

## Vermont Death Certificate Timeline for Home Funeral Families

(1) Death occurs in Vermont\*

(2) Next-of-kin (NoK) or Designated Agent (DA) obtains Preliminary Report of Death (PROD) online at Vital Records or from hospice nurse, ME, or other medical authority **within 24 hours**

(3) NoK or DA obtains signatures certifying time and cause of death on medical portion of PROD

(4) NoK or DA completes the demographic portion of PROD using black ink

(5) NoK or DA submits completed PROD to the Town, City, or County Clerk in the location where the death occurred to have them file it with Vital Records **OR** NoK or DA faxes, mails, or delivers a copy (retain original) directly to Vital Records (802) 651-1787

(6) Vital Records enters the PROD information into the Electronic Death Registration System (EDRS) after which certified copies of the death certificate are made available from the City or Town Clerk's office

(7) A burial/transit permit is issued by a representative of the Town Clerk's office, County Clerk's office, a funeral director, crematory manager or owner, or a law enforcement officer

(8) Person in charge of cemetery (or private property owner in the case of a home burial) signs the burial/transit permit and submits it to the Town Clerk where the burial occurred within 10 days of the month following the disposition

(9) Cremations occur after a 24 hour mandatory waiting period has passed during which time a medical examiner must certify the death

2022 Courtesy of **Vermont Funeral Resources & Education**, photo courtesy of Jim Thompson, Vermont Lenses. In Vermont, no one is required to purchase the services of a funeral director or funeral home. Families may conduct any or all tasks commonly performed by a funeral home (except embalming which is not required by Vermont law) and may bury on their own property if certain provisions are met. This chart illustrates the continuum of involvement that a family and their community can have with or without the support of funeral professionals. For more see [vermontfuneral.org](http://vermontfuneral.org) > How To> Have a Home Funeral.