eVital Guide:
Requesting Cremation Clearance for Funeral Home Users

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Division of Epidemiology, Bureau of Vital Statistics
# Requesting Cremation Clearance

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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.

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.

4. The search results show any facility name with the word “cremation.” Click Select to choose the desired organization.
5. The **Place of Disposition** now shows the selected cremation facility and its location.

![Place of Disposition](image1)

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](image2)

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](image3)
8. The status of the cremation clearance submission can be viewed in the **Case Status History** tab.

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 view the full death registration.
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.

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