POLICY
The Santa Barbara County Vital Records Office will process disposition permits, (which are required for a burial or cremation after a death), on weekends on an emergency basis only. Normal business hours for filing disposition permits are Monday through Friday from 9:00 am to noon and 1:00 pm to 4:00 pm. Weekend availability for processing disposition permits will be Saturdays and Sundays between the hours of 9:00 am until noon. The emergency service will not be available on County holidays including Christmas Day, New Years Day, Martin Luther King’s Birthday, Washington’s Birthday, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, and the day after Thanksgiving. The processing of disposition permits will occur according to the same procedures as used during the work week. Emergencies are defined as deaths that occur after 12:00 noon on the proceeding business day where the deceased was a member of the Muslim, Jewish, or other religious faith that practices the disposition of the body within 1 – 2 days after death.

PURPOSE
To enhance customer services and accommodate county residents who practice a faith that dictates timely disposition after a death while meeting all state regulations and requirements, limited weekend hours will be provided for the provision of disposition permits.

PROCEDURE
Upon a death within Santa Barbara County, that meets criteria for emergency service disposition permits:

1. A mortuary contacted by the family of the deceased, initiates a request for disposition permit via the Electronic Death Registry System (EDRS) per protocol.
2. The mortuary calls the Public Health Department after hours phone line (805-681-5280) between the designated emergency service disposition permit hours.
3. The after-hours on-call service contacts the Vital Records Office employee scheduled to be on-call for that day.
4. The Vital Records Office employee logs on to EDRS from their off-site or on-site location, and completes the disposition in accordance with state regulations and approved protocol. The Vital Records Office employee contacts the Vital Records Office Supervisor if there are any questions or concerns about the emergency request.
5. The mortuary accesses the issued disposition permit via EDRS.
Emergency service is for disposition permits only. It is not available for:

- Birth certificates
- Certified copies of Birth/Death records
- Disposition permits that are not emergencies related to religion based time frames

DEFINITIONS

Vital Records Office – This is the local registrar of births and deaths.

Electronic Death Registry System (EDRS) – This is the statewide computer system that is used to register all deaths in California, including Santa Barbara County.