



Cremation Permit Guidelines

- **ALL** fields in IVRS need to be filled in (Ex: disposition date, place of death, cause of death etc.).
- Send Authorization to Cremate signed by legal NOK via email (coroner@willcounty.gov) or fax (815-727-8816). ***If possible, email is preferred.***
- If POA is signing authorization, we will need POA paperwork, as well as authorization, and it **must** indicate they have disposition rights. Financial/property POA does not authorize disposition.
- ***Cremation permits cannot be issued until payment is received in our office.*** You can pay as you go the exact amount or build an advanced payment account by contacting the Coroner Office. Payment for permit can be issued either by GovPayNet found on our website or mailing a check.
- Please make sure the **attestation filled out by physician matches what is entered in death certificate in IVRS.**
- Question on line 38 of the Death Certificate worksheet – “Was Medical Examiner or Coroner Contacted,” **should always say YES.** This question is in reference to your entity contacting the Coroner to request a cremation permit.
- In regards to a hospice death, ***we cannot issue a permit without hospice reporting to Will County Coroner.*** To expedite the issuance of a permit, if the death is a home removal or assisted living and Hospice is involved, please send the Home Removal sheet within 24 hours of the removal. Following information is NEEDED: Hospice Agency, Nurse, and phone number.
- Any request received at the Will County Coroner Office **AFTER 3:30 may be processed the following business day.** Please call if any questions.
- In an emergency situation during the weekend or holiday, please call 815-727-8455 and ask for deputy on call.