



HURRICANE HELENE SUPPORT

Executive Order 318

Death Registration

North Carolina General Statute (NCGS) 130A-115 requires that a death certificate be filed with the local registrar within five days of the death. The funeral director or someone acting as such is responsible for filing the death certificate. This also includes procedures for cremation authorizations after the death has been started in NCDAVE.

Due to disaster recovery efforts in western North Carolina, NCOVR understands there may be challenges with meeting these requirements. The State Registrar is providing the following options to assist funeral homes with the death registration process.

Option 1

Call the NCOVR Help Desk: (919)792-5996

For Non-ME cases, Help Desk agents may assist with initiating the death certificate in NCDAVE, adding certifier, and transferring the case to the funeral home's queue. For burials, funeral homes may move forward with disposition after the Help Desk has initiated the death certificate in NCDAVE. For cremations that require medical examiner authorization, see page 2 for information about the cremation authorization process. For all cases the funeral home must complete the registration process as soon as possible. Registration is required to issue copies of death certificates.

Option 2

NCDAVE Drop to Paper

The State Registrar has identified Registers of Deeds offices in Gaston, Haywood, Henderson, and Watauga counties where funeral homes or certifiers can access computers to facilitate registration.

Contact information may be found on page 3 of this document. You may consider use of a computer at local libraries or neighboring funeral homes. After initiating the death certificate in NCDAVE, funeral homes may **drop the death certificate to paper** and take the printed copy to Medical Certifiers to certify the certificate. After obtaining certification, the funeral director must submit the certified copy to their local health department to complete registration actions. For burials, funeral homes may move forward with disposition after initiating the death certificate in NCDAVE. For cremations that require medical examiner authorization, see page 2 for information about the cremation authorization process. For all cases the funeral home must complete the registration process as soon as possible. Registration is required to issue copies of death certificates. To use the drop to paper option, funeral homes must contact the NCOVR Help Desk to request adjustment of their account in NCDAVE. We are updating materials to provide refresher training for funeral homes on the drop to paper process. These will be provided in a subsequent message."

Option 3

Electronic Registration in NCDAVE

The State Registrar has identified Registers of Deeds offices in Gaston, Haywood, Henderson, and Watauga counties where funeral homes or certifiers can access computers to facilitate registration.

Contact information may be found on page 3 of this document. You may consider use of a computer at local libraries or neighboring funeral homes. Funeral homes may use NCDAVE to initiate the death certificate and add certifiers who are able to complete electronic certification. Note that certifiers may also use the locations identified by the State Registrar for computer access. For burials, funeral homes may move forward with disposition after initiating the death certificate in NCDAVE. For cremations that require medical examiner authorization, see page 2 for information about the cremation authorization process. For all cases the funeral home must complete the registration process as soon as possible. Registration is required to issue copies of death certificates.

Death Registration

Cremation Authorization

Funeral Homes will use one of the three death registration options provided on page 1 of this document.

Cremation authorization is required for all bodies to be cremated except:

- Medical Examiner cases.
 - Persons less than 24 hours of age.
 - Inpatients (not ER patients) in a licensed hospital.
 - Patients in a licensed nursing home (not rest home).
 - Persons who die under the care of a licensed Hospice.
 - Persons who died in another state and that state has given written authorization for cremation.
 - Persons who died in another state and whose death would not have required ME authorization for Cremation had the death occurred in North Carolina.
1. Cremation authorization requires that the cause and manner of death be certified on the death certificate, as review of the death certificate is part of the cremation authorization procedure. The State Registrar has offered locations where certifiers and/or funeral homes may use a computer to certify and print working copies, "drop" to paper for certification, or perform other death registration actions. If certifiers and/or funeral homes cannot access these locations, they should contact NCOVR at (919) 792-5996.
 2. Funeral homes will prepare the Cremation Authorization form for medical examiner review and approval.
 3. Funeral homes will contact the local medical examiner (LME) in their county to provide cremation authorization via the usual procedure, which includes viewing the decedent and reviewing the certified cause and manner of death. If the LME is unavailable, FHs may contact LMEs in neighboring counties to request authorization. Contact Information for LMEs available to travel to affected areas is provided on page 3.

