or page 2 of the permit.

When printing working copies, you may use regular paper.

REFERENCE: All County Letter 07-24, EDRS 06-04
For questions concerning burial or removal in connection with an Indian Burial Site contact information:

Native American Heritage Commission
915 Capitol Mall, Room 364
Sacramento, CA 95814.

Telephone number:
(916) 653-4082
(916) 657-5390 FAX

REFERENCE: Health and Safety Code Section 7050.5(c)
### Unclaimed Remains/Cremains

#### Overview
Unclaimed remains of a deceased person may be used for the scientific purposes provided by law.

REFERENCE: Health and Safety Code Section 7203

#### Curators
The State Department of Public Health is responsible for seeing that unclaimed remains are made available to research facilities. To meet this responsibility, the Department has appointed two curators and has delegated to them the authority to assign bodies for scientific use.

#### Southern California
The Curator for Southern California for the Unclaimed Dead is:

Dr. Thomas Noguchi  
Department of Pathology and Laboratories  
Los Angeles County + USC Medical Center,  
Decedent Affairs Office  
Inpatient Tower, Bldg. 1 (1st floor), Room C1G100  
2051 Marengo Street  
Los Angeles, CA 90033  
Contact person: Keesha Alderson (323) 409-5896 or (323) 409-7161

The curator for Southern California services the following counties:

- Imperial  
- Mono  
- San Diego  
- Inyo  
- Orange  
- San Luis Obispo  
- Kern  
- Riverside  
- Santa Barbara  
- Los Angeles  
- San Bernardino  
- Ventura

#### Northern California
The Curator of the Unclaimed Dead for Northern California is:

Name: Andrew Corson  
Address: University of California, San Francisco, Department of Anatomy, School of Medicine, AC 14, San Francisco, CA 94143-0902  
Telephone: (415) 476-1828.

The curator for Northern California serves all counties not listed in Southern California.

#### Unidentified or abandoned cremains
Unclaimed cremated remains are to be transferred to the Coroner or Medical Examiner who shall inter them as indigent dead.

REFERENCE: Health and Safety Code Section 7104
Application and Permit for Disposition of Human Remains

Overview

The application information, Items 1A through 6B, on the Application and Permit for Disposition of Human Remains (VS 9) should not conflict with information on the corresponding death or fetal death certificate. However, if the remains are being transferred to another country or state, the permit should only show the transit information.

A funeral director, Coroner, Medical Examiner, or other person in possession of remains must obtain a permit within eight days of death or finding. The applicant must complete Items 1A through 6B and the intended dispositions in Items 11, 12A, 13A, 14A, 15A and/or 16A on the state VS 9. If an acceptable certificate of death has been registered, the local registrar should issue the permit.

The person in charge of disposition must complete Items 12B and 12D through 16B and 16D as applicable. Copy 1 is to be returned to the address shown in Item 10E if in California and Copy 3 to the address in Item 10D, as appropriate.

REFERENCE: Health and Safety Code Sections 103055, 103070

Change in Disposition

The permit is for the specific disposition authorized by the registrar; any change in disposition requires a new permit. The death certificate should be amended when there is a change in disposition, for whole bodies only. An amendment is not required for a change in disposition for cremated remains.

OVR generally does not accept amendments for cremated remains.

REFERENCE: EDRS 08-02 and EDRS 09-02
# Instructions for Completing Items 1A - 9B

<table>
<thead>
<tr>
<th>1A - 1C Name of Decedent</th>
<th>EDRS will automatically display the name in Fields 1-3 on the original death certificate. If this is not correct, correct Fields 1-3 on the death certificate.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If Fields 1-3 on the original death certificate cannot be edited (for example the original death certificate is registered or these fields have been amended), create a paper disposition permit.</td>
</tr>
<tr>
<td></td>
<td>If you are creating a paper disposition permit, enter the name of the decedent. If no middle name, enter a single dash (-). For more instruction on entering decedent’s name, refer to the Death Certificate Section of the Handbook.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 Sex</th>
<th>EDRS will automatically display the information in Field 6 on the original death certificate. If this is not correct, correct Field 6 on the death certificate.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If Field 6 on the original death certificate cannot be edited (for example the original death certificate is registered or this field has been amended), create a paper disposition permit.</td>
</tr>
<tr>
<td></td>
<td>If you are creating a paper disposition permit, enter &quot;M&quot; for male or &quot;F&quot; for female. If a determination was not possible, enter &quot;Unk&quot; for unknown. For more instruction on entering decedent’s sex, refer to the Death Certificate Section of the Handbook.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 Date of Birth</th>
<th>EDRS will automatically display the information in Field 4 on the original death certificate. If this is not correct, correct Field 4 on the death certificate.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If Field 4 on the original death certificate cannot be edited (for example the original death certificate is registered or this field has been amended), create a paper disposition permit.</td>
</tr>
<tr>
<td></td>
<td>If you are creating a paper disposition permit, enter the date that corresponds to the decedent’s date of birth shown on the Certificate of Death. This entry must be numerals separated by slashes. For more instruction on entering decedent’s date of birth, refer to the Death Certificate Section of the Handbook.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4 Date of Death</th>
<th>EDRS will automatically display the information in Field 7 on the original death certificate. If this is not correct, correct Field 7 on the death certificate.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If Field 7 on the original death certificate cannot be edited (for example the original death certificate is registered or this field has been amended), create a paper disposition permit.</td>
</tr>
<tr>
<td></td>
<td>If you are creating a paper disposition permit, enter the date that corresponds to the decedent’s date of death shown on the Certificate of Death. This entry must be numerals separated by slashes. For more instruction on entering decedent’s date of death, refer to the Death Certificate Section of the Handbook.</td>
</tr>
</tbody>
</table>
### Instructions for Completing Items 1A – 9B, Continued

