



# Electronic Death Registration System (EDRS)



We have received many questions related to the **Drop to Paper** option within the EDRS. The following scenarios provide some clarification:

## Scenario #1 (Drop to Paper):

If you are a user within EDRS, but the other person is not (doctor or funeral director), you should complete your portion, electronically sign it, **drop to paper** (printing on the purple-edged paper), send/take it to the other data provider and then to the county registrar's office.

**Scenario #2 (No Paper):** If both the funeral director and medical certifier are users of EDRS, there is no need to present a paper certificate to the county office (**no need to drop to paper**), since the county will print out the complete certificate for you!

**Creates Trouble:** Dropping to Paper when **both** the **funeral director** and **medical certifier** have already electronically signed the record creates legal problems with both the electronic and paper records. It causes the electronic to become void and the paper certificate to be legally insufficient to be registered! **In short, neither version is valid.**

To print a Paper copy for your records, use the **Working Copy** option In **print forms**.

The screenshot shows the EDRS web interface for the State of Oregon Department of Human Services. The 'Main Menu' is expanded to show the 'Death Registration Menu'. Under 'Personal Information', there are options for Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes, and Sign (checked). Under 'Medical Certification', there are options for Pronouncement, Place of Death, Cause of Death, Other Factors, Injury, and Certifier. Under 'Registrar', there are options for Print Forms, Refer to Medical Examiner, Relinquish Case, Request Medical Certification, Transfer Case, Disposition Approval, Validate Registration, and Switch User. A 'Print Forms' sidebar is visible on the right, containing the number 24086 and options for 'Drop to Paper', 'Final Disposition', and 'Working Copy'. Arrows point from the text in the scenarios to these specific options in the interface.

**Scenario #3:** If both the funeral director and the medical certifier have started a record electronically, but one or the other is for some reason unable to sign it electronically, please **contact the state Vital Records Office for assistance!**

If you are unable to get immediate help, but need to get the certificate to the county office right away, the user who is unable to sign can use the **Relinquish Case** option so that the other user can drop to paper per Scenario #1.

**For User Support between the hours of 8:00 a.m. – 5:00 p.m., Mon-Fri.,**

**CALL 971-673-0279**

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