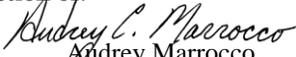


## STATE REGISTRAR NOTICE

<b>Subject:</b>  Printing of Disposition Permits	<b>Number:</b>  2017-01
<b>Date Issued:</b> September 1, 2017 <b>Date Effective:</b> September 1, 2017	<b>By Direction of:</b>  Audrey Marrocco State Registrar

DAVE™ (Database Application of Vital Events) is the system used to report deaths electronically in Pennsylvania through EDRS (Electronic Death Registration System). On August 26, 2017, Version 17.1.4 of DAVE™ was released into production.

### **Funeral Directors**

Prior to this release, funeral directors could print a disposition permit from DAVE™ only when the case was fully electronic. With this new release, disposition permits can be printed from DAVE™ for both drop to paper and fully electronic cases. This is expected to reduce the need for pre-signed disposition permits.

A funeral director may print a disposition permit from the decedent's case in DAVE™ by following the steps in the new [Quick Reference Sheet \(QRS-2055\), Printing a Disposition Permit](#). This Quick Reference Sheet is located in the EDRS Funeral Home User Guide found on the [EDRS webpage](#).

Funeral directors may contact the EDRS hotline with any questions about printing a disposition permit.

### **Local Registrars**

This expanded use of the functionality for printing disposition permits also brings changes for the local registrars. Important Notice 2017-02 for Local Registrars, Deputies and Assistant Registrars (dated July 13, 2017) with the subject "Entering or Changing a Disposition Permit Number in EDRS" is hereby rescinded. It is still imperative that local registrars ensure the accuracy of the disposition permit number in DAVE™. To achieve this, local registrars shall use the appropriate Quick Reference Sheet below, depending on the type of disposition permit to be used:

- QRS-2013A, Printing a Vault Copy for a Case with a Disposition Permit Generated by EDRS
- QRS-2013B, Printing a Vault Copy for a Case with a Pre-Signed Disposition Permit

Both of the above Quick Reference Sheets are located in the revised [EDRS Local Registrar User Guide](#) found on the [EDRS webpage](#). A Quick Reference Sheet for affirming a death case has been

added to the EDRS Local Registrar User Guide as well. The Quick Reference Sheet distributed with Important Notice 2017-02 (QRS-2053, Entering or Changing a Disposition Permit Number) is not contained in the EDRS Local Registrar User Guide because it is no longer needed.

Local registrars may contact the EDRS hotline with any questions about disposition permits or the new Quick Reference Sheets.

**Contact Information: EDRS Hotline**

Phone: 800-323-9613  
(Select “Deaths” from the main menu option)  
Email: [ra-dhDeathSupport@pa.gov](mailto:ra-dhDeathSupport@pa.gov)

**Reference:** **EDRS Webpage**  
[www.doh.pa.gov/EDRS](http://www.doh.pa.gov/EDRS)