

Lehigh County Coroner's Office & Forensics Center

Guidance for Funeral Directors for Property and Remains Release

NORMAL RELEASE TIMES:

Monday through Friday: 8am to 8pm

Saturday and Sunday: 8am to 4pm

* If you are planning to arrive after 4pm during the week or at any time during the weekend, or on a Holiday, please call the office ahead to ensure a staff representative will be present to assist you.

AFTER HOURS RELEASE/SPECIAL CIRCUMSTANCES:

Please contact our office 24 hours in advance if you plan to arrive outside the hours listed above. When you call, please advise what time you will be arriving at our Center so we can ensure a representative will be present to assist you. Please note, in certain cases we may be calling in a representative from home so please be prompt; if circumstances change and you cannot arrive at your designated time please contact our Center immediately with updated information.

RELEASE PROCEDURE:

In order for remains to be released, you must provide an authorization for release of remains form. The top portion of the form must be completed; our staff will complete the bottom portion and provide a copy to you at the time of release. The form can either be brought with your representative or faxed to our Center ahead of time. Copies of the form will be available at the Center and will need to be completed prior to releasing of the remains.

When you arrive at our Center, use the Main Entrance. If there is a Death Certificate accompanying the remains it will be provided to you at the reception window. You will then be directed to the garage door located on the west end of the building. Proceed into the garage bay and you can back up to the large sliding door located just inside the garage door. A representative of the Center will assist you from there. Your representative will be signing for the remains and any personal property authorized to be released.