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COMMONWEALTH of VIRGINIA

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MEMORDANDUM

TO: Funeral Home & Crematory Establishments

FROM: Keshia Singleton, State Project Manager
Office of the Chief Medical Examiner *Keshia Singleton*
keshia.singleton@vdh.virginia.gov

SUBJECT: Electronic Cremation Certificate & Additional Information regarding Cremation Authorizations

I am writing to inform you that the Office of the Chief Medical Examiner (OCME) has an electronic version of the cremation certificate that you can start using immediately. The OCME will not be purchasing any additional carbon-copy cremation certificates; however, you may utilize the remaining supply that you have. All local medical examiners are aware of this form and have been instructed to start using it. The cremation certificate states that a copy of the signed cremation certificate needs to be retained by the local medical examiner, the funeral home, the OCME and the crematory. Every local medical examiner is responsible for sending a copy of each cremation certificate they sign, along with a copy of the signed death certificate, to the OCME.

Some additional information regarding cremation authorizations:

- All local medical examiners have been told that they are not allowed to sign blank cremation certificates.
- Every local medical examiner must fully examine the decedent, which includes rolling the decedent over to view the backside of the decedent. The decedent should not have any clothing on and all medical therapy should be removed prior to examination to ensure there is no unforeseen trauma.
- Cremation authorizations should only be conducted at a hospital, crematory or funeral home and not at private homes or other businesses.
- Cremation certificates should only be signed for deaths that occur in Virginia.

Please contact your respective OCME district office for any questions.