



City of San Antonio  
**Office of the City Clerk**  
**Vital Records Division**  
Funeral Home Request  
For  
**BURIAL TRANSIT PERMITS**

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***All deaths must be entered in TXEVER have San Antonio City Clerk designated as the Local Registrar before the requests can be filled. This option cannot be left blank [TAC §181.2(b)].***

***Provide a cover letter that includes your physical address, and fax number, then attach a working copy of the death certificate. Fax requests to 210-207-4150***

Deceased: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Funeral Home: \_\_\_\_\_ Telephone: \_\_\_\_\_

Requested by: \_\_\_\_\_  
Print Name Signature

Address: \_\_\_\_\_

City: \_\_\_\_\_ TX ZIP: \_\_\_\_\_

EDR #: \_\_\_\_\_ Date Requested: \_\_\_\_\_

**Choose One: HOLD for pick up: \_\_\_\_**

**FAX: \_\_\_\_ FAX NUMBER: \_\_\_\_\_**



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**To: Funeral Homes**

**From: Debbie Racca- Sittre, Local Registrar**

**Subject: Burial-Transit Permits**

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We receive many requests For Burial-Transit Permits (BTP) throughout the day. In order to better serve you, we have established a schedule for processing requests. Any BTP requests received between 9:00 am and 2:00 pm will be ready and faxed by 3:00 pm on the same day. BTP requests received between 2:00 pm and end of business day will be ready and faxed by 10:00 am the next business day.

**Remember, funeral homes can print their own BTPs when the record is fully electronic, marked as a natural manner of death, and has been demographically verified in TER. If this is the case, please print your own and eliminate the wait time.**

Please be sure when you fax in your request that you have all the information filled out completely to process your BTP, including the EDR#. Any incomplete requests will be returned unprocessed via fax and will require re-submission by your office.

Funeral homes will be required to pick up their original BTPs once a month.

If you have any questions, please direct contact us at 210-207-7253.

Thank you.