



eVital Guide:

Requesting Cremation Clearance for Funeral Home Users

New York City Department of Health
and Mental Hygiene
Division of Epidemiology, Bureau of Vital Statistics

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1. Requesting Cremation Clearance Using eVital

1.1 Purpose

The eVital system allows funeral home users to electronically request cremation clearance with the New York City Health Department’s Bureau of Vital Statistics (BVS).

1.2 Scope

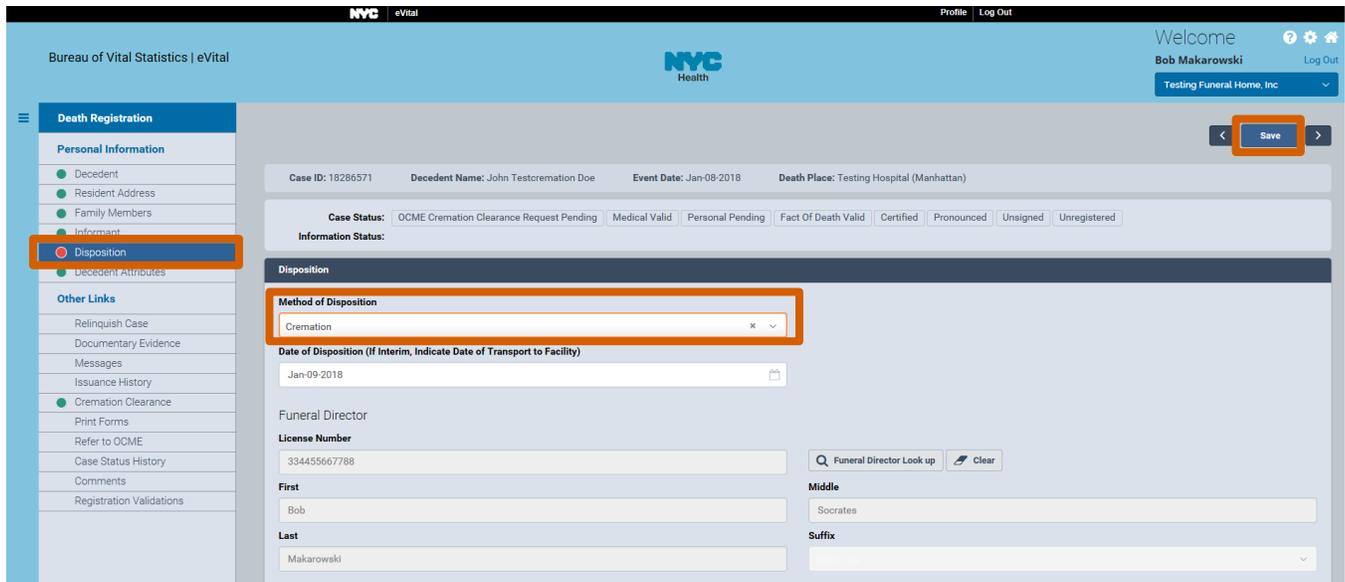
This guide provides step-by-step instructions for requesting cremation clearance in eVital.

1.3 Cremation Clearance – Points to Remember

1. Cremation clearance can be requested on a registered or unregistered case.
2. The case must be certified by a medical facility certifier.
3. The **Informant** and **Individual Authorizing Disposition** fields must be completed (i.e. they cannot be set to “unknown” or “unavailable”).
4. The **Method of Disposition** field must be set to **Cremation** or **Anatomical Donation**.
5. If Cremation Clearance is rejected by the medical examiner, ownership of the case is transferred to medical examiner.

1.4 Steps for Requesting Cremation Clearance

1. Under the **Personal Information** group in the **Death Registration** panel, click **Disposition**. Select **Cremation** from the **Method of Disposition** drop-down list and click **Save**.



2. Scroll to the bottom of the **Disposition** screen and complete the **Place of Disposition** section. Click the **Place of Disposition Look up** button to locate the desired cremation service provider.

