

EDRS Policy Sheet

Los Angeles ♦ Long Beach ♦ Pasadena Jurisdictions

NOTICE

Fax Filing and Cross Filing services are no longer provided.

EDRS Operation Hours and Contact Information

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

»EDRS Filing Hours for Weekdays {Monday - Friday}

Jurisdiction	Hours of Operation
Los Angeles	8:00 AM – 4:00 PM
Long Beach	8:00 AM – 4:00 PM
Pasadena	8:00 AM – 4:30 PM (Monday - Thursday) 8:00 AM – 2:00 PM (every other Friday)

»EDRS Filing Hours for Weekends {Saturday - Sunday} and Holiday

Jurisdiction	Hours of Operation	Contact Info
Los Angeles	8:30 AM – 12:30 PM	Phone: (213) 974-1234
Long Beach	8:00 AM – 4:00 PM	Phone: (562) 435-6711
Pasadena	8:00 AM – 2:00 PM <i>(on call every Saturday and minor holidays)</i>	Fax: (626) 396-7475

Funeral Home Responsibilities

Responsibility	Description
Social Security Verification (SSV)	<ul style="list-style-type: none"> ➤ EDRS requires SSV to be attempted at least ONCE before submitting for registration whether the status of SSN is known or unknown.
Medical Information Review (MI)	<ul style="list-style-type: none"> ➤ VS11e, 101-117 fields must be submitted for MI Review prior to physician or coroner attestation. ➤ If a document has not been submitted for MI Review, it will not be registered.
Disposition Permit (DP)	<ul style="list-style-type: none"> ➤ 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 4 copies of the DP. ➤ Then, the funeral director must submit signed copy #4 with payment to the appropriate jurisdiction’s Vital Records Office. ➤ This payment must be placed in the mail within 24 hours of the issuance or received within 72 hours (mail or walk-in).



EDRS Record Correction/Notification

If you are requesting record correction for any of the following reasons, you must FAX a completed EDRS Fax Communication sheet to the appropriate jurisdiction.

Reason	Fax Number
➤ Abandon EDRS record	Los Angeles (323) 722-9851
➤ Unlock PI, MI, or both on EDRS record	Long Beach (562) 570-4374
➤ Multiple disposition EDRS filing	Pasadena (626) 744-6095
➤ EDRS file / Permit with drop to paper certificate	
➤ Ship out / International Disposition	

Amendment

If a record has been registered by the Local Registrar (EDRS status should state SUBM SR), an amendment must be filed to correct the record.

Re-file Permit

If a DC has been registered but a re-file is needed to change the disposition, the funeral home can create re-file permit/amendments in EDRS. Amendments are required for re-file on whole bodies when disposition is being changed. Please notify our office via the 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

Certified copies will be requested in the same manner as they were prior to EDRS. An application for a certified copy of a DC must be submitted with appropriate fees to our 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 DC filings must take place in person at the respective Vital Records Office's headquarters. These certificates will be processed on a first come, first serve basis.

General Contact Information

CA-EDRS Help Desk (State)

CA-EDRS website

LAC Department of Public Health's EDRS website

(916) 552-8123

www.edrs.us

www.publichealth.lacounty.gov/dca/edrs.htm