

# Clare County Medical Examiner's Office

Dr. Paul Wagner, D.O.

PH 231-510-6205

## **FUNERAL HOME PROCEDURES**

**DEATH CERTIFICATE REQUESTS**- Please send requests through the State of Michigan Electronic Death Registration(EDRS) to Dr. Paul Wagner

**RECORDS REQUESTS & SUPPLEMENTALS** - Please email: [records@mmmeg.org](mailto:records@mmmeg.org)

**CREMATION PERMIT REQUESTS** - Clare County policy is a \$50 permit fee. Fees are to be paid in advance as detailed below.

1. Primary Care Physician Death Certificates signed for Medical Examiner Cremation Permit Request:

- a. Please Obtain Signature of Primary Care Physician on the Death Certificate
- b. Please Pay Fee for Cremation Permit
  - i. Please go to [www.govpaynow.com](http://www.govpaynow.com), 1-888-604-7888, or visit the Treasurer's Office to prepay
  - ii. [www.govpaynow.com](http://www.govpaynow.com) PLC: a0019u
  - iii. Or What would you like to do? (Pay Permits) --State? (Michigan) --Agency? (Clare County Treasurer) --Payment Type? (Clare County Medical Examiner/a0019u)
  - iv. Funeral Home name, number and fax number
  - v. Name of Deceased and Date of Death
  - vi. .Notes: Funeral Home email address
  - vii. Amount \$50
- c. Please Use EDRS (Electronic Death Registration System) for the Official Cremation Permit Request to Dr. Paul Wagner
- d. Please Send Receipt of Payment with name of decedent to the Medical Examiner's office at [main@mmmeg.org](mailto:main@mmmeg.org) or fax 231-440-0806. Be sure to include your email address and fax number.
- e. A cremation permit review will be conducted and requests fulfilled via EDRS. Our Policy is a 24hr turnaround period. Please call if you have an extenuating circumstance or email the Medical Examiner office [main@mmmeg.org](mailto:main@mmmeg.org)

2. Medical Examiner signed Death Certificates for Cremation Permit Requests:

- a. All of section one above with addition of including a request for Death Certificate via EDRS (Electronic Death Registration System) for the Medical Examiner to complete and sign via EDRS. Our staff is available to monitor this process on a continual basis. Please email or call with any and all questions.