



Health, Housing & Community Services Department
Public Health Officer Unit
Office of Vital Statistics
1947 Center Street, 2nd Floor Berkeley, CA 94704
(510) 981-5320, Fax: (510) 981-5395, Email: Vitalrecords@cityofberkeley.info

CA-EDRS INSTRUCTIONS

1. Please allow 2 business hours for the registration after submission (SUBM LR).
2. To request The City of Berkeley Office of Vital Statistics to UNLOCK a CA-EDRS Record, please submit the completed "Request to Unlock Record" Form and fax it to **(510) 981-5395**. Allow 30 minutes for processing.
3. All MI (Medical Information) MUST be submitted to our office before requesting (RA) Remote Attestation
4. Funeral Homes must complete a CA-EDRS Death Certificate for Berkeley Vital Statistics (LR) Registration.
 - a. In the case of Emergency Death Certificate Filing with the Berkeley Police Department (religious purposes, etc.), the Funeral Home must fill out the DC and Disposition Permit and drop it to paper. The Disposition Permit will be issued by the Berkeley Police Department and the DC will be forwarded to the Berkeley Office of Vital Statistics in the first business day after the filing. Berkeley Police Department has no authority to issue certified copies of the death certificate.
 - b. **Normal EDRS filing hours with Berkeley Office of Vital Statistics (LR): Monday thru Thursday, 9:30 AM to 11:30 AM and 1:00 PM to 3:30 PM, closed on Fridays.**
 - c. Funeral Homes are responsible for printing the CA-EDRS Disposition Permit after it has been issued by the Berkeley Vital Statistics Unit (LR). **Please sign and mail/bring the fourth copy of the Disposition Permit and the permit filing fee of \$12.00 to the City of Berkeley Office of Vital Statistics.**
5. To request Certified Copies of Death Certificates, please complete the "Death Certificate Request Form" for Funeral Homes, Mortuaries, Cemeteries, and Coroner's Bureau and sign the sworn statement. Upon payment, Certified Copies of Death Certificates will be issued during initial counter filing. Funeral Homes may also drop off DC requests with payments and request to have Certified Copies of DC's mailed back to them.
6. After an EDRS Record has been registered, an EDRS Amendment is required for any changes. Multiple dispositions NO LONGER require an Amendment to be filed. All permits must be created on the EDRS system, in case of multiple dispositions. And the fees must be paid for each of the permits issued.
7. Fetal Deaths, Transit letters, and re-file permit procedures:
 - a. Fetal Death must be faxed for review before bringing it in to our office;
 - b. To re-file a Disposition Permit the Funeral Home must have:
 - i. A Certified Copy of the DC;
 - ii. The \$12.00 fee for re-file;
 - iii. The newly printed disposition permit signed by the funeral director/staff (4 copies).
8. EDRS drop to paper documents must be brought to our office for filing – including non-EDRS permits. (Attention!!! – DROP TO PAPER WILL ONLY BE ACCEPTED IN CASE EDRS SYSTEM IS OFF-LINE or POWER OUTAGE and the **document MUST be printed in white acid-free 28lb/105g/m² paper**).
9. Contact information for questions regarding EDRS: Direct line (510) 981.5279 or mainline: (510) 981.5320.