



**Maricopa County
Department of Public Health**



Office of Vital Registration Main Office
3221 N 16th Street, #100 • Phoenix, AZ 85016
Phone: (602) 506-6805 • Fax: (602) 372-8866

WeArePublicHealth.org
twitter.com/Maricopahealth
facebook.com/MCDPH

May 15, 2014

Re: Non-Contagious Disease Letter Requests

Dear Funeral Home Partners,

Due to an increase in Non-Contagious Disease Letter requests received by the Maricopa County Office of Vital Registration, we would like to review this process and share some important points to remember when requesting this letter.

A Non-Contagious Disease Letter is a notarized document required by certain countries before transporting human remains into that country for final disposition. This letter must be signed by a Public Health physician who attests that the decedent was neither infected nor suspected of having a communicable disease. This letter is crucial to establishing that the decedent's final disposition will not jeopardize the public's health in the country where the decedent will be transported. Our office prepares this letter and obtains the required signatures on your behalf.

When final arrangements are being made and it is determined that final disposition will occur outside the United States, the funeral home is responsible for verifying whether or not this letter is required in addition to verifying that all documents required for out of country transportation are complete. These documents and other important information may be obtained from the local Consulate representing the receiving country.

Process for requesting a Non-Contagious Disease Letter from MCOVR –

If it is determined that a Non-Contagious Disease Letter is required, please notify the Medical Certification and Disposition Unit as soon as possible. This will allow our staff sufficient time to create the letter and contact one of our Public Health physicians to obtain the required signature. Once the letter is signed, notarized and ready for pick-up, a follow-up call will be placed to the requesting funeral home. Please note that Non-Contagious Disease Letters are only processed at our main office location therefore any funeral home requesting this document must pick up the letter from this location.

In order for this letter to be completed, one of three Public Health physicians must be contacted for signature. If none of the physicians are available, the letter cannot be completed. Once a Public Health physician is contacted and able to provide a signature, a Maricopa County Vital Registrar must physically transport the letter to the physician for completion. Once signed, the Vital Registrar must transport the letter back to our main location for processing and completion. Because of the time it may take to reach

Greenfield Satellite Office
4419 E Main St, #105 • Mesa, AZ 85205
Phone: (480) 924-6315 • Fax: (480) 641-1416

Forensic Science Center (OME Satellite)
(Not open to the public)
701 W Jefferson St • Phoenix, AZ 85007

St. Mary's Satellite Office
3003 W Thomas Rd, #200B • Phoenix, AZ 85017
Phone: (602) 272-2631 • Fax: (602) 272-4628

a Public Health physician and the transportation time to obtain a signature, we cannot guarantee that the letter will be available for pick-up the same day the request was made, but we will make all attempts to do so.

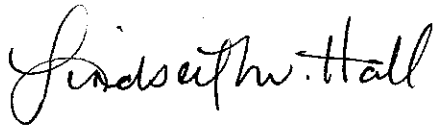
Important note –

When requesting a Non-Contagious Disease Letter, please keep in mind that the letter cannot be initiated until a sufficient cause of death has been received and completed by our office. If the decedent's death record was certified and completed by the Office of the Medical Examiner, you must contact their office to request a Non-Contagious Disease letter, as Public Health physicians can only attest to non-Medical Examiner cases.

We hope the information provided will further assist our funeral home partners to ensure a smooth and timely process. If you have any questions or concerns, please do not hesitate to contact me at 602-372-2635 or by e-mail at LindseyHall@mail.maricopa.gov

Thank you for your continued patience and cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Lindsey M. Hall".

Lindsey M. Hall
Medical Certification & Disposition Supervisor
Maricopa County Office of Vital Registration
Department of Public Health

CC:

Arizona Department of Health Services
Arizona State Office of Vital Records
Arizona State Board of Funeral Directors and Embalmers
Arizona Funeral, Cemetery and Cremation Association