



SHANNON D. DICUS, SHERIFF-CORONER

7100 Packet Instructions

Health and Safety Code (H&S) 7100 governs steps to be taken to ensure proper disposition of a deceased person. It is your facility's responsibility to research any potential family, next of kin, or conservator of the decedent. If you have conducted the necessary due diligence and all attempts to locate responsible persons has failed, utilize the form for referral to the Public Administrator. Please document what actions your facility has taken to abide by H&S 7100 and fill out the form in its entirety for further processing by our office.

To not delay any referrals, please forward your indigent referral packet concurrently to the San Bernardino County Public Administrator (estates/property) and Coroner (disposition of remains):

Publicadministrator@sbcscd.org *AND* Coroner-Indigent@sbcscd.org

The referral can also be faxed to our attention at 909-387-2335

When you have a body that appears to be going indigent/abandoned please refer the case promptly. The sooner we can finalize our portion of the investigation, the faster we can authorize removal from your facility.

I will not accept a referral unless it contains the following:

- **Completed 7100 Packet**
- **Signed death certificate worksheet or attested EDRS record with cause of death**
- **Record from hospital/residential facility that includes first call form, face sheet including admission information, and any emergency contacts and/or social worker notes**

This is a document you are attesting is true and complete to the best of your knowledge. It needs to be completed as accurately as possible. If you clearly document your attempts to locate family or have the known NOK handle disposition, it will speed up the processing of your referral, as I'm not spending additional time duplicating your efforts.

Once we receive a completed referral, I will do my best to move them forward quickly, either releasing them directly to our contracted cremation services or if long term investigation is warranted, to have them removed to our facility.

If you have any direct questions regarding the indigent referral process, feel free to contact our office and ask to speak to the Indigent Burial Specialist:
Front Desk 909-387-2978