

## 10-Day Hold Requests – Change Effective Immediately

Dear Pennsylvania Licensed Funeral Establishment:

**Effective immediately, all 10-Day Hold of Human Remains Requests will go directly to the Board Office via EMAIL. Once received, the Board Office staff will assign the request to a Professional Board Member for review. Upon the review and determination of the request by the Professional Board Member, you will be notified via EMAIL of their decision.**

If the request is APPROVED, you will receive notification via EMAIL by the Board Office staff. Nothing else will be required. Board Office staff will upload the request and approval to the Funeral Establishment's PALS file.

If the request is DENIED, you will receive notification via EMAIL with notes as to why the request was rejected.

**An editable PDF for all 10-Day Hold requests has been uploaded on our Department of State website ([www.dos.pa.gov/funeral](http://www.dos.pa.gov/funeral)) for your convenience.**

We are currently working with our Application Developers to create an online processing system. Until the online processing system has been created, please follow the instructions above.

### **Remember:**

- **Email the request to the Board Office resource account at [ra-funeral@pa.gov](mailto:ra-funeral@pa.gov)**
- **Your request will be assigned to a Professional Board Member for review**
- **Upon approval of your request, nothing else will be required**
- **Effective immediately, please do not send your requests directly to a Professional Board Member. All requests will be assigned through the Board Office staff**

Thank you for your understanding.

State Board of Funeral Directors

717-783-3397

[Ra-funeral@pa.gov](mailto:Ra-funeral@pa.gov)

[www.dos.pa.gov/funeral](http://www.dos.pa.gov/funeral)