



OFFICE OF THE CORONER
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Coroner Chief Deputy Asst. Chief Deputy Asst. Chief Deputy Solicitor

To: Berks County and beyond Funeral Homes

Re: Electronic Submission of Cremation Requests

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 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 the electronic or faxed requests.

If you are submitting electronically, your email to the above-mentioned should have verbiage such as "cremation request" 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 to the submitting fax number, as it has been done in the past.

If you submit the request electronically and do not get a response with in one (1) hour, please contact the office to make sure it was received and processed. Just as you do with faxed requests.

Thank you everyone and please don't hesitate to contact me with any questions or concerns.

Respectfully yours,

John A. Fielding III
Berks County Coroner

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