Register of Deeds Offices

Gaston County

325 Dr M.L.K. Jr. Way
Gastonia, NC 28052
(704) 862-7681

Anna Long, Register of Deeds
annac.long@gastongov.com
704-862-7686

Haywood County

215 N Main St #213
Waynesville, NC 28786
(828) 452-6635

Sherri Rogers, Register of Deeds
sherri.rogers@haywoodcountync.gov
Office: 828-452-6635
Cell: 828-508-5897

Henderson County

200 N Grove St #129
Hendersonville, NC 28792
Phone: (828) 697-4901

Willa Blair, Assistant
wblair@hendersoncountync.gov
828-697-4901

Watauga County

842 W King St # 9
Boone, NC 28607
Phone: (828) 265-8052

Amy Shook, Register of Deeds
amy.shook@watgov.org
828-265-8052

Anne Hamby, Assistant
anne.hamby@watgov.org
828-265-8052

Kim Oliver, VR Staff/Deputy
kim.oliver@watgov.org

Christy Warren, Deputy
christy.warren@watgov.org
828-265-8034

Note: This document will be revised as additional resources are identified to support death registration.

Death Registration

Local Medical Examiners Available for Cremation Authorizations

Melissa Lewis

336-977-8529
mslewis0321@gmail.com
Ashe, Wilkes, Watauga

Danielle Snow

704-906-3033
Snowball5397@aol.com
Swain, Haywood, Jackson

Jeff Paysour

704-914-8498/980-429-6059
jeffpaysour@gmail.com
Lincoln, Catawba

Anthony Messer

828-303-4101
Anthony.messerncme@gmail.com
Henderson, but can help in all
affected counties

Jason Little

704-902-5664
980-223-5904
Jliddle.medicalexaminer@gmail.com
Iredell, Catawba, Alexander, Wilkes
and Davie Counties

Stephen Adam

336-620-2069
nrmedic23@yahoo.com
nrmedic23@gmail.com
Ashe, Wilkes, Watauga, Caldwell,
Burke, McDowell, Avery, and
Alexander and possible Buncombe,
Madison, Yancy, and Mitchell

Maureen Greene

828-302-4797
Maureen.greene.ncme@gmail.com
Burke County (Morganton area)

Jason Carney

843-345-0327
Jasonmichaelcarney@gmail.com
Multiple WNC affected counties

Barry Thornton

704-773-8152
Barry.thornton.ncme@gmail.com
Cabarrus/Iredell area

Alan Bradford

828-773-9272
abradford69@me.com
Wilkes

Brittany Johnson

828-379-9333
brittanyk1126@gmail.com
Ashe, Watauga, and Wilkes

Gina Jordan

828-502-9528
mbj6305@gmail.com
Watauga, Ashe, Burke, Catawba,
Caldwell, Alexander

Thomas Williams

336-927-4774
twilliams@wilkescounty.net
Wilkes, Watuga

Christopher B. Faw

336-927-7155
Fawfamily5@gmail.com
Wilkes County Medical Examiner

Lindsay Spears

828-320-0116
Dr.lbspears@gmail.com
Lives in Iredell but can travel to
Caldwell and Burke

Neal Icenhour, ME, EMT-P

828-228-4473
nicenhour@gmail.com
Ashe, Avery, Burke, Buncombe,
McDowell, Yancey, Watagua

Billy Zink

Cell: 828-577-3638
Home: 828-877-2234
pazink99@gmail.com
Tansylvania, Henderson and
surrounding

Megan Duvendack

828-233-6332
Meg8589@hotmail.com
Buncombe, Polk, Transylvania,
Henderson