



Health, Housing & Community Services Department
Public Health Division
Vital Statistics Unit
1947 Center Street, 1st Floor
Berkeley, CA 94704
(510) 981-5320 (Phone) – (510) 981-5395 (Fax)

CA-EDRS INSTRUCTIONS SHEET

1. Please allow 2 business hours for the registration after submission (SUBM LR). Prior to submission, yet after completed attestation, per CA-EDRS Letter 06-03, the Funeral Director or Designee must review attestation in EDRS.
2. To request The City of Berkeley, Office of Vital Statistics to UNLOCK a CA-EDRS Record, please submit the completed “Request to Unlock Record” Form and fax it to us at **(510) 981-5395**. Allow 30 minutes for processing.
3. All MI (Medical Information) MUST be submitted to our office prior to requesting (RA) Remote Attestation.
4. Social Security Administration Verification requires at least one attempt (max.5) whether known or unknown and the following fields must have been filled out prior the verification:
 - a. FIRST NAME
 - b. MIDDLE NAME
 - c. LAST NAME
 - d. DATE OF BIRTH
 - e. SEX
 - f. SSN
5. Funeral Homes must complete a CA-EDRS Death Certificate for Berkeley Vital Statistics (LR) Registration.
 - a. In the case of Emergency Death Certificate Filing with the Berkeley Police Department (religious purposes, etc.), the Funeral Home must fill out the DC and Disposition Permit and drop to paper. The Disposition Permit will be issued by the Berkeley Police Department and the DC will be forwarded to Berkeley Office of Vital Statistics in the first business day after the filing. Certified copies of the DC will only be available for purchase after registration is completed by our office. Berkeley Police Department have no authority to issue certified copies of the death certificate.
 - b. **Normal EDRS filing hours with Berkeley Office of Vital Statistics (LR) have been changed to Monday thru Thursday, 9:30AM to 11:30 AM and 1:00 PM to 3:30 PM, closed on Friday’s.**
 - c. Funeral Homes are responsible for printing the CA-EDRS Disposition Permit after it has been issued by the Berkeley Vital Statistics Unit (LR). **Please sign and mail/bring the fourth copy of the Disposition Permit and the permit filing fee of \$12.00 to the City of Berkeley, Office of Vital Statistics.**
6. To request Certified Copies of Death Certificates, please complete the “Death Certificate, Mortuary/Cemetery Request Form” and sign the sworn statement. Upon payment, Certified Copies of Death Certificates will be issued during initial counter filing. For multiple DC filings, Funeral Homes may drop-off DC requests with payments and then return to our office for pick-up within 1 hour after DC has been registered by our office. Funeral Homes may also drop-off DC requests with payments and request to have Certified Copies of DC’s mailed back to them.
7. After an EDRS Record has been registered, an EDRS Amendment is required for any changes. Multiple dispositions NO LONGER requires an Amendment to be filed. All permits must be created on EDRS system, in case of multiple dispositions. And the fees must be paid for each of the permits issued.
8. Fetal Deaths, Transit letters and re-file permit procedures remains the same.
 - a. Fetal Death must be faxed for reviewing prior to bring it in to our office;
 - b. To re-file a Disposition Permit the Funeral Home must have:
 - i. A Certified Copy of the DC or the Original Disposition Permit;
 - ii. The \$12.00 fee for re-file will remain the same;
 - iii. The newly printed disposition permit signed by the funeral director/staff (4 copies).
 - c. EDRS drop to paper documents must be brought to our office for filing – including non-EDRS permits. (Attention!!! – DROP TO PAPER WILL ONLY BE ACCEPTED IN CASE EDRS SYSTEM IS OFF-LINE or POWER OUTAGE and the **document MUST be printed in white acid-free 28lb/105g/m² paper**)
9. Acceptable abbreviations for time interval on Medical Information (EDRS):

a. Seconds	= SEC	e. Years	= YRS
b. Minutes	= MIN	f. Month(s)	= MON or MOS
c. Hours	= HRS	g. Day	= DYS
d. Weeks	= WKS	h. Immediate	= IMM
10. Contact information for questions regarding EDRS:
 - a. Marcus Veloso – Deputy Registrar – (510) 981.5277 Direct line
 - b. Nancy Melendez – Deputy Registrar – (510) 981.5279 Direct Line
 - c. Main Line – (510) 981.5320