

2024-2025 Emergency/weekend filing

Emergency/Weekend filing is to be used only when the disposition of human remains will take place after 4:00 PM on the last business day before a weekend or before 7:30 AM on Monday or the first business day following a holiday.

Emergency filing is defined as a death where the deceased was a member of the Muslim, Jewish, or other religious faith that practices the disposition of the body within 1-2 days after death.

Permits for shipping out of state and out of the Country may be issued only if all requirements are met.

Fees Effective July 01, 2024

Regular Filing: \$12.00

Emergency/Weekend filing: \$291.00 plus \$12.00 per permit (Effective July 1, 2024 – June 30, 2025)

Death Certificate: \$24.00 per certified copy

Fetal Death Certificates: \$21.00 per certified copy

Certificate of Still Birth: \$14.00 per certified copy

NSF Fee: \$62.00

Fax filing fee: \$4.00 + permit fee. Available for filing of specified permits only and must have a current, signed fax contract.

Procedure

Upon a death within the Ventura County jurisdiction, a Deputy Registrar will be on-call between the hours of 9:00 AM and 11:00 AM on weekends (excludes holidays).

1. A mortuary contacted by the family of the Deceased, initiates a request for disposition permit via the Electronic Death Registry System (EDRS) per protocol.
2. The mortuary calls the Public Health Department after-hours phone line (805) 214-7057 between the designated emergency service disposition permit hours 9:00 AM and 11:00 AM.
3. The after-hours on-call service contacts the Vital Records Office employee scheduled to be on-call for that day.
4. The Vital Records Office Registrar logs on to EDRS from their off-site or on-site location and completes the disposition in accordance with state regulations and approved protocol. The Vital Records Office registrar contacts the Vital Records Office Manager if there are any questions or concerns about the emergency request.
5. The mortuary accesses the issued disposition permit via EDRS.
6. All permits for out of country will be reviewed and approved on a case-by-case basis and will only be approved if all requirements are met.

**Observed Holidays
2024**

Holiday	County of Ventura	Courts
Monday, January 1 New Year's Day	CLOSED	CLOSED
Monday, January 15 Martin Luther King, Jr. Day	CLOSED	CLOSED
Monday, February 12 Lincoln's Birthday	<i>OPEN</i>	CLOSED
Monday, February 19 Presidents' Day	CLOSED	CLOSED
Monday, April 1* César Chávez Day (Observed)	<i>OPEN</i>	CLOSED
Monday, May 27 Memorial Day	CLOSED	CLOSED
Wednesday, June 19 Juneteenth	CLOSED	CLOSED
Thursday, July 4 Independence Day	CLOSED	CLOSED
Monday, September 2 Labor Day	CLOSED	CLOSED
Friday, September 27 Native American Day	<i>OPEN</i>	CLOSED
Monday, November 11 Veterans Day	CLOSED	CLOSED
Thursday, November 28 Thanksgiving	CLOSED	CLOSED
Friday, November 29 Day After Thanksgiving	CLOSED	CLOSED
Wednesday, December 25 Christmas Day	CLOSED	CLOSED

*If an observed holiday falls on a Saturday, the preceding Friday will be treated as a holiday for pay and leave purposes. If an observed holiday falls on a Sunday, the following Monday will be treated as a holiday for pay and leave purposes.