

**PUBLIC HEALTH INVESTIGATION
CUSTODIAN OF RECORDS
REQUEST FOR PORT OF ENTRY LETTER**

TEL (323) 914-7806

FAX (323)728-0217

All Port of Entry requests submitted after 4:00 PM will be ready for pick up after 10:00 AM of the next business day.

All Port of Entry Letters must be picked up at the Customer Service window with the following before a Port of Entry Letter will be released:

- Request for Port of Entry Letter, typed or written in blue or black ink
- Original Death Certificate Note: Abstracts will not be accepted
- If Deferred Case, the Deferral Letter from the Coroner's Office
- Check or Money Order made payable to the County of Los Angeles in the amount of \$10.00 (Cash will not be accepted)
- Personal Identification is required for Personal Checks.
- **Please Note: The \$10.00 fee will still be required for processing your request regardless if the Port of Entry Letter is picked up or not picked up from our office or you decide you no longer need it.**

Submit your request to Public Health Investigation, Custodian of Records Office, to Fax number (323) 728-0217, Email to phicor@ph.lacounty.gov, or mail to:

Public Health Investigation
5555 Ferguson Drive Suite 120-04
Commerce, CA 90022

Requestor Information- Note: All Information Required

<i>Mortuary Name</i>		
<i>Contact Person Name</i>		
<i>Address</i>	<i>City</i>	<i>Zip</i>
<i>Phone</i>	<i>Fax</i>	<i>Email</i>

Record Information

<i>Is this an L.A. County Death Certificate?</i>	Yes	No
<i>Is this a Deferred Case?</i>	Yes	No
<i>If yes, were the remains cremated?</i>		
<i>If yes, deferral letter not needed.</i>		
<i>If no, do you have the deferral letter from the County Coroner?</i>	Yes	No
<i>(This deferral letter is needed to release our Port of Entry Letter)</i>		
<i>Name of Deceased (Must match name of death certificate exactly, including AKA, also known as, if any)</i>		
<i>Date of Death</i>		
<i>Any Type of Contagious Disease</i>		
AIDS	TB	Hepatitis
		None
		Other
<i>Destination of remains/cremains</i>		
El Salvador	Greece	Guatemala
		Korea
		Italy
		Mexico
Philippines	Vietnam	Egypt
		Other
<i>Date / Time of Pick Up (Please give at least 2 hours from time of request)</i>		