

Ordering Death Certificates Through EDRS

Notes:

- This Quick Reference Sheet is for the role of a Funeral Home Representative only.
- The case must be registered before you can place an order for a death certificate through EDRS.
- The funeral home will have the choice of either a Standard (no medical information) or Comprehensive (all information) death certificate.
- A funeral home can order death certificates through EDRS from the Local Registrar on the record only after the local registrar has been onboarded.

Locate the case; if the case is **Registered**, you will see **Order Certified Copies** on the left under Other Links > Death Registration Menu. Click this link.

Death Registration Menu	2867/2934 :LISA SAMPLE OCT-01-2020 Personal valid/Medical Valid/Registered/signed/Dropped to Paper/NA/Birth Death Linkage Required Over 1 Year/ICD Coding Required
Personal Information	Decedent
Decedent	
Resident Address	Will Coroner/Medical Examiner be responsible for final disposition of the decedent?
Informant	Decedent's Legal Name
Disposition	First Middla Other Middla Last Suffry
Decedent Attributes	
Medical Certification	
Pronouncement	Aliases
Place of Death	Add/Edit Alias Names
Cause of Death	Gender Social Security Number
Other Factors Certifier	Female V 999-99-9999 None O Unknown
Registrar	Linder 1 Var. Linder 1 Day
Amendment List	Date of Birth Years Months Days Hours Minutes SSN Vorification Status
Other Links	Jan-01-1945 Age 75 Verify SSN UNVERHED (0)
Amendments	Decedente Dicth Disco
Assign Status	
Attachments	City or Town County State County
Comments Order Certified Copies	New Castle Lawrence Pennsylvania United States
Print Forms	
Switch User	Ever in US Armed Forces? No
	Validate Page Next Clear Save Return

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You will now be on the **Applicant** page. The name and address of the funeral home on record will pre-populate. If you are picking up certificates at a public office, enter the name of the person picking up the certificates in the **Attention** field, then click **Next**.

Note: If you are unsure who will be picking up the certificates, you can list multiple names in the **Comments**. Refer to **EDRS Quick Reference Sheet QRS-2065-FH** for more information on **Adding Comments to an Order**.

Organization	Eveneral University of Computer visity (Univ		
vame: Hoover	Funeral Homes & Crematory Inc (Hal		
Address Street Number 6011	Pre Directional Street Name	Street Designator Road	Post Directional Apartment Number
17112	City or Town State Harrisburg Pennsylvania	Country United States	Address Verification
Contact Inform Attention:	ation		
Phone Number: Email:	Alternate Number:	Fax Number:	·
Email:	ntion Come as Applicant?		

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On the **Services** page, select the appropriate **Issuing Office** from the drop-down menu. For pick-up orders at a Vital Records office, choose the public office where the certificates will be picked up by a funeral home representative. If you select a local registrar and receive an error message, please contact the local registrar to place your order. Once the local registrar has been trained, you will then be able to place your order through EDRS.

Benneylyania Department of Health	eih	
Pennsylvania Department of freath		
20201000003 :Hoover Funeral Homes & C /Order Invalid/Incomplete/No Services	rematory Inc (Harrisburg)	
Services		
Source Internet - funeral home only	Received Date Oct-02-2020	Fee Effective Date Oct-02-2020
Issuing Office		
Erie State Office: 25-249 Harrisburg Public Office		
New Castle Public Office		Save Previous Next Return
Pittsburgh Public Office		
Scranton Public Office		

