

Montcalm County Medical Examiner's Office

Dr. Paul Wagner, D.O. Phone# 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

CREMATION PERMIT REQUESTS -Montcalm 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, 1-888-604-7888, or visit the Clerk & #39; office to prepay
 - ii. www.govpaynow.com PLC: 1957
 - iii. Or What would you like to do? (Pay Permits) --State? (Michigan) --Agency? (Montcalm County Treasurer)
 - iv. Name of Deceased and Date of Death
 - v. Name of Funeral Home
 - vi. Payment Amount: \$50.00
 - vii. Payer name, address, email and phone number.
- 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 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

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.