



City of San Antonio
Office of the City Clerk
Vital Records Division
Funeral Home Request
For
BURIAL TRANSIT PERMITS

To: Funeral Homes

From: Tina J. Flores, Local Registrar

Date: October 30, 2015

Subject: Burial-Transit Permits

We receive many requests For Burial-Transit Permits (BTP) throughout the day. In order to better serve you, we have begun a new schedule for processing requests. Any BTP requests received between 9:00 am and 2:00 pm will be ready and faxed by 3:00 pm on the same day. BTP requests received between 2:00 pm and end of business day will be ready and faxed by 10:00 am the next business day.

Remember, funeral homes can print their own BTPs when the record is fully electronic, marked as a natural manner of death, and has been demographically verified in TER. If this is the case, please print your own and eliminate the wait time.

A new request form is attached to this memo. Please be sure when you fax in your request that you have all the information filled out completely to process your BTP, including the EDR#. Any incomplete requests will be returned unprocessed via fax and will require re-submission by your office.

Funeral homes will be required to pick up their original BTP once a month.

If you have any questions, please direct them to me at 210-207-6993 or the Deputy Registrar, Carri Wiggins, at 210-207-8755.

Thank you.



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All deaths must be entered in TER have San Antonio City Clerk designated as the Local Registrar before the requests can be filled. This option cannot be left blank [TAC §181.2(b)].

Fax requests to 210-226-3539

Deceased: _____ Date of Death: _____

Funeral Home: _____ Telephone: _____

Requested by: _____

Print Name

Signature

Address: _____

City: _____ TX ZIP: _____

EDR #: _____ Date Requested: _____

Choose One: HOLD for pick up: ____

FAX: ____ FAX NUMBER: _____