



Santa Cruz County EDRS Protocol Sheet

Electronic Death Registration System

Business Hours and Location

Monday - Friday, 9:00 - 4:00

1430 Freedom Boulevard, Suite 101, Watsonville CA 95076

Mail to: P.O. Box 962, Santa Cruz CA 95061-0962

FAX: (831) 763-8431

Phone: (831) 763-8430

Medical Information Review

The Medical Information section (VS-11e fields 101-117) **and** the Sex and the Date of Birth must be submitted to Vital Records for review **prior** to a request for remote attestation.

Social Security Verification

Social Security Number verification requires the following six fields: 1) First Name, 2) Middle Name, 3) Last Name, 4) Date of Birth, 6) Sex, and 10) Social Security Number. A death cannot be registered until SSN verification has been attempted.

Disposition Permits

Once a disposition permit is issued, the funeral home will print all four copies and deliver Copy 4 to our office, either by fax, by mail, or in person. Those who maintain accounts with Santa Cruz Vital Records will be invoiced; others must submit payment along with Copy 4.

Certified Copies

To order copies of death certificates, please use the Application for Certified Copy of Death Record. The form is available on our website, or in hard copy by request to our office. You may complete the form either electronically or manually, but you must submit **hard copy** of the signed form, either by fax, by mail, or in person, and you must submit the **sworn statement**. Those who maintain accounts with Santa Cruz Vital Records will be invoiced; others must submit payment along with the request form.

Amendments and Corrections

To request that an EDRS record be unlocked, you may either fax or phone your request to us. Once a death certificate is registered in EDRS, any change requires an Affidavit to Amend a Record.

Coroner's Cases

The funeral home should fax to the coroner a working copy containing Date of Birth and as much Personal Information as is available. Do not lock the Personal Information section. Social Security Number Verification should be attempted. In Field #108, you must enter a "0" place-holder for the Referral Number.

Fees

Death certificate \$14

Disposition permit \$11

Time Interval Abbreviations

Fields 107a, b, c, d each have room for about six characters, including spaces. We recommend the following abbreviations when abbreviations are necessary:

Seconds	–	SECS	Days	–	DAYS	Years	–	YRS
Minutes	–	MINS	Weeks	–	WKS	Immediate	–	IMMED
Hours	–	HRS	Months	–	MOS			