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Source Internet -	funeral home only	Received Date Oct-02-2020	Fee Effective Date Oct-02-2020
1 Name: Lisa Sam	ple		
Applicant Relatio	nship to Registrant: Fu	neral Director	
Currently there are no	o services for this event requ	est. Please click Add Service to add a service.	Add Service
			Save Previous Next Retu

ug Ling Evenus Queues Forms <u>n</u> eip	
Pennsylvania Department of Health	
20201000003 :Hoover Funeral Homes & Crem /Order Invalid/Incomplete/No Services	atory Inc (Harrisburg)
Services	
Source Internet - funeral home only	Received Date Oct-02-2020 The Fee Effective Date Oct-02-2020
Issuing Office Erie Public Office	
1. Nemol Lice Sample	
Applicant Polotionship to Ponistrant' Europ	al Director
Applicant relationship to registrant, rules	
▶ Service	Quantity Priority Delivery
Eria El Comprobancivo Dooth CC	
- Erie - FH Standard Death CC	Other Specify
	Savo Cancol
- Erie - FH Vet Standard Death CC	Save
- Erie - FH Vet Standard Death CC	
- Erie - FH Vet Standard Death CC	Add Service
- Erie - FH Vet Standard Death CC	Add Service
- Erie - FH Vet Standard Death CC	Add Service Save Previous Next Return
- Erie - FH Vet Standard Death CC	Add Service Save Previous Next Return
- Erie - FH Vet Standard Death CC	Add Service Save Previous Next Return
- Erie - FH Vet Standard Death CC	Add Service Save Previous Next Return Description
Erie - FH Vet Standard Death CC Service Name FH – Comprehensive Death CC	Add Service Save Previous Next Return Description Requires payment
Service Name FH – Comprehensive Death CC	Add Service Save Previous Next Return Description Requires payment Certificate contains all data from death record
Service Name FH – Comprehensive Death CC FH – Standard Death CC	Add Service Save Previous Next Return Description Requires payment Certificate contains all data from death record Requires payment
Service Name FH – Comprehensive Death CC FH – Standard Death CC	Add Service Save Previous Next Return
Service Name FH – Comprehensive Death CC FH – Standard Death CC FH – Vet Comprehensive Death CC	Add Service Save Previous Next Return Description Requires payment Certificate contains all data from death record Requires payment Certificate excludes medical information other than medical certifier's name and address Used in conjunction with Armed Forces Fee Waiver and must provide
Service Name FH – Comprehensive Death CC FH – Standard Death CC FH – Vet Comprehensive Death CC	Add Service Save Previous Next Return
Service Name FH – Comprehensive Death CC FH – Standard Death CC FH – Vet Comprehensive Death CC	Add Service Save Previous Next Return Previous Next Return Description Requires payment Certificate contains all data from death record Requires payment Certificate excludes medical information other than medical certifier's name and address Used in conjunction with Armed Forces Fee Waiver and must provide Armed Forces Member's information in Comments on Order Summary Certificate includes all data from death record
Service Name FH – Comprehensive Death CC FH – Standard Death CC FH – Vet Comprehensive Death CC FH – Vet Comprehensive Death CC FH – Vet Standard Death CC FH – Vet Standard Death CC	Add Service Save Previous Next Return Previous Next Return Description Requires payment Certificate contains all data from death record Requires payment Certificate excludes medical information other than medical certifier's name and address Used in conjunction with Armed Forces Fee Waiver and must provide Armed Forces Member's information in Comments on Order Summary Certificate includes all data from death record Used in conjunction with Armed Forces Fee Waiver and must provide Armed Forces Member's information in Comments on Order Summary Certificate includes all data from death record Used in conjunction with Armed Forces Fee Waiver and must provide
Service Name FH – Comprehensive Death CC FH – Comprehensive Death CC FH – Standard Death CC FH – Vet Comprehensive Death CC FH – Vet Comprehensive Death CC FH – Vet Standard Death CC	Add Service Save Previous Next Return Previous Next Return Description Requires payment Certificate contains all data from death record Requires payment Certificate excludes medical information other than medical certifier's name and address Used in conjunction with Armed Forces Fee Waiver and must provide Armed Forces Member's information in Comments on Order Summary Certificate includes all data from death record Used in conjunction with Armed Forces Fee Waiver and must provide Armed Forces Member's information in comments on Order Summary. Certificate excludes medical information other than medical certifier's

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Next, enter the **Quantity** and select the **Priority** and **Delivery** from the drop-down menus.

If you select a Local Registrar as the issuing office, PICKUP is the only acceptable delivery method. If you select MAIL, you will receive an error message.

