

California Electronic Death Registration System (CA-EDRS) FAQ

Los Angeles Jurisdiction

EDRS Contact Information and Hours of Operation

Please allow up to **2 business hours** for Medical Information (MI) Review and Local Registration (SUBM LR) to be reviewed and processed after submission:

Jurisdiction	Weekday	Weekend and Holiday Hours	Contact Info	Address
Los Angeles	8:00 AM – 4:00 PM	8:30 AM – 12:30 PM Phone: (213) 974-1234	Phone: (213) 288-7337	Vital Records Office 313 N. Figueroa St., Room L-1 Los Angeles, CA 90012
Long Beach	8:00 AM – 4:00 PM	8:00 AM – 4:00 PM	Phone: (562) 570-4305	Vital Records Office 2525 Grand Avenue, Long Beach, CA 90815
Pasadena	8:00 AM – 4:30 PM (M - TH) 8:00 AM – 2:00 PM (every other Friday)	8:00 AM – 2:00 PM (on call Saturdays and minor holidays)	Phone: (626) 744-6000 Fax: (626) 396-7475	Vital Records Office 1845 N. Fair Oaks Ave, Rm 1610 Pasadena, CA 9110

Funeral Home Checklist

	Description
Social Security Verification (SSV)	➤ SSV must be attempted at least ONCE prior to registration submission regardless of whether the status of Social Security Number verification is pass or fail.
Medical Information Review (MI)	➤ VS11e, fields 4, 6, 8 and 101-117 must be submitted for MI Review prior to physician or coroner attestation. If MI Review was disregarded or omitted prior to Local Registration, then at the time when the Local Registrar reviews for registration, this may get rejected.
Disposition Permit (DP)	<ul style="list-style-type: none"> ➤ The funeral home is responsible for completing an EDRS DP and Death Certificate (DC) for registration. ➤ Once the DC is registered and the DP is issued, the funeral home must print all four copies of the DP. ➤ The funeral director must then submit signed final copy with payment to the appropriate jurisdiction's Vital Records Office. ➤ Payment must be mailed within 24 hours or received within 72 hours (mail or walk-in) of issuance.

EDRS Record Correction and Notification

An EDRS Fax Communication sheet must be FAXED to the appropriate jurisdiction.

Reason	Fax Number
➤ Abandon EDRS record	Los Angeles: (323) 722-9851
➤ Unlock PI, MI, or both on EDRS record	
➤ Multiple disposition EDRS filing	
➤ EDRS file / Permit with drop to paper certificate	
➤ Ship out / International Disposition	

Amendment

An amendment must be created and submitted to correct a record registered by the Local Registrar (EDRS status should state either SUBM SR or REG SR).

Re-file Permit

The funeral home can create a re-file permit/amendment in the EDRS for a disposition change on an already registered DC. Amendments are required for re-file on whole bodies when disposition is being changed. Please notify any office by submitting an EDRS Fax Communication sheet.

ME/Coroner Protocol

Please refer to LAC ME/Coroner Workflow that is in the EDRS training packet. The workflow is also available at the Los Angeles County Department of Public Health’s website: www.publichealth.lacounty.gov/dca/edrs.htm.

Certified Copies

An application for a certified copy of a DC is available online. Appropriate fees must be submitted to the LA County Vital Records Office. Payment for the DP must be made before certified copies are issued.

Time Interval Abbreviations

Second(s) – SEC / SECS	Minute(s) – MIN / MINS	Hour(s) – HR / HRS	Day(s) – DAY / DAYS
Week(s) – WK / WKS	Month(s) – MO / MOS	Year(s) – YR / YRS	Immediate - IMMED

All non-EDRS filings must take place in person at the respective Vital Records Office headquarters. These certificates will be processed on a first come, first serve basis.

General Contact Information

CA-EDRS Help Desk (State)	(916) 552-8123
CA-EDRS website	www.edrs.us
LAC Department of Public Health’s EDRS website	www.publichealth.lacounty.gov/dca/edrs.htm

