



This Frequently Asked Questions (FAQs) guide answers questions specifically regarding Amendments and Death Certification Issuance. This FAQ guide is intended for Local Registrars, Deputy Registrars, and Sub-Registrars. For complete instructions for using EDRS, see the EDRS User Manual, video tutorials, procedures, and reference guides available on the [EDRS website](http://www.health.ny.gov/vital_records/edrs) located at http://www.health.ny.gov/vital_records/edrs.

HOW WILL THIS CHANGE HOW I FILE A DEATH CERTIFICATE?

This will not change how you review or affirm a case when filing. Once the filing is complete, you will be able to also print a Registered Death Certificate – Without Cause of Death for your records, in addition to the regular “Vault Copy” that you have been printing already.

WHO CAN REQUEST A REGISTERED DEATH CERTIFICATE – WITHOUT CAUSE OF DEATH?

Anyone entitled to a copy of the Certificate of Death, whether based on direct relationship or based on a documented legal right or claim is entitled to the Registered Death Certificate – Without Cause of Death record. Anyone requesting certified copies of Certificates of Death should always specify whether they are needed with or without the Cause of Death section. Unless the requestor specifies that the Cause of Death section is needed on the copies they are requesting, you should be issuing them without the Cause of Death showing.

HOW DO I GO ABOUT CORRECTING A DEATH CERTIFICATE?

EDRS is currently in the pilot phase for being able to have Death Certificates corrected electronically. As the electronic correction process moves forward, you will be notified about the progress.

IN THE MEANTIME, WHAT DO I DO WHEN I RECEIVE CORRECTION PAPERWORK FROM THE FAMILY OR A FUNERAL DIRECTOR?

Local corrections should be handled on paper as before, using interlineation and the proper notations and documentations.

DO I SEND A “REGISTERED DEATH CERTIFICATE – WITHOUT CAUSE OF DEATH” TO THE STATE OR LOCAL HEALTH UNIT?

No. At the time of filing, you will send only the “Vault Copy” to the State and Local Health Unit. When you are notified that a record has been amended, you will only need to print the amended record (both with and without Cause of Death) for your own file.

WHAT ABOUT EDRS RECORDS FILED PRIOR TO 1/7/20?

You may print vault copies without the cause for all prior records filed electronically as time permits. Alternatively, you can print and file vault copies without the cause when they have been requested.

I GOT THE AMENDMENT MESSAGE FOR A RECORD THAT WAS PARTIALLY ELECTRONIC, IT HAS BOTH ELECTRONIC AND WET SIGNATURES ON PAPER. DO I PRINT THE VAULT COPIES FOR ISSUANCE?

You should not issue or file copies printed from EDRS if any signatures are on paper. This process only applies to records filed fully electronically.

MY OFFICE USUALLY SCANS OUR VAULT COPIES, DO I NEED TO SCAN THE VAULT WITHOUT CAUSE TOO?

Yes. You should scan both vault copies so they will be readily available for issuance.

DO I NEED TO DO ANYTHING ELSE BESIDES PRINT THE AMENDED VAULT COPIES?

Yes, you should inspect them for completeness and accuracy. If a discrepancy is found, send a detailed email to edrs@health.ny.gov and include "Amendments" in the subject line. If the vault copy is needed to fulfill a request, you may fax the request with the application to 518-474-2785 for an expedited response.

WHAT SHOULD I DO IF THE CORRECTED COPY DOES NOT SHOW ALL AMENDMENTS AND/OR THE CHANGE HISTORY?

If a discrepancy is found, send a detailed email to edrs@health.ny.gov and include "Amendments" in the subject line. If the vault copy is needed to fulfill a request, you may fax the request with the application to 518-474-2785.

AN AMENDMENT WAS MADE TO THE DISPOSITION SECTION, WILL THE BURIAL PERMIT ALSO BE UPDATED WITH THE SAME CHANGES?

Yes.

THE CAUSE OF DEATH SECTION WAS AMENDED TO INCLUDE NEW INFORMATION. WHY DON'T I SEE THAT ON THE AMENDED DEATH CERTIFICATE?

Any changes to the cause of death will print on the Vault copy only, not the Registered Death Certificate – Without Cause of Death since cause of death is not included on that form.

WHAT SHOULD I DO IF I GET AN AMENDMENT MESSAGE(S) FOR A RECORD THAT WAS INCORRECTLY FILED IN MY DISTRICT?

If the place of death and registration district has already been corrected, take no action. If the place of death and registration district is still wrong, contact us.

ON THE AMENDED VAULT, THE CORRECTED INFORMATION IS CUT OFF/DID NOT PRINT ALL THE INFORMATION IN THE CORRECTED FIELD. SHOULD I STILL USE THE CORRECTED VAULT COPY?

Yes, you can. If the party requesting the record finds it unacceptable, contact us. There are limitations to how much will be printed in some fields in the confidential medical section of the certificate. We are working to improve printing results in those fields.

WHAT IF I RECEIVE AN AMENDMENT MESSAGE FOR A RECORD BUT I DON'T HAVE ANY DOCUMENTATION ASSOCIATED WITH THE CHANGE?

Some amendments are submitted directly to the state and you will not have documentation associated with it. You should still print amended vault copies.