*For those who select PICKUP as their Delivery method: In the case that the Vital Records Office you've selected is closed, we will mail your certificates and you will be invoiced for the order.

Note: if you select the PICKUP delivery option, enter your name, phone number, and email address in the **Comments** field so that a Vital Records representative can contact you to schedule an appointment once your order has been completed.

The **Request Reason** is not required and can be left blank. Once the **Quantity**, **Priority**, and **Delivery** has been entered, click **Save**.

Fource Internet - funeral home only	Received Date Oct-02-2020 Fee Effective Date Oct-02-2020
ssuing Office Erie Public Office	
Name: Lisa Sample	
Applicant Relationship to Registrant: Funer	al Director
	4.00130.00130
Service	Quantity Priority Delivery
- Erie - FH Comprehensive Death CC	3 FH Order
Request Reason	Other Specify Bickup
	Save Cancel
~	
·	
	Add Soni
	Add Servi

Order Processing Menu	20201000003 :Hoover Funeral Homes & Cr /Order Invalid/Incomplete/Funeral Home Order	ematory Inc (H	larrisburg)					
Applicant Services	Services							
Payments	Source Internet - funeral home only	Received Date	e Oct-02-202	:0	Fee Effective I	Date Oct-	-02-2020	
Switch User	Issuing Office Erie Public Office							
	1 Name: Lisa Sample							
	Applicant Relationship to Registrant: Fu	neral Director						
	Id Service	Quantity	Priority	Delivery	Request Reason	Other	Fee	
	1 - Erie - FH Comprehensive Death CC	3	FH Order	MAIL	Estate Settlement		\$60.00 E	dit Reverse
								Add Servic

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Review the information on the Order Summary page to make sure the Applicant Information, Service Name, Quantity, and Delivery are correct.

Note: if the certificates are to be mailed to an address that is different than the address that appears on this page, enter the correct mailing address in the **Comments**.

You do not need to enter any **Payment Information**. If you select the Pickup delivery option, you must pay by check, money order, or credit card at your scheduled appointment. If you select the Mail delivery option, you will be invoiced for certificates that require payment.

If you are ordering Veteran copies, go to Step 9.

If you are NOT ordering Veteran copies, click Submit Order and you've completed the ordering process.

	/Order Invalid/Incomplete/Funeral Home Order			
Applicant	Order Summary			
Payments	Source: Internet - funeral home only	ProCheck / ProID Status		
Summary	Received Date: OCT-02-2020	Fee Effective Date: OCI	T-02-2020	
Switch User				
	Applicant Information	Payment Information		
	Name: Hoover Funeral Homes & Crematory Inc (Harrisburg)	Туре	Amount	User
	Address: 6011 Linglestown Road	Paid:	\$0.00	
	Attention:	Due:	\$60.00	
	Phone:	Balance:	\$60.00	
	Email:			
	Event Requested			
	Event Type: Death		Amend	Mailing Envelope Mailing Label
	Relation: Funeral Director			
	Status: /Personal Valid/Medical Valid/Registered/Signed/Dropp	ed to Paper/NA/Birth Death Linka	ge Required Over	1 Year/ICD Coding Required
	Comments:			
	Matched Events Service	ces		
	Registrant Match Total Number of Date of Last Issuances Issuance Servi	ice Name	Quantity Price	ority Delivery Fee
	Lisa Yes 0 - Erie	- FH Comprehensive Death CC	3 FH	Order MAIL \$60.00 Issue
	New Order Copy to New Submit Order Void Issuance His	story		Previous
	New Order Copy to New Submit Order Void Issuance His	story		Previous Retu

When ordering veteran copies and to receive the Veteran Fee Waiver, you must enter the information seen below in the **Comment** box. Click **Save** and the **Close**.

