



ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY  
PUBLIC HEALTH DEPARTMENT

**Rebecca Gebhart**, Acting Director  
**Muntu Davis**, MD, MPH, Director and Health Officer

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**Vital Registration**

1000 Broadway, Suite 500  
Oakland, CA 94607

(510) 267-8069  
FAX: (510) 267-8073

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## **PROCEDURE FOR REQUESTING A TRANSIT LETTER**

When a letter of non contagious disease is needed, please fax over a copy of the **REGISTERED** death certificate with a letter indicating you need a letter and the number of certified copies needed. We will make every attempt to have your certified copies and the letter ready when you come in. We will provide the permits, embossed and stamped.

FEES:     Death Certificate – \$21.00/each  
           Fetal Certificate - \$18.00/each  
           Permit – \$12.00/each  
           NCD Letter – No Charge

If you are a mortuary without a charge account please make checks payable to:  
**Alameda County Health Dept.**

- ❖ If faxed by noon, you can come in after 1:00 pm, to pick up your documents.  
Our fax number is: (510) 267-8073
  
- ❖ If faxed after noon, you can come in next working day after 9:00 am.

PLEASE DO NOT CALL TO SEE IF DOCUMENTS ARE READY.

**Revised 04/06/2016**

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