

MEMORANDUM

FROM: Nadine O’Leary, Deputy State Registrar
Division of Vital Records
DATE: April 14, 2025
SUBJECT: **PHYSICIAN DEATH CERTIFICATE COMPLETION**

PLEASE SHARE THE INFORMATION IN THIS BULLETIN WITH ALL APPROPRIATE STAFF

When a death occurs in Illinois, current law mandates health care professionals to certify the death by completing and signing the death certificate within 48 hours from the date of death. The licensed health care professionals required to sign the death certificate are listed below:

- The physician, advanced practice registered nurse, or physician assistant in Illinois or any other state, who within 12 months prior to the date of the patient's death, was treating or managing treatment of the patient's illness or condition which resulted in death, except when death is subject to the coroner's or medical examiner's investigation.
- In the absence of the certifying health care professional or with their approval:
 - a. Their associate physician.
 - b. Advanced practice registered nurse.
 - c. Physician assistant.
 - d. The chief medical officer of the institution in which death occurred.
 - e. The physician who performed an autopsy upon the decedent.

To facilitate the death certification process, the Illinois Vital Records System “IVRS” provides 3 different options for the certificate to be completed and signed. Please see these options below:

1. Signing a paper death certificate:

A paper “Death Certificate Worksheet” form is provided by the Funeral home. This certificate requires an ink signature by the certifier, signatures on their behalf or by their staff are not accepted

2. Submitting signature by fax:

The Funeral home initiates a death certificate in “IVRS”, and the system will fax a “Fax Attestation” form for the certifier to complete, sign and fax back. There are 2 options to sign the Fax Attestation:

- Ink signature.
- Electronic signatures via DocuSign. This signature must include time stamp and DocuSign verification to be accepted.

3. Electronic signature using IVRS:

IVRS is an internet-based application that can be accessed from any computer with internet access from a web browser by going to <https://ivrs.dph.illinois.gov>. The system is not currently accessible via iPhone or tablets, but an upgraded version of IVRS going live in 2025 will be accessible through mobile devices.

If interested in becoming an IVRS user, or for any additional questions related to the death certification process, please send an email to DPH.IVRS@Illinois.gov and our office will provide you with instructions.

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