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5</strong></td>
<td><strong>Fetal Death</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Date of Event</strong></td>
</tr>
<tr>
<td></td>
<td>Enter the date that corresponds to the date of event for the fetal death shown on the Certificate of Fetal Death. This entry must be numerals separated by slashes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>6A</strong></th>
<th><strong>City of Death</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EDRS will automatically display the information in Field 106 on the original death certificate. If this is not correct, correct Field 106 on the death certificate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Field 106 on the original death certificate cannot be edited (for example the original death certificate is registered or this field has been amended), create a paper disposition permit.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you are creating a paper disposition permit, enter the city of death that corresponds to Field 106 on the Certificate of Death for this decedent. For more instruction on entering decedent’s city of death, refer to the Death Certificate Section of the Handbook.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>6B</strong></th>
<th><strong>County of Death</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EDRS will automatically display the information in Field 104 on the original death certificate. If this is not correct, correct Field 104 on the death certificate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Field 104 on the original death certificate cannot be edited (for example the original death certificate is registered or this field has been amended), create a paper disposition permit.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you are creating a paper disposition permit, enter the county of death that corresponds to Field 104 on the Certificate of Death for this decedent. For more instruction on entering decedent’s county of death, refer to the Death Certificate Section of the Handbook.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>7A</strong></th>
<th><strong>Name of Informant</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EDRS will automatically display the information in Field 26 on the original death certificate. If this is not correct, correct Field 26 on the death certificate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Field 26 on the original death certificate cannot be edited (for example the original death certificate is registered or this field has been amended), create a paper disposition permit.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you are creating a paper disposition permit, enter the name of the informant that corresponds to Field 26 on the Certificate of Death for this decedent. This may be a different informant than that on the Certificate of Death. For more instruction on entering informant’s name, refer to the Death Certificate Section of the Handbook.</td>
<td></td>
</tr>
</tbody>
</table>
Instructions for Completing Items 1A – 9B, Continued

7B  Relationship to Decedent

EDRS will automatically display the information in Field 26 on the original death certificate. If this is not correct, correct Field 26 on the death certificate.

If Field 26 on the original death certificate cannot be edited (for example the original death certificate is registered or this field has been amended), create a paper disposition permit.

If you are creating a paper disposition permit, enter the relationship to decedent that corresponds to Field 26 on the Certificate of Death for this decedent. Also include the blood, legal or other relationship of the informant to the deceased. For more instruction on entering informant’s relationship to decedent, refer to the Death Certificate Section of the Handbook.

7C  Informant’s full mailing address, street number and name, city, state, zip code

EDRS will automatically display the information in Field 27 on the original death certificate. If this is not correct, correct Field 27 on the death certificate.

If Field 27 on the original death certificate cannot be edited (for example the original death certificate is registered or this field has been amended), create a paper disposition permit.

If you are creating a paper disposition permit, enter the mailing address of the person providing the funerary information regarding the decedent. For more instruction on entering informant’s address, refer to the Death Certificate Section of the Handbook.
8A  Typed name and address of California licensed funeral director or person acting as such - street number and name, city, state, zip code

The funeral establishment name will automatically pre-populate Field 8A on the disposition permit with the value in Field 44 on the original death certificate at the time you create the disposition permit.

Or, click on the magnifying glass to bring up the search browser. Clicking on the correct establishment that is either handling arrangements or has hired a transport company or removal service to handle the arrangements will populate both Field 8A and Field 8B with the correct information. The search browser will now automatically "stack" the name of the funeral establishment in the box if it is too long to fit on one line. All but a very small number of California funeral establishment names will now fit in the box without the need to abbreviate.

Otherwise, enter in Field 8A, the name and address of the funeral director licensed in California who is either handling the arrangements or who has hired a transport company or removal service to handle the arrangements. Funeral businesses not licensed in California cannot conduct business or hire an unlicensed representative to conduct business within California. Transport companies, removal services, etc., are not permitted to conduct funerary business for firms not licensed by the State of California.

However, when the decedent's relative, friend, or acquaintance is acting in lieu of the funeral director and personally handling the California disposition or transportation of the decedent, no license is required. In this case, enter the name and address of the family member.

NOTE: Coroners, Medical Examiners, state appointed curators, Alcor cryonics facilities, and donees of whole bodies for scientific use are not required to hold funerary licenses.

8B  California license number

The license number will automatically pre-populate Field 8B on the disposition permit with the value in Field 45 on the original death certificate at the time you create the disposition permit.

Or, click on the magnifying glass to bring up the search browser. Clicking on the correct establishment that is either handling arrangements or has hired a transport company or removal service to handle the arrangements will populate both Field 8A and Field 8B with the correct information.

