



Registering EDRS Cases Electronically Outside of Normal Business Hours

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

- Funeral Directors
- Registrars
- Sub-Registrars

Who Can Electronically Register a Case in EDRS

To electronically register a case in EDRS, a Registrar, Deputy Registrar, or Sub-Registrar must have both of the following:

- An account in the New York State Health Commerce System (HCS)
- A role assigned in EDRS

If any of these individuals have both of these user account requirements, and they have access to the internet outside of normal business hours, then they have the ability to register a case electronically within EDRS.

Even if the burial permit is obtained on paper copy outside of EDRS instead of electronically, the case can still be registered electronically.

Electronic Registration with Paper-Based Burial Permit

If the office of the local registrar has not yet set itself up to process cases electronically during non-business hours, *and* the case **has not been Dropped to Paper**, then follow the steps below to obtain a burial permit on paper.

Instructions for Funeral Directors:

1. After signing the record electronically in EDRS, click on the **Print Forms** link under the *Other Links* section of the case.
2. On the *Print Forms* page, click the link to **Print Working Copy – For Draft Review**.
3. Print out the *Working Copy*, which will contain electronic signatures for the Medical Certifier and the Funeral Director.
4. Take the *Working Copy* to the Registrar, Deputy Registrar, or Sub-Registrar who accepts death certificates for filing and who issues burial permits during off-hours.

Note: This would be same individual(s) that you currently go to with a paper death certificate in triplicate form during non-business hours.

Instructions for Registrar, Deputy Registrar, or Sub-Registrar:

5. If the *Working Copy* is electronically signed by the Medical Certifier and the Funeral Director, and accepted for filing, then issue a paper burial permit to the Funeral Director to allow funeral arrangements to proceed.



6. If you are a Deputy Registrar or Sub-Registrar, submit the completed *Working Copy* to the Registrar Office as soon as possible for filing electronically in EDRS. In this case, “completed” means the *Working Copy* has been manually signed.
7. Upon receipt of the Working Copy, the Registrar, Deputy Registrar or Sub-Registrar will register the case in EDRS and make any necessary adjustment to the case using the **Identifiers** page in EDRS.

NOTE: Do not manually enter a date in the **Local File Date** field on the **Identifiers** page in EDRS. The Local File Date will later be filled in automatically when the Registrar Affirms the case. The actual date that the case is Affirmed will be the Local File Date.