

Otsego 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

CREMATION PERMIT REQUESTS - Otsego 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 <https://payments.g2gcloud.com/OtsegoGeneral/1777>, or visit the Treasurer's Office to prepay.
 - ii. Fill in Decedent name, date of death, Funeral Home name, address, email and phone number.
 - iii. Payment amount \$50.00
- 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 at 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. We welcome your comments and thank you for your cooperation as we continue to improve our system.