omments		~	
Order Number:	20201000003		
Event Type:	Death		
Received Date:	10/2/2020 12:00:00 AM		1
Registrant Name:	: Lisa Sample		
No data found			U
Enter New Comm	ent		
Enter New Comm Comment Type:	Order Processing		
Enter New Comm Comment Type:	Order Processing a. Name of Veteran		-
Enter New Comm Comment Type:	Order Processing Save a. Name of Veteran Save b. Service Number Save		
Enter New Comm Comment Type: Comment:	a. Name of Veteran b. Service Number c. Rank & Branch of Service d. Relationship of the Veteran to the decedent		-
Enter New Comm Comment Type: Comment:	Order Processing Save a. Name of Veteran Save b. Service Number Clear c. Rank & Branch of Service Clear d. Relationship of the Veteran to the decedent Cancel		
Enter New Comm Comment Type: Comment:	Order Processing Save a. Name of Veteran Save b. Service Number Clear c. Rank & Branch of Service Clear d. Relationship of the Veteran to the decedent Cancel Maximum text length: 4000 Characters left: 3884		
Enter New Comm Comment Type: Comment:	Order Processing Save a. Name of Veteran Save b. Service Number Clear c. Rank & Branch of Service Clear d. Relationship of the Veteran to the decedent Cancel Maximum text length: 4000 Characters left: 3884		

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	r Invalid/Inco	mplete/Funeral	Home Orde	er en atory in	ic (Harrisbu	(9)					
Orde	r Summary	/									
Sou	ce: Internet	- funeral home	only			ProCheck / ProID Stat	us:				
Rec	ived Date:	OCT-02-2020				Fee Effective Date: 0	OCT-02-2020				
Appl	cant Informa	ation				Payment Information	1				
Nam	e: Hoove	r Funeral Home	s & Cremat	ory Inc (Harrisbu	urg)	Туре	Amount	U	ser		
Add	ess: 6011 L	inglestown Roa	id			Paid:	\$0.00				
Δtte	name.	urg, rennsylva				Due:	\$60.00				
Pho	ie:					Balance:	\$60.00				
Ema	d:										
Even	t Requested										
Ever	t Type: Deat	h					Ame	nd Mail	ing Envelop	e Mailing) Label
Rela	ion: Fune s: /Pers	eral Director sonal Valid/Mec	lical Valid/R	eaistered/Sianea	d/Dronned to F	Paper/NA/Birth Death Lin	kade Required (ver 1 Year	/ICD Codin	a Require	d
Com	nents: a. Na	ame of Veteran	b. Service N	lumber c. Rank	& Branch of S	ervice d. Relationship of	the Veter			9	-
Mato	hed Events				Services						
Regi	strant Matcl	h Total Num Issuan	iber of ces	Date of Last Issuance	Service Na	ne	Quantity	Priority	Delivery	Fee	
Lisa	ple Yes	0		_	- Erie - FH C	comprehensive Death CC	3	FH Order	MAIL	\$60.00	Issue
Sam											

When you click **Submit Order**, an automated DAVE **Message** will be generated and sent to all users at your facility notifying them that an order has been placed. **Note**: **Subject** of the Message will be the Order Number. Refer to the EDRS Quick Reference Sheet QRS-2056-FH for more information on how to check messages.

		Send Mes	sage Mark as Read Re	move from
From	Subject	Message	Date Sent	
Karl Groverton	Order Number 20201000003 Submitted	The order for Lisa Sample submitted by Karl Groverton was received on $Oct/02/2020$. If you ordered from a Vital Records office and chose the "Pickup" option, an appointment will need to be scheduled to pickup the certificates. You will receive an e-mail or DAVE message that the order has been completed3 = Frie - FH Comprehensive Death CC	10/2/2020 7:38:18 PM	

When your order has been printed, another automated DAVE Message will be sent to all users at your facility notifying them that has been completed. If you are picking up your order, you will receive this message around the time that you will be picking up your order. If you selected the mail option, your certificates will be mailed within one business day of receiving this message. Please note all mail orders are mailed from our New Castle operation.

		Send	d Message Mark as Read Ren	nove from List
From	Subject	Message	Date Sent	
Laurie E atDOH-BHSR	Order Number 20201000003 - Lisa Sample	Order Number 20201000003 for Customer Lisa Sample -Has Been Completed	10/2/2020 7:47:48 PM	

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