



Health, Housing & Community Services  
**Public Health Officer Unit - Office of Vital Statistics**  
1947 Center Street, 1st Floor Berkeley, CA 94704  
(510) 981-5320, Fax: (510) 981-5395  
Email: Vitalrecords@berkeleyca.gov

## CA-EDRS INSTRUCTIONS

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### **Normal EDRS filing hours: Monday - Friday 8:30 to 11:30 AM and 1:00 to 4:00 PM (excluding Holidays)**

For local registration EDRS issues or questions: Direct line (510) 981-5279 or mainline: (510) 981-5320

All deaths must be registered within 8 days of death. Death records must be locally registered before disposition can take place.

1. Please allow 2 business hours for the registration after submission (SUBM LR).
2. To request to UNLOCK a CA-EDRS Record, please complete the **EDRS/FDRS Service Request Form** and fax it to **(510) 981-5395**. Allow 30 minutes for processing.
3. All MI (Medical Information) **MUST** be submitted to our office before requesting (RA) Remote Attestation.
4. After an EDRS Record has been locally registered, an EDRS Amendment is required for any changes.
5. Funeral homes are responsible for printing the CA-EDRS Disposition Permit once it has been issued by the City of Berkeley. After printing the permit, please sign it and send or drop it off with the \$12.00 permit filing fee for each permit issued.
6. To request Certified Copies of Death Certificates, please complete the "Death Certificate Request Form" for Funeral Homes, Mortuaries, Cemeteries, and Coroner's Bureau and sign the sworn statement. Upon payment, Certified Copies of Death Certificates will be issued. Fees and Will Call Hours are found on the form.

**Emergency Death Certificate Filing (religious or cultural necessity only):** On Saturdays, Sundays, and Holidays contact the Berkeley Police Department Non-Emergency line, 510-981-5900. Funeral Homes must provide a Drop to Paper Death Certificate with a physician's black ink signature, a Disposition of Remains (Burial Permit), and the permit filing fee. The Disposition Permit will be issued by the Berkeley Police Department and the Death Certificate will be forwarded to the Berkeley Office of Vital Statistics on the first business day after the filing. Berkeley Police Department has no authority to issue certified copies of the death certificate.

**Fetal Deaths:** Please notify our office via email, phone, or fax for MI Review and when the record is ready for Local Registration review.

**Transit Letter and Permit Re-Files:** Please complete and fax the **EDRS/FDRS Service Request Form**.