Place of Disposition

Place of Disposition

Crestwood Funeral Home & Cremation Services

City or Town **State** **Country**

New York New York United States

Date Signed

3. In the **Facility Name** field, type “%cremation%.” The percent sign (%) is used as a wildcard, substituting for any character(s) at the beginning and end of names.

Lookup Place of Disposition

Facility Name* %cremation%

4. The search results show any facility name with the word “cremation.” Click **Select** to choose the desired organization

Lookup Place of Disposition

Facility Name* %cremation%

| Facility Name | Address | City | |
|--|--------------------|-----------------|---------------------------------------|
| Long Island Cremation Company Inc | 91 Eads Street | West Babylon | <input type="button" value="Select"/> |
| US Cremation Co Ltd | 61-40 Mount Olivet | Middle Village | <input type="button" value="Select"/> |
| Crestwood Funeral Home & Cremation Services | 445 W 43rd Street | New York | <input type="button" value="Select"/> |
| Stoney Creek Cremation & Burial Society | 3024 Quentin Road | Brooklyn | <input type="button" value="Select"/> |
| Drago Funeral Home and Cremation Services | 43-10 30th Avenue | Astoria | <input type="button" value="Select"/> |
| Moloney-Sinnickson's Funeral Home & Cremation Center | 203 Main Street | Center Moriches | <input type="button" value="Select"/> |

5. The **Place of Disposition** now shows the selected cremation facility and its location.

Place of Disposition

Place of Disposition

Crestwood Funeral Home & Cremation Services Place of Disposition Look up Clear

City or Town **State** **Country**

New York New York United States

6. Click the **Cremation Clearance** tab under the **Other Links** group in the **Death Registration** panel. The **Individual Authorizing Disposition** fields are populated using data previously entered in the **Informant** tab. Click the **Request Cremation Clearance** button at the top of the screen to submit this case to the OCME.

Death Registration

Personal Information

- Decedent
- Resident Address
- Family Members
- Informant
- Disposition
- Decedent Attributes

Other Links

- Relinquish Case
- Documentary Evidence
- Messages
- Issuance History
- Cremation Clearance**
- Print Forms
- Refer to OCME
- Case Status History
- Comments
- Registration Validations

Request Cremation Clearance Save

Case ID: 18286571 Decedent Name: John Testcremation Doe Event Date: Jan-08-2018 Death Place: Testing Hospital (Manhattan)

Case Status: OCME Cremation Clearance Request Cancelled | Medical Valid | Personal Pending | Fact Of Death Valid | Certified | Pronounced | Unassigned | Unregistered

Information Status:

Cremation Clearance

Individual Authorizing Disposition

First: Peter Middle: Last: Doe Suffix: Relationship to Decedent: Father

Authorizing Individual Address

Street Number and Name, Rural Route (No P.O. Box, etc): 4 Sutton Pl Apartment, Suite, Building, Floor, etc: Apt 10A

City or Town: New York County: State: NY

Country: United States Zip Code: 10022-3181

Phone Number:

7. Once the clearance request is submitted to the OCME, the **Request Cremation Clearance** button is replaced with the **Cancel Cremation Clearance** button.

Death Registration

Personal Information

- Decedent
- Resident Address
- Family Members
- Informant
- Disposition
- Decedent Attributes

Other Links

- Relinquish Case
- Documentary Evidence
- Messages
- Issuance History
- Cremation Clearance**
- Print Forms
- Refer to OCME
- Case Status History
- Comments
- Registration Validations

Cancel Cremation Clearance Save

Case ID: 18286571 Decedent Name: John Testcremation Doe Event Date: Jan-08-2018 Death Place: Testing Hospital (Manhattan)

Case Status: OCME Cremation Clearance Request Pending | Medical Valid | Personal Pending | Fact Of Death Valid | Certified | Pronounced | Unassigned | Unregistered

Information Status:

