



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

- Registrars
- Deputy Registrars
- Registrar Staff

## **What are the *Vault Copy* and *Registered Death – Without Cause of Death* versions of the Death Certificate**

A *Vault Copy* of the death certificate is the copy of the official, registered death certificate generated by the EDRS system *including* all confidential medical information. It is the source document from which you will make future certified copies and corrections when the request submitted specifies need for Cause of Death and other medical information.

A *Registered Death – Without Cause of Death* copy of the death certificate is the official, registered death certificate generated by the EDRS system, *omitting* the confidential medical information. This is the source document from which you will make future certified copies and corrections for **any request submitted that does not specifically request the confidential medical information.**

After a case has been registered in EDRS, the **Vault Copy** and **Registered Death – Without Cause of Death** links under *Print Forms* will be accessible to all individuals who have access to EDRS in the Local Registrar's Office.

## **Generating and Filing the Death Certificate**

Please follow the steps below when processing the official Death Certificate versions for the decedent:

- 1) Print out three (3) copies of the death certificate with Cause of Death information by clicking the **Vault Copy** link on the *Print Forms* page in EDRS.
  - a) The three copies are to be handled as follows:
    - i) One *Vault Copy* to be sent to New York State Department of Health. This would be the **State Copy** if you were using a triplicate paper Death Certificate.  
No alterations are to be made to the State copy.
    - ii) One *Vault Copy* to be sent to your Local Health Unit. This would be the **Local Health Unit Copy** if you were using a triplicate paper Death Certificate.  
Mark this copy as "Local Health Unit Copy" before sending.
    - iii) One *Vault Copy* to be filed in your office. This would be the **Local Registrar Copy** if you were using a triplicate paper Death Certificate.
- 2) Print out one copy of the death certificate with Cause of Death information by clicking the **Registered Death – Without Cause of Death** link on the *Print Forms* page in EDRS. The one copy is to be used for official issuance of the death certificate for any request submitted that does not specify need for the confidential medical information.



## **Making Corrections to the Death Certificate**

Until such time that the Amendments functionality in the EDRS system is implemented statewide, any corrections to the Death Certificate after it has been registered will be done using the same process that your Local Registrar's Office currently uses with a triplicate paper Death Certificate.

The EDRS system generates an email message and internal EDRS notification to the Local Filing office for each electronically recorded amendment approved by the State. The Local Registrar office is instructed to verify the Record Source of the case in EDRS, found on the Identifiers page. If the Record Source on an amended record is

- Electronic – the Local Registrar needs to print a new *Vault Copy* and *Registered Death – Without Cause of Death* copy to update your files.
- Paper or Hybrid (Dropped to Paper) – the Local Registrar does not need to take any action. The system-generated message should be viewed as an 'inform' only.