



MCA FUNERAL HOME

Muslim Community Association

1755 Catherine Street, Santa Clara, CA 95050

funeral@mcabayarea.org | Phone (408) 727---7277 | (408) 680---4490 | Fax (408) 970---9561

License # FD2206

<http://www.mcabayarea.org/about---us/funeral---services>

Important Information Regarding Certified Death Certificates

How Long Does it take to receive the Certified Death Certificates?

Normally, it takes approximately up to **10 WORKING DAYS** to prepare, sign, file and process a Death Certificate.

It can take longer when:

- There are delays in locating the doctor who will sign the certificate.
- The doctor is not available or is unwilling to sign the certificate.
- The Health Department is closed for Holidays and weekends.

How Can Certified Death Certificates Be Obtained?

There are several ways to obtain the Death Certificates:

- You can designate yourself or one other person to pick the certificates up directly from MCA Funeral Home. (MCA FUNERAL HOME WILL ONLY RELEASE DEATH CERTIFICATES TO THE PERSON YOU SPECIFICALLY DESIGNATE).

_____, I, _____ will pick up the Death Certificates.

Phone # of Next of Kin: _____

Email address: _____

And/Or

_____ I designate _____ to pick up the Death Certificates.

Phone # of designated person: _____

Email address: _____

Can you mail me the Certified Death Certificates?

The certified death certificates are a legal document. We must ask that you pick them up personally to avoid any mail fraud or mishandling. You can elect to have them delivered. "Overnight" to a designated street address by **Federal Express**. There will be an **ADDITIONAL CHARGE** for this "Overnight" delivery. Please refer to our General Price List.

'Use of Staff and Utility Vehicle' \$ _____ and 'Postage' \$ _____

Delivery address (for **Federal Express**): _____

Phone #: _____

What If You Need Additional Death Certificates?

You may order any additional certificates directly from the Santa Clara County Health Department on a walk in basis at:

976 Lenzen Avenue, Suite 1300, East Entrance

San Jose, Ca 95126 Phone: (408) 885-2010

<http://www.sccgov.org/portal/site/phd/>

Hours: Mon-Fri 9 am-12pm and 1pm -4pm

I have read and understand the information above.

Date _____

Signature _____