

Death Registration Email Service Requests

Service requests can now be submitted via email. Fax service requests will still be accepted, but funeral establishment staff are encouraged to utilize the new email service. To utilize this service, **do not** email death registration staff directly. Please submit service requests to the DeathRegistration@ochca.com email address only.

Subject Line of Email

The subject line of the email should **never** contain any personally identifiable information (PII) such as name or record number. These items should be stated in the body of the email. Only the categories listed below should be listed in the subject line of the email.

Subject Line Categories:

- UNLOCK RECORD MI
- UNLOCK RECORD PI
- ISSUE EDRS PERMIT
- ISSUE PDF PERMIT
- VERIFY ATTS SIGNATURE
- NON-CONTAGIOUS DISEASE LETTER
- AMENDMENT QUESTIONS
- FETAL REVIEW
- OTHER (such as POLICY QUESTION, EDRS/FDRS TRAINING, etc.)

Body of Email

The body of the email should include the following:

- Record Number
- Decedent's Name
- Date of Death
- Any questions or other information regarding decedent's record
- Contact information for individual sending the email

Email Review Hours

Please allow 2 business hours for review by OCHCA. Review hours are M - F, 8 a.m. - 12 p.m. and 1-4 p.m., excluding County holidays.



Public Health Services | Office of Vital Records

200 W. Santa Ana Blvd., Suite 100-B, Santa Ana, CA 92701

Phone: 714-480-6700 | Email: DeathRegistration@ochca.com | Fax: 714-480-6656