Otherwise, enter the California funeral director's license number. If no funerary business is involved, enter "None."
### Instructions for Completing Items 1A – 9B, Continued

<table>
<thead>
<tr>
<th>9A Signature of applicant</th>
<th>The applicant’s signature in Field 9A does not have to be witnessed and can be entered by the California funeral director licensee prior to presenting the permit application to the registrar. For example, the application for the permit may be signed by the funeral director at his/her office when the form is being typed. If a courier or runner is merely picking up the permit for the responsible California funeral director, the pre-signed application is acceptable. If a transport company is working for a public administrator or for a school of medicine, the public administrator or school representative should sign. Otherwise, the required applicant signature is that of the person at the registrar's counter planning to actually take the permit in hand and leave with it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9B Date signed</td>
<td>The applicant for the permit is to write the date he/she is signing the permit.</td>
</tr>
</tbody>
</table>
## Instructions for Items 10A - 11I; Complete all applicable Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
| **10A Amount of fee paid** | The local registrar enters the dollar amount of the permit fee for the disposition in Field 10A.  
The fee for an Application and Permit for Disposition of Human Remains is prescribed by law.  
If remains are to be disposed of at more than one site and/or in separate containers, a permit must be issued for each separate location/container of disposition and the appropriate fee charged.  
REFERENCE: Health and Safety Code Sections 100430, 103660, 103675, 103685, 7054.6 |
| **After Hours** | When a permit is issued outside the scheduled office hours of the local registrar, an additional fee is paid (after-hours service is not required by law). The after-hours fee portion is retained by the issuing agency.  
REFERENCE: Health and Safety Code Section 103685 |
| **10B Date permit issued** | If the local registrar issues the permit in EDRS, the date the permit is issued for the specific dispositions is entered in this field.  
If a paper disposition permit is issued, the local registrar enters the date the permit is issued for the specific dispositions authorized. The date must not be prior to that shown in Field 47, (registration date) on the decedent's Certificate of Death.  
Permits should not be issued until the Certificate of Death is accepted for registration. |
| **10C Signature of local registrar issuing permit** | If the local registrar issues the permit in EDRS, the name and signature icon of the local registrar is entered in this field.  
If a paper disposition permit is issued, the local registrar enters the signature of the local registrar. This may be handwritten or made with a stamp. If using a "signature stamp," the signature or initials of the deputy applying the stamp must be handwritten in this signature block as well. |
### Instructions for Items 10A - 11I; Continued

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10D</strong> Address of registrar of district of death</td>
<td>The name and address of the registrar of the district of death will automatically pre-populate Field 10D on the disposition permit based on the county selected in Field 104 on the original death certificate at the time you create the disposition permit. If the county of death is Los Angeles or Alameda, the address of the local registrar of the district where death occurred will automatically pre-populate Field 10D on the disposition permit based on the value in Fields 104 and 106 on the original death certificate at the time you create the disposition permit. Or, click on the magnifying glass to bring up the search browser. Clicking on the correct local registrar will populate Field 10D with the correct information. Otherwise, If the death occurred in California, enter the mailing address of the local registrar of the district where death occurred or the body was found. If the death was outside of California enter a dash (-).</td>
</tr>
<tr>
<td><strong>10E</strong> Address of registrar of district of disposition</td>
<td>If the disposition is other than the county of death, click on the magnifying glass to bring up the search browser. Clicking on the correct local registrar of the district of disposition will populate Field 10E with the correct information. Otherwise, enter the mailing address. If not outside the district of death, enter a single dash (-). If this disposition is a “Transit” and remains are being shipped out of state, enter a single dash (-).</td>
</tr>
</tbody>
</table>
Instructions for Items 10A - 11I; Continued

11 Type of disposition(s) authorized

This information will automatically pre-populate Field 11 on the disposition permit based on the value in Field 41 on the original death certificate at the time you create the disposition permit.

Otherwise, enter the authorized disposition(s).

For more information about authorized dispositions, refer to the Disposition Permit Handbook Sections 11A – 11I.

If you are creating a paper disposition permit, enter an "X" in each box that indicates the disposition being authorized by this permit.

A. BURIAL OR SCATTERING IN A CEMETERY (INCLUDES ENTOMBMENT)
B. CREMATION
C. DISPOSITION OF CREMATED REMAINS OTHER THAN IN A CEMETERY
D. SCIENTIFIC USE
E. TEMPORARY ENVAULTMENT
F. DISINTERMENT
G. SHIP IN TO CALIFORNIA
H. TRANSIT OUTSIDE OF CALIFORNIA

Enter all intended California dispositions. For example:

1) Cremation and transit (CR/TR), mark Box B and H
2) Cremation and burial (CR/BU), mark Box B and A
3) When the body must be held temporarily and the method of disposition is not known, mark Box E (TEMP), (TEMP does not include Coroner's or Medical Examiner's cases.)
4) For a ship-out, mark Box H only.

NOTE: All California dispositions can be authorized on a single permit, even if there is an intermittent process done out-of-state. For example, the remains are shipped out of California for cremation and returned for burial; mark Box H and A.

11A Burial or scattering in a cemetery

Mark this item for any burial, or for a scattering in a California cemetery. This includes burial at sea of whole bodies.

11B Cremation

Mark this item when the body is to be reduced to ashes by cremation in California.
**11C Disposition of cremated remains other than in a cemetery**

Mark this item when cremated remains are authorized to be kept, in California, outside a cemetery, scattered on private property or scattered at sea.

- Cremated remains may be kept in a dwelling owned or occupied by the person having the right to control disposition. They may be kept in a church or religious shrine if written permission from the religious shrine is obtained.

