



# TOWN OF ST. JOHNSBURY

Town Manager's Office  
51 Depot Square, Suite 3  
St. Johnsbury, VT 05819  
802-748-3926  
[www.stjvt.com](http://www.stjvt.com)

Town Clerk 802-748-4331  
Dispatch 802-748-2314  
Police 802-748-2314  
Fire 802-748-8925  
Public Works 802-748-4408  
Assessor Office 802-748-4272

If no funeral home or family is available to provide demographic information for a death record in Vermont, the responsible health care provider must complete it using a Preliminary Report of Death - Demographics (PROD) form, a document that gathers details like full name, address, date of birth, and Social Security number for the deceased. This completed PROD should then be sent to the [Vermont Department of Health](#) to create the official death certificate within the [Electronic Death Registration System \(EDRS\)](#).

## **Obtain Required Documents:**

Register the death and obtain a death certificate and a burial transit permit from the town clerk.

Vermont death certificate demographic information includes the deceased's full legal name, date of birth, birthplace, sex, Social Security number, address, parents' names, marital status, veteran status, and usual occupation. This data is primarily collected from the family and entered onto a Preliminary Report of Death (PROD) form by a funeral director or authorized healthcare professional.

## **Draw and Record a Map:**

Create a map of the burial site, showing its exact location and including a drawn easement for access by future family members.

Vermont law requires a map to be created and recorded in the town land records to establish a private family burial ground on private property, along with other steps like obtaining a death certificate and burial transit permit. The map, which should also include a drawn easement for access, helps to document the burial location and can be added to the property deed for permanent record.

## **Register with Town Clerk:**

Have the map recorded with your deed at the town clerk's office to establish a permanent record and easement on the land.

## **Comply with Setbacks and Health Laws:**

Ensure the burial site meets all state and town requirements, including appropriate setbacks and any precautions needed for public health.

## **File the Permit:**

After the burial, sign the burial transit permit and file it with the Town Clerk.