



This procedure is intended for the following roles using the Electronic Death Registration System (EDRS):

- Local Registration Office Staff

## How to Affirm a Record

Use the following guide for case review and affirmation. This guidance applies to all EDRS cases.

1. Perform **one** of the following to access the case.
  - a. Click on the **Messages** fast link button or **Main > Messages** menu option.
  - b. Click on **Queues > Registration Work Queue Summary > Local Affirmation Required**
2. Click on the Decedent name (**Registrant** in the *Queue Summary* results) to access the case.
3. Upon accessing the case, click on **Place of Death** in the left navigation bar to confirm the death occurred in your jurisdiction. This is especially important for private residence deaths with streets being city, town or county lines. If the **Place of Death** address is
  - a. Correctly identified in your jurisdiction, go to the next step.
  - b. NOT in your jurisdiction, stop here. Contact the Medical Certifier to (Uncertify and ) correct the data so the case will go to the appropriate filing office.
4. Click on **Disposition** in the left navigation bar. **This is required to automatically add you and your filing office, by name, to this case.** Review the bottom of the page to make sure the information populated. If someone else in the office will be completing the registration, he or she will need to do the same steps above to replace your name with his or hers.
5. Click **Validate Page**. You should now see green checks and/or yellow dots next to each of the *Personal Information* and *Medical Certification* pages in the left navigation page. Yellow dots denote exceptions to CDC filing guidelines.
6. Click *Identifiers* in the left navigation bar.
7. Enter the **Register Number**. Do not enter any other data on this page at this point. **DO NOT ENTER A LOCAL FILE DATE OR CLICK ON THE CALENDAR.**
8. Click **Validate Page** again.
9. Click **Print Forms** in the *Other Links* section of the left navigation bar.
10. Click on the **Print Working Copy – For Draft Review** to review all data on a draft death certificate. This version will NOT have your signature
  - a. If all the data is correct, go to the next step.
  - b. If data is omitted or inaccurate, stop here. Contact the Funeral Director to have the data corrected.
11. Click **Local Register Affirm**.
12. Read the affirmation statement(s) and then check the box to the left of the statement(s).
13. Click **Affirm**. The case is now registered.
14. Click **Print Forms**.
15. Click on **Vault Copy** and print three(3) copies (your white copy, the county, and the state). Make sure to select 'shrink to print' or similar setting for your operating system before printing.
16. On the *Print Forms* page, click on **Registered Death Certificate – Without Cause Of Death**. Print a copy of the 'without cause' death certification for your files. (No need to print 3 copies)