- Cremated remains may be scattered in areas where no local prohibition exists and there has been obtained written permission of the property owner or governing agency to scatter on the property.

- The phrase "at sea" includes the inland navigable waters of this state, exclusive of lakes and streams, provided that no such scattering may take place within 500 yards of the shoreline.

**REFERENCE:** Health and Safety Code Sections 7116, 7117
All County Letter 99-02

The United States Environmental Protection Agency requires that they be notified if the scattering of cremated remains occurs more than three miles off the coast of California. The cremated remains disposer should report the scattering to:

Regional Administrator  
United States Environmental Protection Agency  
Region IX  
75 Hawthorne  
San Francisco, CA 94105  
ATTN: Regional Ocean Dumping Coordinator (W-7-1)

- If cremains are to be disposed of in more than one final location that is retained by two or more family members, only one address/location should be in Item 40 on the Certificate of Death (VS 11). Only one person and address should be entered in 16A of the disposition permit. Refer to ACL 09-12 and 11-07 for multiple disposition permits.

**REFERENCE:** All County Letters 09-12 and 11-07

- Cremated Remains Disposers: Persons disposing of cremated human remains must be licensed by the Cemetery and Funeral Bureau. A list of licensees may be requested from:

State of California: Cemetery and Funeral Bureau  
1625 North Market Blvd., Suite S208  
Sacramento, CA 95834  
(916) 574-7870  
www.dca.ca.gov/cemetery
Persons exempt from the requirement of being licensed by the Cemetery and Funeral Bureau are:

1. Any person, partnership, or corporation holding a certificate as a cemetery.
2. Any person, partnership, or corporation holding a crematory license.
3. Any person, partnership, or corporation holding a cemetery broker’s license.
4. Any person, partnership, or corporation holding a cemetery salesman’s license.
5. Any person, partnership, or corporation holding a funeral director’s license.
6. Any person offering to dispose or disposing of not more than ten cremated remains within any calendar year.

Cremated remains disposers must meet the following requirements:

1. Aircraft used for scattering cremated remains shall be certified by the Federal Aviation Administration. All boats or vessels shall be registered by the Department of Motor Vehicles or documented by a federal agency.
2. The cremated remains disposer shall obtain specific written instructions from the person having the right to control the disposition.
3. The cremated remains disposer shall provide a copy of the completed permit to the person authorizing the scattering within 60 days of the date authorized.
4. Each cremated remains disposer shall file an annual report with the Cemetery and Funeral Bureau which shall include the number of cases handled and the area of scattering.

Registration shall be renewed annually.

REFERENCE: Business and Professions Code Sections 9740 – 9760.6
11D
Scientific Use

Mark this item if the remains are being donated to a facility for scientific or educational purposes.

- The permit for disposition must accompany the remains to the facility shown in Item 14A.

- If the body is to be made available to a recognized institution for scientific use, "Scientific Use" should be entered on the death certificate as well as on the permit. The same procedure is followed as for the other human remains willed or donated to an institution for scientific use.

- The person in charge of the facility receiving the remains is to enter the date received, sign, and return copy 1 of the permit to the local registrar of the district in which the receiving facility is located. Copy 3 is returned to the district of death if different than the facility location. The person in charge retains copy 2.

- Human remains may be transferred between/among scientific facilities for further scientific use without a permit.

- When the medical and scientific needs of the institution have been met, disposition of the remains may be made in the facilities of the institution without further authorization. If remains are removed for interment, a new permit must be purchased showing the final disposition.

- If the person(s) authorizing a gift of human remains desires to obtain the remains for burial when the scientific needs have been met, they shall obtain a permit for disinterment and reinterment from the local registrar and pay the appropriate permit fee.

- A subsequent change in disposition requires an amendment to the death certificate and a new permit showing final disposition.

REFERENCE: Health and Safety Code Sections 7150-7156
All County Letter 03-18
11E Temporary envaultment

Mark this item when it is not a coroner's case and final disposition has not been determined within eight days of the death.

11F Disinterment

Mark this item if a previous permit authorized a different disposition, or if remains are to be exhumed. The local registrar may accept a previous permit as documentation to issue the new permit. If a permit is no longer available, either a certified copy of the death certificate or an affidavit stating the facts may be taken as documentation for issuing the disinter permit.

The Application and Permit for Disposition of Human Remains (VS 9) is used for disinterment and reinterment. For VS 9 purposes, “Disinterment” means the removal of remains from the cemetery. Permits are not required when removing remains from one plot to another within the same cemetery.

- The application is to be prepared by the person responsible for the remains and is presented to the local registrar of the district where the human remains are to be disinterred with payment of the required fee. If remains are to be exhumed, enter the address of the local registrar in Field 10D.

REFERENCE: Health and Safety Code Section 7501

- When the cremated remains have been inurned and kept in a private dwelling, a church or religious shrine, or in a “niche” and are now to be scattered at sea or to be buried, a subsequent permit is to be purchased. A permit may be applied for in any local registration district in California. The disinterment box is to be checked to reflect the change in disposition.

REFERENCE: All County Letter 02-03

NOTE: Permits are not required when a cemetery authority opens a gravesite to verify contents (casket/container) and the remains are not removed.
Instructions for Items 10A - 11I; Continued

11G  
Ship in to California

Mark this item to authorize a California disposition for human remains shipped into the State.

- When human remains are transported into the State for disposition, the local registrar is to accept the transit or removal permit issued where the death occurred. This document is used at the California destination as a basis to issue a California permit for disposition.