Cremation Clearance

Individual Authorizing Disposition

First: Peter Middle: Last: Doe Suffix: Relationship to Decedent: Father

8. The status of the cremation clearance submission can be viewed in the **Case Status History** tab.

Case ID: 18286571 Name: John Testcremation Doe Event Date: Jan-08-2018

Case Status: OCME Cremation Clearance Request Pending | Medical Valid | Personal Pending | Fact Of Death Valid | Certified | Pronounced | Unsigned | Unregistered

| Status Date | Status Name | Status set by | Associated Facility name | Comment | Reject Reason | Other Reason |
|----------------------|--|--------------------------|------------------------------|---------|---------------|--------------|
| Jan/08/2018 03:02 PM | OCME Cremation Clearance Request Pending | Makarowski, Bob Socrates | Testing Funeral Home, Inc | | | |
| Jan/08/2018 11:58 AM | Disposition Payment Completed | Makarowski, Bob Socrates | Testing Funeral Home, Inc | | | |
| Jan/08/2018 11:53 AM | Pronounced | Makarowski, Bob Socrates | Testing Hospital (Manhattan) | | | |
| Jan/08/2018 11:53 AM | Certified | Makarowski, Bob Socrates | Testing Hospital (Manhattan) | | | |
| Jan/08/2018 11:52 AM | Certification Required | Makarowski, Bob Socrates | Testing Hospital (Manhattan) | | | |
| Jan/08/2018 11:52 AM | Medical Valid | Makarowski, Bob Socrates | Testing Hospital (Manhattan) | | | |
| Jan/08/2018 11:51 AM | Pronouncement Required | Makarowski, Bob Socrates | Testing Hospital (Manhattan) | | | |
| Jan/08/2018 11:51 AM | Personal Pending | Makarowski, Bob Socrates | Testing Hospital (Manhattan) | | | |
| Jan/08/2018 11:51 AM | Fact Of Death Valid | Makarowski, Bob Socrates | Testing Hospital (Manhattan) | | | |
| Jan/08/2018 11:51 AM | Medical Pending | Makarowski, Bob Socrates | Testing Hospital (Manhattan) | | | |

9. After the cremation is approved or rejected, the OCME’s response will be visible on the eVital home page. Click the **Case ID** link to be view the full death registration.

Preferred Queues

All Queues

Messages

Death STOP ITOP Amendments

From: System

Message: The CC Request on the following case has been approved [Case ID: 18286571](#) John Doe, Date of Death: Jan/08/2018

Sent Date: Jan/08/2018 04:55 PM

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10. After the cremation is approved, the medical examiner **ME Case Number** and the medical legal investigator (MLI) name will appear in the **Cremation Clearance Authorized by** section.

The screenshot displays a web application interface for death registration. On the left is a sidebar with a menu under 'Death Registration' containing 'Personal Information' (Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes) and 'Other Links' (Relinquish Case, Documentary Evidence, Messages, Issuance History, Cremation Clearance, Print Forms, Refer to OCME, Case Status History, Comments, Registration Validations). The 'Cremation Clearance' option is highlighted with an orange border. The main content area shows case details: Case ID: 18286571, Decedent Name: John Testcremation Doe, Event Date: Jan-08-2018, Death Place: Testing Hospital (Manhattan). Below this are status tabs: Cremation Clearance Approved, Medical Valid, Personal Pending, Fact Of Death Valid, Certified, Pronounced, Unsigned, Unregistered. An 'Information Status' section is present. The 'Notify ME/Coroner' section includes 'Office Name' (Manhattan), 'First' (Ralph), 'Middle' (Testcremation), and 'Last' (Doe). The 'Cremation Clearance Status' is a dropdown menu, and the 'ME Case Number' is 1234567890. The 'Cremation Clearance Authorized By' section is highlighted with an orange border and contains 'First' (Richard), 'Middle' (Testcremation), and 'Last' (Doe). A 'Cremation Reject Reason' field is at the bottom.

11. The cremation clearance process is now complete. You may now proceed with other decedent activities.