



# 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.**

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

##### Option 1

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.

#### 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.

##### Option 2

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."

#### 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.

##### Option 3

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  
Jlittle.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, EMTF**

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