

ePermit Opt-in and Opt-out Factsheet

Opt-out

- Opt-out is the default operation of the system
- Your City or Town is set to Opt-out unless you notify us in writing or by email

Regular EDRS Permit Printing = Opt-out

1. Once a cause of death has been certified, the funeral director completes the record and releases it to the burial agent for permit. The record cannot be edited by the funeral director; all required fields are present and basic checks have been performed by the system.
2. The Burial Agent must review the record (may send it back for corrections if necessary) and enter the date issued, local permit number and select the burial agent for printing on the permit and death certificate.
3. **Once the permit information on the record is saved, the Burial Agent and the Funeral Director are both able to print the Disposition Permit from the system.**
4. The Burial Agent must release the record to the clerk of occurrence for registration when ready.
5. Off hours permitting should be accommodated. We strongly recommend an online off-hours option to facilitate the process.

Some Notes on Off-Hours Permitting if you Opt-out:

- You will need to address the need to issue off-hours permits, preferably online.

Pros:

- You have reviewed the record before the permit can be printed
- This is more similar to your current process than the Opt-in option, so it will seem more familiar
- You will likely designate trusted partners to review the records and issue off hours permits, such as a single funeral director or other municipal employee

Cons:

- Funeral Homes must obtain the permit from you or your designees prior to moving forward with the disposition of the decedent—more time and effort
- You should ensure reasonable coverage for off hours permitting

ePermit Printing = Opt-in

ePermits are an option provided to facilitate the disposition of the decedent that you must Opt-in to use. If you Opt-in, printing disposition permits for your community will work as follows:

1. Once a cause of death has been certified, the funeral director completes the record. The system ensures that all required fields are present and performs a number of basic checks and validations. The funeral director releases the record to the burial agent and the record can be no longer be edited by the funeral director.
2. **As soon as a record is released to a Burial Agent in an Opt-in community, the funeral director (any funeral director who processes a death in your municipality) will be able to print the ePermit for the record and will be able to proceed with the disposition of the decedent, before the final review by the Burial Agent.**
3. On the next available business day, the Burial Agent should review the record **online** (may send it back for corrections if necessary) and enter the date issued, local permit number and select the burial agent for printing on the permit and death certificate.
4. The Burial Agent will release the record to the clerk of occurrence for registration when ready.

Some Notes on Off-Hours Permitting if you OPT-IN:

- Off hours printing is be covered for funeral homes that are online.
- All others can work through an online funeral home via a trade service call process; whereby online funeral homes will be able to process records for other, offline or out of state homes.

Pros:

- No need to designate other burial agents to cover off hours printing
- Funeral homes able to continue the disposition of the body while the record is assigned to burial agent for review

Cons:

- You will not know when the permit is printed as funeral director can print from their offices. (However, this is going to be true in all cases with the EDRS)

Payment

Obtaining payment can happen anywhere in the process. ePermitting does not affect your ability to charge for the disposition permit as you must still review the record online; issue the final permit; and release the record for registration to the clerk of occurrence.

Opt in or out: a Clerks point of view

Thank you to Amy Warfield of Burlington for helping us with her perspective on Opting-in versus Opting-out.

If you Opt Out nothing changes from the way you work now except that the record is electronic. As has been mentioned you can check it on-line from a computer if someone needs one. You will check out permit, approve it, which passes it to the next step which is certifying the death (ie. Death Certificate) and then the FH will come and get the certified copies.

Opt In - allows your office to work 24/7 with the Funeral Home for the permits.

Our current work flow in Burlington is -- we have Permits at the Police station for the hours we are not open. Funeral Directors pick up a permit and either leave the certificate in our Town Mail box or come by the office during the next business day to hand the death record and get the certified copies.

So for me, Opting-in means that funeral directors can get the Permit anytime, and start their handling of the body. Then we (the clerk/burial agents) would review the information and assign the local permit number and process the death record and then create the certified copies.

As far as the fees, we will still be charging for the permits and certified copies like we do now. Currently we charge for both the disposition permit and the certified copies when they come in for the certified copies. I am working through the process of allowing them to pay for the certified copies and permits online which we have set up and figure out how to get that more streamlined for the Funeral Homes.