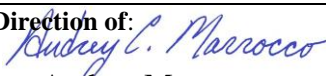


STATE REGISTRAR NOTICE

Subject: Ordering Death Certificates through EDRS	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	Number: 2021-01
Date Issued: January 4, 2021 Date Effective: January 4, 2021	Audience: Funeral Directors Local Registrars	By Direction of:  Audrey Marrocco State Registrar

Funeral homes reporting deaths through Pennsylvania’s Electronic Death Registration System (EDRS) are now able to order deaths certificates online.

Ordering Death Certificates through EDRS

Deaths reported through EDRS by a funeral home may now be ordered online through EDRS once the death is fully registered. This new functionality will enable funeral homes to streamline their operation by ordering death certificates directly through EDRS. Payment for the certificates must be made at time of pickup or will be invoiced if mailed.

If a death was reported on a paper “Certificate of Death” reporting form, then the funeral homes shall continue to use the “Funeral Home Application for a Death Certificate” (HD02085F) to order those death certificates.

Types of Death Certificates Available for Online Ordering

Funeral homes may order both standard and comprehensive death certificates as outlined in [SRN 2019-15](#). This also applies to death certificates of veterans.

Online Ordering Locations

Vital Records Registration Offices

Each of BHSR’s Vital Records Registration Offices have been activated to receive orders for death certificates through EDRS. Ordering from these offices is now available.

Local Registrars¹

The Bureau of Health Statistics and Registries (BHSR) is looking for two local registrars from each Department of Health district to pilot the new workflow for online ordering through EDRS. Under this pilot, local registrars will work with BHSR to test this new workflow from a local registrar’s perspective, assist with the development of procedures, and provide feedback for local registrar training.

¹ Local registrars are defined as individuals that have been appointed as a local registrar or an assistant registrar, and deputy registrars that are appointed by a local registrar.

During the month of January 2021, BHSR anticipates offering one to two calls per week to collaborate on the pilot. Each call is anticipated to last approximately one hour. Local registrars interested in participating in the pilot should email RA-DHDVRLRSUPPORT@pa.gov by January 11, 2021.

Upon the conclusion of the pilot, BHSR will launch a web-based training on how to issue death certificates from EDRS. BHSR will activate a local registrar's office to receive EDRS orders for death certificates once the local registrar is trained.

Training for Funeral Homes

BHSR has released [Quick Reference Sheets](#) (QRS) to assist funeral home staff in ordering death certificates through EDRS. Below is a list of the QRSs specific to this new workflow:

QRS-2063-FH: Ordering Death Certificates through EDRS

QRS-2064-FH: Checking the Status of a Death Certificate Order

QRS-2065-FH: Adding Comments to a Death Certificate Order

In addition, BHSR will be holding virtual office hours for funeral homes during the first quarter of 2021. Virtual office hours will provide funeral homes to receive an overview from BHSR on this new process and to receive clarification from BHSR on this new process. Information on virtual office hours will be announced to funeral homes through BHSR's listserv messages.

Contact Information:

PA Death Registry @
Vital Events Stakeholder Hotline
Phone: 800-323-9613