

EDRS/Death Registration Policy Sheet for FY 2025-2026**EDRS and filing hours, Monday-Friday**

9:00 a.m. – 12:00 p.m. and 1:30 p.m. – 4:00 p.m.

Processing of **ship-out** documents & **walk-in permit application** - 9:00 – 11:30 a.m. & 1:00 – 3:00 p.m.**Fees effective 07/01/2025**

- Regular filing: \$12 per permit
- Emergency/Weekend filing: \$287.48 plus \$12.00 per permit (Effective July 1, 2025 – June 30, 2026)
- Death certificates: \$24.00 per certified copy
- Fetal Death certificates: \$21.00 per certified copy
- Certificate of Still Birth: \$14.00 per certified copy
- Fax filing fee: \$4.00 + \$12.00 permit fee. Available for filing of specified permits only and must have a current, signed fax contract on file. **Submission of documents and fees:**
- **Within 24 hours of permit approval** submit the original signed and dated #4 copy of the burial permit along with a check or money order payable to Ventura County Vital Records.
- If ordering certificates send a completed (**Box 1, 2 and 4**) and signed death certificate application along with a self-addressed stamped envelope and the appropriate fees.
- Address all mail to: **Ventura County Vital Records, 2240 E. Gonzales Road, Suite 150, Oxnard, Ca. 93036.**
- Requests for certificates are processed on a first come first serve basis, please allow 48 hours for processing.
- Request for certificates will not be processed until permit fees are received, any incomplete applications will be sent back for corrections.
- Include a note with decedent's information, if submitting pending, additional documents or fees.

Processing time – Medical Review

- Allow up to 2 hours for medical review after submitting your certificate. To expedite the process:
- Review to assure there is a complete chain of events in 107A-D.
- Verify spelling of all items, before submitting for MI review
- Notify our office by fax if the decedent was under hospice care at the time of death.
- Always view the working copy of the certificate to assure all items fit within allotted spaces.

Processing time – Registration

1. Allow up to 2 hours for registration and authorization of permits. To expedite the process:
2. Assure that permits are complete and have district of death and disposition.
3. Verify Disposition Dates are on or after the date of submission.

4. Verify spelling of all items Review/Listened to the attestation, If Invalid send fax sheet to unlock MI before sending for Registration.

When to submit an EDRS fax worksheet

- To unlock any portion of the record
- Submitting a certificate more than 8days after death
- Ship out/International disposition/To request a Communicable Disease Letter
- When refileing for a permit only
- To offer additional information for clarification on the certificate.
- To provide information on cases marked as “Never Worked”