



Filing a Death Certificate

May 19, 2009

Utah law allows families to care for their dead without the services of a licensed funeral director. Families that do not retain a funeral director must file a death certificate and comply with state laws and rules regarding the disposition of human remains.

Filing a Death Certificate

A death certificate must be filed within five days of death and before final disposition of the deceased's remains. ([Utah Code 26-2-13 \(1\)\(a\)](#)). A burial transit permit is required before removing remains from the place of death (hospital, nursing home, home, etc.) [R436-8-1\(c\)](#). If you are planning cremation or removal of remains from the state of Utah, a cremation permit and review by the Office of the Medical Examiner is required.

To begin the death certificate, contact the [Local Health Department Registrar](#) in the county that the death occurred or the [State Office of Vital Records and Statistics](#) to assist you. You will need to appear in person at the state or local office. Be prepared with the following information about the deceased:

1. Full Name of Deceased
2. Time of Death
3. Date of Death
4. Place of Death
5. Date of Birth
6. Place of Birth
7. Social Security Number
8. Did Deceased Serve in the US Armed Forces
9. Martial Status
10. Spouse's Name (Maiden Name)
11. Occupation
12. Residence Address
13. Names of Parents - Father's Name, Mother's Maiden Name
14. Level of Education Completed
15. Place of Burial or Disposition
16. Name, Address and Phone Number of Certifying Physician

Prior to filing the death certificate you must obtain certification of the cause of death from the attending physician and in some cases, the Office of the Medical Examiner. Once you have obtained medical certification the death certificate will be filed and necessary permits will be issued.

Transportation of Remains

When transporting remains, the body must be encased in a container (such as a plastic bag) which ensures against seepage of fluid and the escape of odors. A transit permit must either be attached to the container or in the possession of the person transporting the body. [R436-8-2](#)

Preservation of Remains

No human body may be held in any place or be in transit more than 24 hours after death and pending final disposition, unless either maintained at a temperature of 40 degrees Fahrenheit or below, or embalmed by a licensed embalmer in a manner approved by the State Board of Embalming. [R436-8-3](#)

Disposition of Remains

If you are considering non-cemetery burial, or scattering of ashes please consider the following:

1. Check with city/county officials to see if there are any local ordinances regarding burial on non-cemetery property.
2. Check with the land owner (private or public) to ask permission to use their property (written permission/authorization.)

LOCAL COUNTY VITAL RECORDS OFFICES

Vital Records Office	Address	Contact Number	County
<p>Bear River Health District - Vital Records Hours: Monday – Thursday: 7:00 am – 6:00 pm</p> <p>*Brigham City Health District Satellite Office Hours: Monday – Thursday: 7:00 am – 6:00 pm</p>	<p>655 East 1300 North Logan, Utah 84341</p> <p>817 West 950 South Brigham City, Utah 8402</p>	<p>(435) 792-6492 Fax: (435) 713-9531</p> <p>(435) 695-2068 (435) 695-2063 Fax: (435) 734-0848</p>	<p>Box Elder Cache Rich</p>
<p>Central Utah Health District - Vital Records Hours: Monday – Friday: 8:00 am – 5:00 pm</p>	<p>70 Westview Drive Richfield, Utah 84701</p>	<p>(435) 896-5451 ext: 310 Fax: (435)896-4353</p>	<p>Juab Millard Sanpete Sevier Piute Wayne</p>
<p>Davis County - Vital Records Hours: Monday – Friday: 8:00 am – 4:30 pm</p>	<p>50 East State Street Farmington, Utah 84025</p>	<p>(801) 451-3337 Fax: (801) 451-3242</p>	<p>Davis</p>
<p>Salt Lake Valley Health - Vital Records Hours: Monday – Friday: 8:30 am – 4:00 pm</p> <p>*Shipp Clinic - Vital Records Satellite Office Hours: Monday – Friday: 8:30 am – 4:00 pm (Closed 12:00 – 1:00)</p> <p>*Sandy Office - Vital Records Satellite Office Hours: Monday – Friday: 8:30 am – 4:00 pm (Closed 12:00 – 1:00)</p>	<p>610 South 200 East Salt Lake City, Utah 84111</p> <p>Ellis R Shipp Public Health Center 4535 South 5600 West West Valley City, Utah 84120</p> <p>South East Public Health Center 9340 South 700 East Sandy, Utah 84070</p>	<p>(801) 534-4660 Fax: (801) 534-4640</p> <p>(801) 963-7313 Fax: (801) 963-7380</p> <p>(801) 256-1961 Fax: (801) 568-6917</p>	<p>Salt Lake</p>
<p>Southeast Utah Health District - Vital Records Hours: Monday – Thursday: 7:00 am – 6:00 pm</p> <p>*Grand County Satellite Office Hours: Monday – Thursday: 7:00 am – 6:00 pm</p> <p>*San Juan County Satellite Office Hours: Monday – Thursday: 8:00 am – 5:00 pm (Closed 12:00 – 1:00)</p>	<p>28 South 100 East Price, Utah 84501</p> <p>471 South Main Street #4 PO Box E Moab, Utah 84532</p> <p>Monticello Office (The Old Courthouse) 117 South Main Monticello, Utah 84535</p>	<p>(435) 637-6371 Fax: (435) 637-7515</p> <p>435) 259-5602 Fax: (435) 259-7369</p> <p>(435) 587-2021 Fax: (435) 587-3151</p>	<p>Carbon Emery</p> <p>Grand</p> <p>San Juan</p>
<p>Southwest Public Health Department - Vital Records Hours: Monday – Thursday: 7:00 am – 5:30 pm</p> <p>* Beaver Office Satellite Office Hours: Monday – Friday: 8:00 am – 5:00 pm</p>	<p>620 South 400 East #400 St. George, Utah 84770</p> <p>1175 North 74 West PO Box 127 Monticello, Utah 84535</p>	<p>(435) 986-2542 / 43 Fax: (435) 628-6713</p> <p>(435) 438-2482 Fax: (435) 438-2108</p>	<p>Garfield Washington</p> <p>Beaver</p>

