

Cremation clearance must be requested whenever the method of disposition for a case is cremation.

For unregistered cases, the request must be submitted and approved prior to completing the disposition page for the decedent.

For registered cases, the request must also be submitted and approved prior to amending the method of disposition to cremation. The following instructions summarize what should be done when requesting cremation clearance in EVERS.

For **Method of disposition**, select **Cremation** from the drop down menu on the **Disposition** page.

The screenshot shows the EVERS system interface for death registration. The top navigation bar includes links for Main, Order Processing, Life Events, Queues, Forms, and Help. The header identifies the user as '743377 :George Test APR-12-2013' and lists various status options like 'Personal Invalid/Fact of Death Valid/Medical Invalid/Not Registered/Unsigned/Unpronounced/Uncertified/NAPe Pending/ICD Coding Required/GIS Coding Required'. The 'Disposition' section is active, showing a dropdown menu for 'Method of disposition' with 'Cremation' selected. Other options in the dropdown include 'Burial (Not Potter's Field)', 'Cremation', 'Anatomical Donation', 'Entombment', and 'Other, specify'. A callout box points to the dropdown menu with the text 'Select Cremation from the drop down menu.' Below the dropdown, there are fields for 'Cremation Clearance', 'Date of disposition', 'Place of disposition', and 'Place of Disposition'. The 'Funeral Director' section includes fields for 'License Number' (234543), 'Lookup' (Maya Feldman), and 'First', 'Middle', 'Last', 'Suffix' (Maya, Feldman). The 'Funeral Home' section includes fields for 'Business Registration Number' (00354), 'Lookup' (Colonial Funeral Home), and 'Street Number', 'Pre', 'Directional', 'Street Name', 'Street Designator', 'Post Directional', and 'Apartment Number'.

For **Place of disposition**, enter the name of the crematory on the **Disposition** page. Use the **Lookup** icon to search for and select the crematory. Click **Save** to save data entered on the page.

Death Registration Menu 528835 : Tfour Cfour APR-17-2013
 /Personal Invalid/Fact of Death Valid/Medical Valid/Not Registered/Unsigned/Unpronounced/Uncertified/NA/Personal Pending/Cremation Clearance Required/Certification Required/ICD Coding Required/GIS Coding Required

Cremation Clearance

Authorizing Individual Name
 First Last
 Mary Mart
 Relationship to Decedent **Mother** Other Specify

Authorizing Individual Address
 Street Number Directional Street Name Street Designator Post Directional Apartment Number
 7654 1st Avenue
 City or Town State Country Zip Code
 Queens New York United States 11232
 Phone Number

Notify ME/Coroner
 Office Name Office of Chief Medical Examiner
 First Middle Last
 Cremation Clearance Status **Requested** [Cancel Cremation Clearance Request](#)
 ME Case Number
 Cremation Clearance Authorized By:
 First Middle Last

Checking the status of a Cremation Clearance Request

1. You will receive a **message** from the OCME telling you if the cremation clearance request is **Approved** or **Not Approved**.

Messages [Send Message](#) [Remove from List](#)

From	Message Text	Date Sent	
Corinne Ambrosi	Cremation Clearance has been approved for Case: 427785, Name: Little Mickey, Date of Death: APR-17-2013. Mickey, Little	5/3/2013 11:07:10 AM	<input type="checkbox"/>
Lomi Zsrwlm	The amendment for: Case Id: 427785 ; Little Mickey, Date of Death: APR-17-2013 has been Approved. Approved by user.	5/3/2013 11:01:06 AM	<input type="checkbox"/>

Click on the name in the **From** field to see the complete message.

Message

Message

From: Corinne Ambrosi
 Sender Office: Office of Chief Medical Examiner
 Subject: Case 427785 - Approved
 Date Sent: Friday, May 03, 2013
 Message Text: Cremation Clearance has been approved for Case: 427785, Name: Little Mickey, Date of Death: APR-17-2013. Mickey, Little

[Close](#)

OR

2. **Locate** the case.

Click **Cremation Clearance** under **Other Links**.

The screenshot shows a web application interface for Cremation Clearance. On the left is a sidebar menu with the following items: Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes, Medical Certification, Cause of Death, Other Links, Cremation Clearance (highlighted with a red box and an arrow), Print Forms, Relinquish Case, and Validate Registration. The main form area is titled 'Cremation Clearance' and contains the following sections:

- Authorizing Individual Name:** First: Frank, Last: Smith, Relationship to Decedent: Brother (dropdown), Other Specify: [text box]
- Authorizing Individual Address:** Street Number: 1234, Directional: [dropdown], Street Name: Broadway, Street Designator: [dropdown], Post Directional: [dropdown], Apartment Number: [text box], City or Town: New York, State: New York, Country: United States, Zip Code: 11232, Phone Number: [text box]
- Notify ME/Coroner:** Office Name: Office of Chief Medical Examiner, First: [text box], Middle: [text box], Last: [text box], Cremation Clearance Status: Approved (dropdown), ME Case Number: 13001355 (text box), Cremation Clearance Authorized By: First: Dhruvajanti, Middle: [text box], Last: Chattoopadhyay (text box), Cremation Reject Reason: [text box]

Cremation Clearance Status is **Approved**, **ME Case Number** is assigned, and the **Name of MLI (Medical Legal Investigator)** authorizing the Cremation Clearance is completed.

Note: You DO NOT need to fax request forms and death certificates to the OCME for EVERS cremation requests.

For questions regarding EVERS, please contact:

Constituent Services Unit
New York City Department of Health and Mental Hygiene
(646) 632-6705
evers@health.nyc.gov

Have you seen our website yet? Go ahead, take a look now! <http://www.nyc.gov/evers>