



Burial Permits Office SOP for Issuing Burial Permits

Issuing Burial Permits

The Burial Permits Office of the Boston Public Health Commission is the agency responsible for issuing Official Disposition, Removal or Transportation Permits (“burial permits”) to licensed funeral directors in the city of Boston. In compliance with 239 CMR 3.01 the name of a Type 3 Funeral Director and Embalmer must be on the certificate. Licensed funeral directors must be registered and in good standing with the state Board of Registration of Funeral Directors and Embalmers, pursuant to 239 CMR §3.02. To remain in good standing, the Commonwealth requires licensed funeral directors to renew their license every year.

The Burial Permits Office shall check the license status in the state that each funeral director is registered before issuing any burial permits. The Burial Permits Office may refuse to issue a burial permit if a funeral director’s license is expired or otherwise not in good standing.

In the event that a funeral director’s license is expired or otherwise not in good standing, the Burial Permits Office will immediately contact the funeral establishment and 1) notify it that its funeral director’s license is expired; and 2) inform the funeral establishment that it must alert the family of the deceased individual to the fact that its funeral director’s license is expired.

Obtaining Burial Permits

Burial permits will be available to pick up at the Burial Permit Office after a death certificate is provided and the Office has conducted a proper review of a funeral director’s license status. Licensed funeral director or their authorized designee must pick up a burial permit by the date of disposition, which is listed on the death certificate. If the permit is not picked up by the date of disposition, the funeral director must submit in writing the reason the disposition has not taken place and the status of the remains with a corrected death certificate with the new date of disposition.

Other Circumstance

Any other circumstance for the issuance of a Burial Permit will be handled by the office staff and or Manager of the Burial Permits Office.

Receipt of Endorsement

Following the issuance of a burial permit, the Burial Permit Office shall collect the Endorsement piece of the burial permit and confirm with the cemetery or crematory that the body has either been buried or cremated. If the Burial Permit Office does not receive the Endorsement piece of the permit within thirty (30) days, it shall contact the cemetery or crematory located on the burial permit to inquire as to the status of the body.