If old cremains are to be disposed of, accept the document presented or require an affidavit stating the facts prior to issuing a California permit.

- Enter the place of death on the California permit.
- Do not register a death certificate since the death did not occur in California.

Collect the required fee for issuance of the California permit.

11H  
Transit to outside of California

Mark this item for the removal of human remains from California.

- California uses the VS 9 as both a disposition permit and a transit permit. When human remains or cremated human remains are taken or sent out of state, complete the VS 9 by marking Box H (also mark Box B or F if cremation or disinterment occurs within California) and the shipping information in Field 15A. Make no disposition entries on this permit unless they occur within California.

- When the remains/cremains are delivered to the person or common carrier who will remove them from the state, the person responsible for placing the remains with the carrier is to complete Fields 15B and 15C.

- Since authority of the State Registrar does not extend beyond California, we cannot issue a permit for any specific disposition outside this state. A VS 9 completed as above will authorize the shipment of remains to an area outside of California. Once there, the person in charge of the remains/cremains must comply with the laws of that state.
Out-of-state funeral directors shall not remove human remains to their facilities in a bordering state for embalming or disposition without a disposition permit.

Human remains are not to be removed from California without a permit. This requires that an acceptable Certificate of Death is filed with the registrar in the district of death and a permit issued. The law does not allow a funeral director to remove a body from California for embalming without death registration and issuance of an appropriate permit.

If you become aware of such a violation, refer the case to your district attorney for criminal prosecution. Also, write to the offending mortuary stating that such a removal is illegal and will not be tolerated. Copies of your letter should be routed to the other state’s licensing authority for funeral directors, and to their state registrar of birth and deaths. The Oregon, Nevada, and Arizona addresses follow:

**State Registrars:**

**Arizona**

Patricia Adams  
Assistant State Registrar and Chief, Office of Vital Records  
Arizona Department of Health Services  
1818 West Adams  
P.O. Box 3887  
Phoenix, AZ 85030  
(602) 364-1300  
(888) 816-5907

**Nevada**

Rani Reed  
Office of Vital Records and Statistics  
Department of Human Services  
Division of Health  
4150 Technology Way, Suite 104  
Carson City, Nevada 89706  
(775) 684-4242

**Oregon:**

Jennifer A. Woodward, Ph. D.  
State Registrar/Manager  
Center for Health Statistics  
Department of Human Services  
Room 225  
P. O. Box 14050  
Portland, OR 97293-0050  
(971) 673-1190  
(503) 234-8417 Fax
Instructions for Items 10A-11I; Continued

11H (Cont.)
Transit to outside of California

State Licensing Authority:

Arizona: Nevada:

Arizona State Board of Funeral Directors and Embalmers Nevada State Board of Funeral Directors and Embalmers
1400 W. Washington, # 230 PBM 186
Phoenix, AZ 85007 4894 Lone Mountain Rd.
(602) 542-3095 Las Vegas, NV 89130
(702)290-5366 (702) 648-5100 Fax

Oregon:

Oregon State Mortuary and Cemetery Board
800 NE Oregon Street, Suite 430
Portland, OR 97232-2195
(971) 673-1500
(971) 673-1501 Fax

NOTE: A coroner may remove a body in his/her custody to an out-of-state facility as part of the investigation.

11I
For Coroners’ use only

Mark this item for pending coroners’ or Medical Examiners’ cases only. Enter the full name and address where remains are being held.

The Application and Permit for Disposition of Human Remains (VS 9e) is used by coroners when holding human remains pending completion of the Coroner’s or Medical Examiner’s responsibilities:

• Upon presentation of a properly executed and complete death certificate, the local registrar will accept the death certificate and issue the permit. In this case, "complete" may mean that one or more items indicate "pending."

• Indicate "Disposition Pending" in Field 11 on the disposition permit. Using EDRS, the local registrar issues the disposition permit to the Coroner or Medical Examiner and the Coroner or Medical Examiner can print official copies in their office. When issuing a paper disposition permit, the local registrar must sign the permit, enter the date issued and the fee paid in Fields 10A, B, and C.

• When the Coroner’s or Medical Examiner’s responsibilities are completed, it will be necessary to file an amendment to the death certificate if new or updated information is available.

• Upon determination of final disposition, a new permit must be issued by the local registrar and the appropriate fee charged.

• Each item required for the specific type of disposition must be completed (Fields 12A-16D). Enter a single dash ("-") or N/A in the non-applicable items.

• When creating a paper disposition permit, use only black ink. There may be no erasures, correction fluid, or other alterations.
Instructions for Items 12A - 16D; Complete all applicable Items

Overview

The applicant is to complete Fields 12A, 13A, 14A, 15A, and 16A as appropriate for the dispositions to be authorized by the local registrar. For these items, address means: full street address if there is one, city, and zip code. A single dash ("-") or N/A may be entered in the non-applicable items. The B and C portions are completed upon actual disposition. Further instructions follow at the end of this chapter.

Only dispositions within California can be authorized by the VS 9. Field 15A is for those dispositions or removals across the state line.

NOTE: When human remains are shipped out of California, disposition information on the death certificate in Fields 39, 40 and 41 may not necessarily agree with comparable items on the burial permit. While the death certificate is to reflect all actual known disposition information, the permit is to reflect ONLY shipping information.

