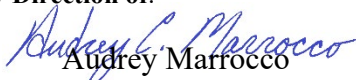


## STATE REGISTRAR NOTICE

<b>Subject:</b>  Ordering Death Certificates through EDRS	<b>Type:</b>  <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	<b>Number:</b>  2021-01
<b>Date Issued:</b> January 4, 2021  <b>Date Revised:</b> March 10, 2022	<b>Audience:</b>  Funeral Directors Local Registrars	<b>By Direction of:</b>   Audrey Marrocco State Registrar

This notice is to provide an update on ordering death certificates through EDRS. Text shown in red font indicates updated information since this State Registrar Notice was initially issued.

Funeral homes reporting deaths through Pennsylvania’s Electronic Death Registration System (EDRS) are now able to order death 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 by the Bureau of Health Statistics and Registries (BHSR).

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 is accepting orders for death certificates through EDRS.

#### Local Registrars<sup>1</sup>

All Local Registrars have been trained and are accepting orders for death certificates through EDRS. Payment is due payable to the Local Registrar at time of pickup of the order.

<sup>1</sup> 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.

## Training for Funeral Homes

BHSR has developed both self-paced and instructor-led training to assist funeral home staff in ordering death certificates through EDRS.

For self-paced training, 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

For instructor-led training, BHSR is offering instructor-led webinars through TRAIN PA. The course title is “[PA-BHSR: EDRS Funeral Directors Training on Ordering Death Certificates through EDRS](#)”. You must have a TRAIN PA account to attend this training. Learn more about “[How to Create a TRAIN PA Account](#)”.

### Contact Information:

Vital Events Stakeholder Hotline  
Email: [ra-DHVRDeathCert@pa.gov](mailto:ra-DHVRDeathCert@pa.gov)  
Phone: 800-323-9613