

**PUBLIC HEALTH
CUSTODIAN OF
RECORDS
REQUEST FOR PORT OF ENTRY LETTER**

Submit your request to: phicor@ph.lacounty.gov
Please call new # (562) 345-3404 to schedule a pick-up appointment.

All Port of Entry requests submitted after 4:00 PM will be ready for pick up after 10:00 AM of the next business day. All Port of Entry Letters must be picked up at the Customer Service window with the following before a Port of Entry Letter will be released:

- Request for Port of Entry Letter, typed or written in blue or black ink
- Original Death Certificate Note: Abstracts will not be accepted
- If Deferred Case, the Deferral Letter from the Coroner's Office
- **Check or Money Order** made payable to the **County of Los Angeles** in the amount of **\$60.00** (Cash/Credit cards will not be accepted)
- Personal Identification is required for Personal Checks.
- **Please Note: The \$60.00 fee will still be required for processing your request regardless if the Port of Entry Letter is picked up or not picked up from our office, or you decide you no longer need it.**

Submit your request to Public Health, Custodian of Records email to: phicor@ph.lacounty.gov

**PUBLIC HEALTH
12440 Imperial Hwy., Ste. 522
Norwalk, CA 90650**

Requestor Information- Note: All Information Required

<i>Mortuary Name</i>			
<i>Contact Person Name</i>			
<i>Address</i>		<i>City</i>	<i>Zip</i>
<i>Phone</i>	<i>Fax</i>	<i>Email</i>	

Record Information

<i>Is this an L.A. County Death Certificate?</i>	Yes ☐	No ☐		
<i>Is this a Deferred Case?</i>	Yes ☐	No ☐		
<i>If yes, were the remains cremated?</i>				
<i>If yes, deferral letter not needed.</i>				
<i>If no, do you have the deferral letter from the County Coroner?</i>				
<i>(This deferral letter is needed to release our Port of Entry Letter)</i>				
Yes ☐ No ☐				
Name of Deceased (Must match name of death certificate exactly, including AKA, also known as, if any)				
Date of Death				
Any Type of Contagious Disease				
AIDS ☐	TB ☐	Hepatitis ☐	None ☐	Other
Destination of remains/cremains				
El Salvador ☐	Greece ☐	Guatemala ☐	Korea ☐	Italy ☐ Mexico ☐
Philippines ☐	Vietnam ☐	Egypt ☐	Other	
(Requirement: You must call (562) 345-3404 to schedule appointment)				