12A Name and address of California cemetery

Enter the complete information in this Field when the remains will be located at a California cemetery or California cryogenic facility. This includes below or above ground, or scattered in a rose garden. If remains are to be cryogenically suspended, the issuing officer should line out the word "CEMETERY" in Field 12A and enter the words "CRYOGENIC FACILITY."

National Cemeteries located in California must require a California permit in order to accept human remains.

Example:
12A. NAME AND ADDRESS OF CALIFORNIA CEMETERY

Westminster Memorial Park, 14801 Beach Blvd., Westminster, CA 92683

13A Name and address of California crematory

Click on the magnifying glass to bring up the search browser. Clicking on the correct crematory will populate Field 13A with the correct information.

Enter the complete information in this item when the decedent is to be reduced to ashes by incineration in a California crematory.

Example:
13A. NAME AND ADDRESS OF CALIFORNIA CREMATORY

Apollo Crematory, 7474 Natividad Road, Salinas, CA 93906
### Instructions for Items 12A - 16D; Continued

<table>
<thead>
<tr>
<th>14A</th>
<th>Name and address of California facility receiving remains</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter the complete information of the California hospital, college, curator, etc., taking the body for scientific or educational use.</td>
</tr>
<tr>
<td></td>
<td><em>Example</em></td>
</tr>
<tr>
<td></td>
<td>14A. NAME AND ADDRESS OF FACILITY RECEIVING REMAINS</td>
</tr>
<tr>
<td></td>
<td>USC School of Dentistry, University Parkway, Room 203, Los Angeles, CA 90089-6041</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15A</th>
<th>Name and address in receiving state or country where remains are to be shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter the complete address of the destination to which the remains/cremains are to be shipped or taken. The permit must not give the appearance of authorizing any specific disposition outside California; therefore, this address is to be the shipping address only.</td>
</tr>
<tr>
<td></td>
<td>Normally, this would be a mortuary at the receiving end; however, the remains/cremains could be shipped directly to a cemetery, crematory, residence, etc.</td>
</tr>
<tr>
<td></td>
<td><em>Example:</em></td>
</tr>
<tr>
<td></td>
<td>15A. NAME AND ADDRESS IN RECEIVING STATE OR COUNTRY WHERE REMAINS OR CREMATED REMAINS ARE TO BE SHIPPED</td>
</tr>
<tr>
<td></td>
<td>Mitchell Mortuary, 13437 Appalachian Way, New York, NY 60607</td>
</tr>
</tbody>
</table>

| Transit with no addressee | If cremains are to be taken out of California for scattering and there is no specific address at the destination, enter the name and address of the person actually in custody of the ashes and enter "Disposer has CA address only, cremains to be removed to (name of person) for disposal; No Address." |
### 16A
Address, nearest point on shoreline, or other description sufficient to identify final place and District of disposition

Enter the address in Field 16A that is precise enough to identify which registration district is the legal district of disposition. The name of the registration district need not be included.

Field 16A is for dispositions other than listed in 12A-15A and includes burial at sea, scattering at sea, residence, a church or shrine, temporary envaultment, or for Coroner or Medical Examiner cases with disposition pending.

If the cremated remains are to be returned to the family, enter the complete address (street name and number, city and state) of the dwelling owned or occupied by the person having the right to control disposition of the remains.

For multiple dispositions, reference All County Letters 09-12 and 11-07.

**Example:**

16A. ADDRESS, NEAREST POINT ON SHORELINE, OR OTHER DESCRIPTION SUFFICIENT TO IDENTIFY FINAL PLACE AND CA DISTRICT OF DISPOSITION

Residence of wife, Josephine Gotline, 600 Union Ave., Fairfield, CA 94808 (Solano Co.)

REFERENCE: Health and Safety Code Section 7054.6

### Temporary envaultment

Enter in Field 16A the "Temporary Envaultment" address when the funeral director holds remains for a temporary period and there is no Coroner or Medical Examiner involvement. For Coroner's or Medical Examiner's cases with disposition pending, enter the physical address location of the remains.

### Endorsement

The person in charge of the final disposition is responsible for completing the permit (Fields 12B-16B and 12C-16C) by entering the disposition date and signature. Copy #1 thus endorsed must be returned to the district of disposition (and Copy #3 returned to the district of death, if applicable). These copies must be returned within 10 days following the disposition.

**NOTE:** There is no statutory time frame for the period between the eight-day mandate to purchase a permit before disposition and the ten-day mandate to endorse/return the permit after the disposition.
<table>
<thead>
<tr>
<th>Instructions for Items 12A - 16D; Continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 B-D</td>
</tr>
<tr>
<td>Date buried and signature of person in charge of burial</td>
</tr>
<tr>
<td>The person responsible for the disposition must enter, in numerals, the date of interment and enter his/her signature. Upon endorsement, forward the completed permit copies should be forwarded to the Registrar of the District of disposition within 10 days. (Burial includes scattering in a cemetery and cryogenic suspension.)</td>
</tr>
<tr>
<td>13 B-D</td>
</tr>
<tr>
<td>Date cremated and signature of person in charge of cremation</td>
</tr>
<tr>
<td>After the cremation, the person in charge must enter in numerals the date cremated and his/her signature. Within ten days, the appropriate completed permit copies are to be forwarded to the local registration districts as instructed at the bottom of each copy.</td>
</tr>
<tr>
<td>14 B-C</td>
</tr>
<tr>
<td>Date received and signature of person in charge of facility</td>
</tr>
<tr>
<td>Enter the date in numerals that remains are turned over to the facility for scientific use. The death certificate must be filed and a permit obtained prior to this disposition date. Within ten days of this disposition date, the completed permit must be signed and copies forwarded to the appropriate local registration districts as instructed at the bottom of each copy.</td>
</tr>
</tbody>
</table>
### Instructions for Items 12A - 16D; Continued