Vital Records Office	Address	Contact Number	County
<p>Southwest Public Health Department continued</p> <p>* Cedar City Office Satellite Office Hours: Monday – Friday: 8:00 am – 5:00 pm</p> <p>* Kanab Office Satellite Office Hours: Monday – Friday: 8:00 am – 4:30 pm</p>	<p>260 East DL Sargent Drive Cedar City, Utah 84720</p> <p>245 South 200 East Kanab, Utah 84741</p>	<p>(435) 865-5140 Fax: (435) 586-4851</p> <p>(435) 644-2537 Fax: (435) 644-5024</p>	<p>Iron</p> <p>Kane</p>
<p>Summit County Public Health Department - Vital Records Hours: Monday – Friday: 8:00 am – 5:00 pm (Closed 12:00 – 1:00)</p>	<p>85 North 50 East PO Box 128 Coalville, Utah 84017</p>	<p>(435) 336-3222 Fax: (435) 336-3067</p>	<p>Summit</p>
<p>Tooele County Health Department - Vital Records Hours: Monday – Thursday: 7:00 am – 6:00 pm</p>	<p>151 North Main Tooele, Utah 84074</p>	<p>(435) 277-2300 Fax: (435) 277-2304</p>	<p>Tooele</p>
<p>Tri County - Vital Records Hours: Monday – Friday: 8:00 am – 5:00 pm</p>	<p>133 East 500 South Vernal, Utah 84078</p>	<p>(435) 781-5475 Fax: (435) 781-0536</p>	<p>Daggett Duchesne Uintah</p>
<p>Utah County Health Department - Vital Records Hours: Monday – Friday: 8:00 am – 4:30 pm</p>	<p>151 South University Avenue Suite 100 Provo, Utah 84601</p>	<p>(801) 851-7526 Fax: (801) 851-7009</p>	<p>Utah</p>
<p>Wasatch County Health Department - Vital Records Hours: Monday – Friday: 8:00 am – 4:30 pm</p>	<p>55 South 500 East Heber City, Utah 84032</p>	<p>(435) 657-3307 Fax: (435) 654-2705</p>	<p>Wasatch</p>
<p>Weber/Morgan Health Department - Vital Records Hours: Monday – Thursday: 8:00 am – 6:00 pm Friday: 8:00 am – 5:00 pm</p>	<p>477 23rd Street Ogden, Utah 84401</p>	<p>(801) 399-7132 Fax: (801) 399-7135</p>	<p>Morgan Weber</p>

**UTAH DEPARTMENT OF HEALTH
STATE OFFICE OF VITAL RECORDS AND STATISTICS**

Vital Records Office	Address	Contact Number
Utah Department of Health Office of Vital Records and Statistics (OVRs) Hours: Monday – Thursday: 7:00 am – 6:00 pm	Cannon Health Building 288 North 1460 West Salt Lake City, Utah 84114 Mailing Address: Utah Department of Health Office of Vital Records and Statistics PO Box 141012 Salt Lake City, Utah 84114-1012	Ann Ramos Death Certificate Registration Supervisor 801-538-6364 Leisa Finch Electronic Death Registration (EDR) Coordinator 801-538-9326 Jeff Duncan OVRs Director 801-538-7023

26-2-13. Certificate of death -- Execution and registration requirements.

(1) (a) A certificate of death for each death that occurs in this state shall be filed with the local registrar of the district in which the death occurs, or as otherwise directed by the state registrar, within five days after death and prior to the decedent's interment, any other disposal, or removal from the registration district where the death occurred.

(b) A certificate of death shall be registered if the certificate of death is completed and filed in accordance with this chapter.

(2) (a) If the place of death is unknown but the dead body is found in this state:

(i) the certificate of death shall be completed and filed in accordance with this section; and

(ii) the place where the dead body is found shall be shown as the place of death.

(b) If the date of death is unknown, the date shall be determined by approximation.

(3) (a) When death occurs in a moving conveyance in the United States and the decedent is first removed from the conveyance in this state:

(i) the certificate of death shall be filed with:

(A) the local registrar of the district where the decedent is removed; or

(B) a person designated by the state registrar; and

(ii) the place where the decedent is removed shall be considered the place of death.

