

# Long-Term Storage

South Brooklyn Marine Terminal,  
81 39th Street, Brooklyn, NY 11232

OCME provides long-term storage until funeral homes are able to finalize burial or cremation arrangements.

Funeral directors can take the necessary time to ensure proper arrangements are made before picking up decedents. Please take advantage of this service to avoid capacity issues at your funeral home.

There is **no fee** for death certificate amendments to change from Interim to Final disposition. When you are within 10 days of the final disposition date, use the **Funeral Home Change from Interim Disposition** amendment in eVital to update the case.

## OCME Hours

OCME facilities open every day:  
8:30 am to 6:30 pm

Please note that effective Saturday June 20, 2020, extended hours for funeral home release at the South Brooklyn Marine Terminal (**39th Street Pier**) will cease and normal operating hours will resume: 8:30am – 6:30pm

# Reduce Your Wait Time. Pre-submit Removal Documents

You can pre-submit your removal documentation through the Funeral Director Portal <http://www.nyc.gov/fdportal>. (See next panel) or by email to [FDdocs@ocme.nyc.gov](mailto:FDdocs@ocme.nyc.gov) at least 24 hours in advance to help reduce wait time.

If emailing:

- Write in email Subject line: "Review for pick up on [date] for [decedent's name]"
- We will review and call you if there are problems, and then give you a best time to come and pick up the remains.

## Required Documentation to submit (via FD Portal or Email)

- An OCME Removal Affidavit
- The working copy of the Death Certificate.

## Required documentation to bring to OCME

- OCME Removal Affidavit.
- Working copy of the Death Certificate.
- Your Original driver's license.
- Your Original funeral director license (NYS or NJS only) **OR** a letter from a NYC funeral home deputizing you as a staff member, pursuant to The Governor's Executive Order 202.15 (NYS Department of Health guidance and letter template may be downloaded here:

[https://www.health.ny.gov/professionals/funeral\\_director/letters/docs/bfd\\_20-03.pdf](https://www.health.ny.gov/professionals/funeral_director/letters/docs/bfd_20-03.pdf)

# Funeral Director Portal

The FD Portal is an application that allows you to search for a decedent in OCME's custody, see release status and the location of the decedent at OCME facilities. Additionally, you can submit documents to OCME through the portal ahead of your arrival to help reduce wait times at OCME locations.

Please check the portal before setting out to a hospital or to the OCME:

<http://www.nyc.gov/fdportal>

(Use your NYC ID to login.)

## Search Decedent Status Search by OCME Case Number or eVital Case Number.

- Search results show the decedent's release status and location at OCME facility.
- A Google map helps you find the facility.
- Decedent information is updated every 15 minutes.

## Submit Removal Documents

You can submit documents to OCME through the portal ahead of your arrival to help reduce wait times at OCME locations.

- Create and submit removal Affidavit
- Submit a working copy of the death Certificate.

# Relinquishment

If you are having trouble managing the decedents in your custody, please allow OCME to help. You can easily request to relinquish a decedent to OCME via email or fax using the forms provided by OCME and coordinate transfer directly at Pier 39 in South Brooklyn. We may then coordinate a future pickup time pickup for you to come to the Pier for pickup.

- Please email the coversheet and form to [FDRelinquishment@OCME.nyc.gov](mailto:FDRelinquishment@OCME.nyc.gov) or fax to (646) 500-7474.
- OCME's Administrator on Duty (AOD) will review the paperwork and follow up with you. Both forms are editable PDFs, so entering the data automatically captures and saves.

# Quick References

**We are here to help!**

**Send Questions or Requests to:**

[FuneralDirectorAssistance@cityhall.nyc.gov](mailto:FuneralDirectorAssistance@cityhall.nyc.gov)

## To Locate Decedent and Pre-Submit Removal Documentation

Submit by

Funeral Director Portal

<http://www.nyc.gov/fdportal>

(Use NYC ID to login)

– OR –

Submit by email

[FDdocs@ocme.nyc.gov](mailto:FDdocs@ocme.nyc.gov)

## Trouble Managing Decedents in your custody

[FDRelinquishment@OCME.nyc.gov](mailto:FDRelinquishment@OCME.nyc.gov)

or fax to (646) 500-7474

## CDC Updated Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html>



**NYC**  
Office of Chief  
Medical Examiner

# Funeral Director Procedures & Special Policies for this Public Health Emergency

*Useful OCME resources to facilitate claiming and relinquishing decedents during these times*

*June 17, 2020*



Office of the Chief Medical Examiner  
<https://www1.nyc.gov/site/ocme>