



**Vital Registration**

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**EDRS**  
Electronic Death Registration System  
**INSTRUCTIONS**

Please allow 2 business hours for the registration (SUBM LR) after submission. Prior to submission, after completed attestation (as per EDRS Letter 06-03), the Funeral Director or designee must review attestation in EDRS.

To request ALCO Vital Records to unlock or revise an EDRS Record, please submit completed "Request to Revise EDRS record" Form. Allow up to 2 hours for completion.

You are strongly encouraged to submit Medical Information (MI) (Field 101-118) for Vital Records review prior to request for Remote Attestation by the Physician or Coroner.

Social Security Administration verification requires the following fields:

- 1 – First Name, 2 – Middle Name, 3 – Last Name, 4 – Date of Birth,
- 6 – Sex, 10 – Social Security Number

Social Security Administration verification requires at least one attempt whether known or unknown.

The Funeral Home must complete an EDRS Disposition Permit and death certificate for Vital Records (LR) Registration, except for emergency filing during after hours filing at Fairmont Hospital, 10am to 11 am (Weekends and County Holidays).

After registration of the death certificate, the Funeral Home must mail or bring in a signed copy 4 of the permit, (either from EDRS or typed) the working copy and/or ink-signed death certificate, and the request for service within 24 hours. If certified copies are requested a self addressed stamped envelope and a signed sworn statement must be included. After hours filing will need the same documents but permit will not be issued from the EDRS system and the documents will be sent by the emergency filer to Vital Records.

Once an EDRS Record is registered, an EDRS Amendment is required for any corrections. On Line 17 of the Amendment, EDRS accepts "Adult", "Legal" age of the person signing.

Faxing may still occur for the following situations:

- Ship outs, transit letters and refiles – procedure has not changed – ALCO deaths only
- Fetal death certificates
- EDRS drop to paper documents/along with non-EDRS permits
- If the EDRS is down or your office is experiencing computer problems

Time Interval Abbreviations are as follows:

Seconds = SEC	Week(s) = WKS
Minutes = MIN	Year(s) = YRS
Hours = HRS	Month(s) = MOS
Day(s) = DYS	Immediate = IMM