(b) When a death occurs on a moving conveyance outside the United States and the decedent is first removed from the conveyance in this state:

(i) the certificate of death shall be filed with:

(A) the local registrar of the district where the decedent is removed; or

(B) a person designated by the state registrar; and

(ii) the certificate of death shall show the actual place of death to the extent it can be determined.

(4) (a) Subject to Subsections (4) (d) and (10), a custodial funeral service director or, if a funeral director is not retained, a dispositioner shall sign the certificate of death.

(b) The custodial funeral service director, an agent of the custodial funeral service director or, if a funeral service director is not retained, a dispositioner shall:

(i) file the certificate of death prior to any disposition of a dead body or fetus; and

(ii) obtain the decedent's personal data from the next of kin or the best qualified person or source available including the decedent's Social Security number, if known.

(c) The certificate of death may not include the decedent's Social Security number.

(b) A dispositioner may not sign a certificate of death, unless the signature is witnessed by the state or local registrar.

(5) (a) The medical section of the certificate of death shall be completed, signed, and returned to the funeral service director, or if funeral service director is not retained, a dispositioner, within 72 hours after death by the physician who was in charge of the decedent's care for the illness or condition which resulted in death, except when inquiry is required by Title 26, Chapter 4, Utah Medical Examiner Act.

(b) In the absence of the physician or with the physician's approval, the certificate of death may be completed and signed by an associate physician, the chief medical officer of the institution in which death occurred, or a physician who performed an autopsy upon the decedent if:

- (i) the person has access to the medical history of the case;
- (ii) the person views the decedent at or after death; and
- (iii) the death is not due to causes required to be investigated by the medical examiner.

(6) When death occurs more than 30 days after the decedent was last treated by a physician, the case shall be referred to the medical examiner for investigation to determine and certify the cause, date, and place of death.

(7) When inquiry is required by Title 26, Chapter 4, Utah Medical Examiner Act, the medical examiner shall make an investigation and complete and sign the medical section of the certificate of death within 72 hours after taking charge of the case.

(8) If the cause of death cannot be determined within 72 hours after death:

- (a) the medical section of the certificate of death shall be completed as provided by department rule;
- (b) the attending physician or medical examiner shall give the funeral service director, or, if a funeral director is not retained, a dispositioner, notice of the reason for the delay; and
- (c) final disposition of the decedent may not be made until authorized by the attending physician or medical examiner.

(9) (a) When a death is presumed to have occurred within this state but the dead body cannot be located, a certificate of death may be prepared by the state registrar upon receipt of an order of a Utah district court.

(b) The order described in Subsection (9)(a) shall include a finding of fact stating the name of the decedent, the date of death, and the place of death.

(c) A certificate of death prepared under Subsection (9)(a) shall:

- (i) show the date of registration; and
- (ii) identify the court and the date of the order.

(10) It is unlawful for a dispositioner to charge for or accept any remuneration for:

- (a) signing a certificate of death; or
- (b) performing any other duty of a dispositioner, as described in this section.

R436-8-1. Removal of Body.

Before removing a dead body or fetus from the place of death, the funeral director or person acting as such shall:

- (a) Obtain permission from the next of kin or the custodian of the remains to remove the body or fetus from the place of death, and obtain assurance from the attending physician that death is from natural causes, and that the physician will assume responsibility for certifying to the cause of death or fetal death.
- (b) Determine whether or not the medical examiner has been notified, if the death comes within his jurisdiction. If the medical examiner has not been notified or if that fact is unknown, make the notification and obtain authorization to remove the body.
- (c) When the dead body or fetus is being removed from the hospital or other place of death by the next of kin or other person acting as the funeral director, the hospital or other custodian of the body shall not release the body until they are presented with a burial-transit permit issued by the appropriate local registrar or the state registrar.

R436-8-2. Transportation of Dead Bodies.

Any body shipped by common carrier must be embalmed by a licensed embalmer in a manner approved by the State Board of Embalming. The body must be placed in either (a) a sound casket enclosed in a strong outside shipping case, or (b) a metal container specifically designed for this purpose. If the body cannot be embalmed or is in a state of decomposition, it may be shipped only after enclosure in any air-tight metal casket encased in a strong outside shipping case, or in a sound casket encased in an air-tight metal, or metal-lined shipping case. When any body is to be transported by common carrier, the burial-transit permit shall be attached to the shipping case. Any body transported by means other than a common carrier must be encased in a container (such as a plastic bag) which ensures against seepage of fluid and the escape of odors. However, bodies transported by a licensed funeral director in a vehicle used for such purpose need not be so encased. If a dead body is to be transported by means other than a common carrier and for a purpose other than preparation or storage, the burial-transit permit shall be attached to the container in which the body is enclosed or in the possession of the person transporting the body.

R436-8-3. Preservation of Bodies.

No human body may be held in any place or be in transit more than 24 hours after death and pending final disposition, unless either maintained at a temperature of not more than 40 degrees F. or embalmed by a licensed embalmer in a manner approved by the State Board of Embalming, or by the embalmer licensed to practice in the state where the death occurred.