Death Registration Email Service Requests

Service requests should be submitted via email to deathregistration@ochca.com

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. Do not type whole sentences in all CAPS on the E-mail because this will trigger your E-mail to be send to our investigation folder and we cannot read the message.

Subject Line Categories:

- Unlock Record MI
- Unlock Record PI
- Issue EDRS Permit
- Issue PDF Permit
- Verify Attestation Signature
- Non-Contagious Disease Letter
- Amendment Questions
- Fetal Review
- Schedule Appointment
- Other (such as Policy Question, EDRS/FDRS Training, etc.)

Body of Email

The body of the email should include the following:

- EDRS Record Number
- Decedent's Name
- Date of Death
- For shippers requests, enter the number of death certificates to be printed and if a non-contagious disease letter is required
- Any questions or other information regarding decedent's record
- Contact information for individual sending the email (Include name, address, phone number and Establishment name)

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.

January 2023