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 B-D</td>
<td><strong>Date shipped and address of person in charge of transit</strong>&lt;br&gt;Enter the date in numerals that remains are turned over to a common carrier or other person responsible for removing the remains from the State. The death certificate must be filed and the permit obtained prior to this disposition date. The completed permit must be signed by the person in charge of the transit (i.e., the person who is responsible for shipping the remains, not the postal or UPS clerk who receives the package for shipment) and forwarded to the appropriate registrar as instructed at the bottom of each copy within 10 days. <strong>NOTE:</strong> Field 15B also requires the <em>address</em> of the person responsible for shipping or removing the remains from the State.</td>
</tr>
<tr>
<td>16 B-D</td>
<td><strong>Date of disposition, signature of person in charge of disposition, and license number of cremated remains disposer -- if applicable</strong>&lt;br&gt;The cremained disposer or person assuming the responsibility of the cremains must enter his/her signature, date in numerals, and license number if licensed as a disposer. If cremains are scattered, Field 16B must indicate the date of scattering. If cremains are to be kept by the next-of-kin or in a niche, the date entered is the date responsibility is transferred from the funeral director to the person accepting the cremains. If disposer is not licensed, enter “None” in 16C.</td>
</tr>
</tbody>
</table>
When a Permit Should Not be Issue

Overview

Do not issue a permit if the body has already been disposed of. If the date of disposition (Item 39 on the death certificate) is prior to the filing date, notify Vital Records, Cemetery and Funeral Bureau and the party responsible that the body was disposed of in violation of the law.

REFERENCE: Health and Safety Code Section 103050

Notification procedures

The sample letter on the following page may be used for notification purposes:

The Cemetery and Funeral Bureau creates a file of each phone call, letter, referral, complaint, etc. If the file is significant, the Bureau investigates the licensee and takes disciplinary action. The Bureau has no jurisdiction over individual mortuary employees. However, any employee violation must be reported to the District Attorney for investigation.
Sample Notification Letter

(LOCAL REGISTRATION LETTERHEAD)

Dear (Funeral Director) :

I would like to bring an incident involving (Name of Funeral Home or Mortuary) to your attention.

On (date), an employee of (Name of Mortuary) filed a death certificate for the above-named decedent; however, the body had been (Buried, Cremated, Shipped, Etc.) on (Date) in violation of Health and Safety Code Section 103050. Because disposition had already taken place, we cannot issue a Permit for Disposition. For your future reference, Health and Safety Code Section 103050, states:

"No person shall dispose of human remains unless (a) there has been obtained and filed with a local registrar a death certificate, as provided in Chapter 6 (commencing with Section 102775) of this part, and (b) there has been obtained from a local registrar a Permit for Disposition."

Thank you for your attention to this matter.

Sincerely,

Local Registrar of Births and Deaths

cc: California Department of Public Health
    Office of Vital Records
    Policy, Compliance, and Standards Section
    MS 5103
    P. O. Box 997410
    Sacramento, CA 95899-7410

    Department of Consumer Affairs
    Cemetery and Funeral Bureau
    1625 North Market Blvd., Suite S-208
    Sacramento, CA 95834
Vital Records has worked closely with the United States Environmental Protection Agency (USEPA) to develop a process for the transport and burial at sea of uncremated human remains. This section addresses the process for the disposal of uncremated human remains in federal waters only (outside the jurisdiction of California).

Federal regulations permit the burial at sea of human remains by individuals who follow the procedures set forth in Title 40 Code of Federal Regulations (CFR) 229.1. State law governs death registration and the issuance of permits for the transport and disposition of human remains.

REFERENCE: Title 40 CFR 229.1
Health and Safety Code, Division 102, Part 1, Chapter 8
(commencing with Section103050)
Government Code Section 170
California Constitution, Article 3, Section 2.
All County Letter 03-08
Burial at Sea of Uncremated Human Remains, Continued

<table>
<thead>
<tr>
<th>Transfer to federal waters</th>
</tr>
</thead>
<tbody>
<tr>
<td>To transfer uncremated human remains to federal waters from California requires a disposition permit issued by a local registrar. Authorized individuals wishing to conduct burials at sea of uncremated human remains may apply for an Application and Permit for Disposition of Human Remains (VS 9), authorizing the individual to remove the human remains from California jurisdiction for burial at sea.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USEPA guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>All County Letter 03-08 contains a two-page attachment from the USEPA which provides information on the burial at sea of human remains. This attachment addresses information on the preparation and burial of human remains in federal waters. Also included in the attachment is information about federal marine sanctuaries along the coast and areas outside of California jurisdiction where the disposal of human remains is not allowed by federal regulations.</td>
</tr>
</tbody>
</table>

Permits for the disposal of human remains in federal waters should not be issued identifying longitude and latitude locations within specified federally protected areas.

