

OFFICE OF THE CORONER
COUNTY of BERKS

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To: Berks County and beyond Funeral Homes

Re: Electronic Submission of Cremation Requests

As of today, this office now has an email option available for cremation authorization requests. Of course, you still have the option to submit by fax but if you choose the email option, please submit the required paperwork to cremation@countyofberks.com

We only require a completed working copy of the death certificate from EDRS, if the entire case is done through EDRS. If the certifier has completed a medical certification worksheet, then you must send both that and the working copy from EDRS.

You no longer need to complete a Berks County cremation authorization form to submit with the other paperwork. This goes for electronic or faxed requests.

If you are submitting electronically, your email to the above mentioned should have something such as "cremation request" or other verbiage in the subject line. A signed cremation authorization will be emailed back to the submitting email address.

If you are submitting by fax, please just note on the side of the death certificate that This is a cremation request and provide a return fax number. A signed cremation authorization will be faxed back to the submitting fax number, as it has been done in the past.

My hope is that this works to assist your funeral home with an easier process, if you choose to use it. I do not foresee any delays in issuing cremation authorizations with this option. However, with that being said, if you submit it electronically and do not get a response within one (1) hour, please contact the office to make sure it was received and processed. Just as you do with faxed requests.

Lastly, please forward this information to your colleagues in other counties. In the very near future, this information will be posted to the office's webpage through the County of Berks website.

Thank you everyone and please don't hesitate contacting me with any questions of concerns.

Respectfully yours,



Jonn M. Hollenbach, D-ABMDI
Acting Berks County Coroner