

How to Request a Cremation Permit

Once the medical section is certified, you can request cremation authorization from the medical examiner.

1. Open your record and scroll to the bottom. Click on **Cremation Approval**.

The screenshot shows the Michigan EDRS system interface. The top navigation bar includes 'Certificate Of Death', 'Activity History', 'Comments', 'Messages', 'Images', 'Info', 'Corrections', and 'Run Error Checks'. The main content area displays the 'STATE OF MICHIGAN DEPARTMENT OF COMMUNITY HEALTH CERTIFICATE OF DEATH' form. The form fields are as follows:

1. Decedent's Name (First Middle Last) Don Don Decedent	2. Date Of Birth January 01, 1973	3. Sex Male	4. Date Of Death August 29, 2017
1b. Decedent's Name Entered at Medical Facility Jeffrey Fieger			
5. Name At Birth or Other Name Used For Personal Business (Include AKA's if any) - (First Middle Last)	6a. Age - Last Birthday (Years) 44	6b. Under 1 Year	6c. Under 1 Day
7a. Location Of Death (Enter place officially pronounced dead in 7a, 7b, 7c) (If not in either, give street number and street and Zip code) Hospital Or Other Institution - Name Office	7b. City, Village, Or Township Of Death Southfield	7c. County Of Death Oakland	
8a. Current Residence - State Michigan	8b. County Eaton	8c. Locality (City, Village, Or Township) Lansing	8d. Street Number And Street (include Apt.No if applicable) 123 Main Street

At the bottom of the form, there are four buttons: **Edit**, **Cremation Approval**, **Print**, and **Close**.

2. A message box will open. Click on the **Address Book** to select a Medical Examiner to request cremation approval.

3. Complete the **Subject** field, select a **Priority**, type your **Message** and click the **Send Request** button.

The screenshot shows the 'Send Message' dialog box. The fields and buttons are as follows:

- To ***: Select Medical Examiner from address book. Buttons: **Address Book**, **Clear**.
- CC**: Buttons: **Address Book**, **Clear**.
- Subject**: Enter subject.
- Type**: Cremation Approval (dropdown menu).
- Priority**: Normal, Urgent.
- Message ***: Type message then **Send Request**.
- Buttons at the bottom: **Send Request**, **Cancel**.

4. The Medical Examiner will receive a message. He or she can review, approve, or reject the request. You will receive a notification when the request is approved or rejected.

Reminder

- Cremation permits can be printed from the Certificate of Death tab by clicking on the Print button. The permit will only be available after the request is approved.