<table>
<thead>
<tr>
<th>Disposition information on death certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the remains of the decedent are to be disposed of by burial at sea, the death certificate should be completed as follows:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Death Certificate</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item No.</td>
<td></td>
</tr>
<tr>
<td>Item 39</td>
<td>Enter the date the remains will be transferred outside of California jurisdiction.</td>
</tr>
<tr>
<td>Item 40</td>
<td>Enter <em>Burial at Sea</em> latitude ___ (enter appropriate degree) longitude ___ (enter appropriate degree).</td>
</tr>
<tr>
<td>Item 41</td>
<td>Enter <em>BU/SEA</em>.</td>
</tr>
</tbody>
</table>

The individual disposing of the remains is responsible for providing this information. The death certificate should reflect all known disposition information.
Completion of application and permit for disposition of human remains

The Application and Permit for Disposition of Human Remains should be completed as follows:

<table>
<thead>
<tr>
<th>Permit Item No.</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field 9A</td>
<td>The applicant for the permit must sign this field.</td>
</tr>
<tr>
<td>Field 9B</td>
<td>The applicant must enter the date signed.</td>
</tr>
<tr>
<td>Field 11H</td>
<td>The box entitled “Transit Outside of California” must be checked.</td>
</tr>
<tr>
<td>Field 15A</td>
<td>Enter the name and address of the carrier that will remove the remains from California jurisdiction.</td>
</tr>
<tr>
<td>Field 15B</td>
<td>Enter the name and address of the person in charge of placing with the carrier.</td>
</tr>
<tr>
<td>Field 15C</td>
<td>The person taking responsibility for the transfer of the remains from California jurisdiction must sign this field.</td>
</tr>
<tr>
<td>Field 16A</td>
<td>Latitude and longitude degree information where the burial will take place must be entered in this field. This information is for USEPA follow-up if necessary.</td>
</tr>
</tbody>
</table>

The permit should only reflect that the remains have been transferred outside California jurisdiction for disposal.
Burial at Sea of Uncremated Human Remains, Continued

Copy of permit

The local registrar must forward a copy of the disposition permit to transport uncremated human remains outside of California jurisdiction and to bury the uncremated human remains at sea in federal waters to the USEPA at the following address:

Regional Administrator
United States Environmental Protection Agency
Region 9
75 Hawthorne Street
San Francisco, CA  94105
Attn:  Regional Ocean Dumping Program

NOTE:  The copy of the disposition permit is not to be used as a substitute for the required report to the Regional Administrator by persons transporting and burying human remains at sea.  Accordingly, the required report to the Regional Administrator by persons transporting and burying human remains at sea is not to be used as a substitute for the disposition permit.

REFERENCE:  Title 40 CFR 229.1(d)

USEPA questions

If you have any questions regarding the USEPA two-page attachment or other USEPA matters, please contact Mr. Allan Ota at (415) 972-3476.  Mr. Ota's email address is ota.allan@epa.gov.
Burial at Sea of Uncremated Human Remains; United States Navy

Procedures for burial at sea by the United States Navy

Any person entitled to possession and control of eligible human remains may provide for burial at sea by the United States Navy with a procedure recognized in a 1954 Opinion of the Attorney General.

Specific arrangements must first be made with the authorities of the Naval Regional Medical Center which will arrange the burial. The family should have the funeral director of their choice contact the following office for specific instructions:

Naval Medical Center
Decedent Affairs Office
Code: BUB
34800 Bob Wilson Drive
San Diego, CA 92134-5000
(619) 532-8066
1-800-290-7410

There are five categories of persons eligible to be buried at sea by the U.S. Navy:

1. Active Duty -- All Services
2. Retired -- All Services
3. Ex-servicemen with honorable discharge -- All Services
4. Dependents and ex-dependents of service personnel as approved by the U.S. Navy
5. Special civilians approved by the U.S. Navy

Documentation will be required by the U.S. Navy for:

1. Authorization for disposition by next of kin.
2. Proof of service retirement and kinship.
3. Burial permit for decedent (a certified copy of the death certificate may be helpful).

Death certificate and disposition permit

If the body will be buried at sea by the U.S. Navy, indicate “Burial at sea by the U.S. Navy,” in Item 40 on the death certificate.

Field 16A on the Permit for Disposition of Human Remains should indicate Naval Regional Medical Center with the appropriate address. The date the Navy accepts the body should be entered in 16B on the permit. (Attorney General's letter to the Director, DHS, dated January 15, 1954.)

NOTE: The permit should only transfer the body to the U.S. Navy for burial. Once custody is transferred, the Navy may dispose of the body following naval regulations and customs.
Distribution of Copies (VS 9)

Overview
The following is the distribution list of the 4 copies of the Application and Permit for Disposition of Human Remains (VS 9).

Distribution of copies

- Copy 1 of the permit accompanies the remains to the stated place of disposition. The funeral director or person in charge of the disposition must forward the completed permit within 10 days of disposition to the local registrar of the district in which disposition occurred or to the local registrar of the district nearest the point where the cremated remains were scattered.

- Copy 2 of the permit is retained by the person in charge of the final disposition; e.g., cemetery, crematory, ship-out, facility for scientific use, or other person in charge of disposing of the cremated remains.

- Copy 3 of the permit is to be returned to the district of death when the remains are disposed of outside the district. If not applicable, Copy 3 may be discarded.

- Copy 4 is to be retained by the registrar issuing the permit.

Each local registrar may destroy any original or duplicate permit after one year from issue date.

REFERENCE: Health and Safety Code Section 103060