



# Maryland Electronic Death Registration

## Funeral Director Training Guide

Completing a Certificate Started by Medical  
Certifier

December 2014

Version 1.0

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## Getting Started with EDRS

MD-EDRS functions similarly to typical online web applications. To use MD-EDRS, you will need:

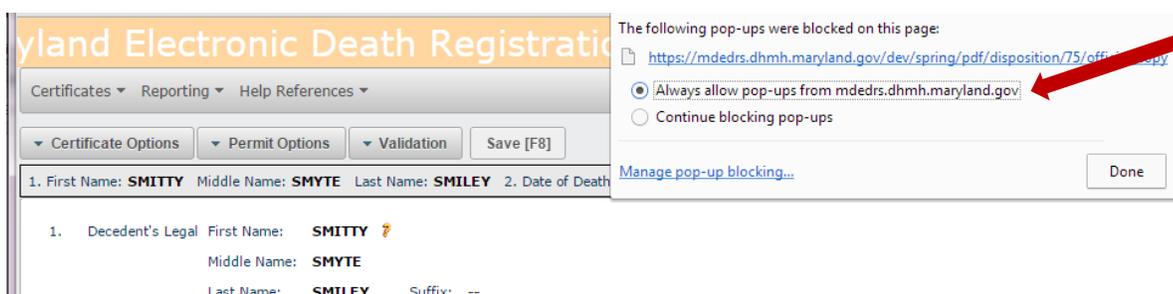
- Internet connectivity
- A web browser
- Adobe reader (which may be downloaded at no charge from <http://www.adobe.com>)
- A laser printer
- A scanner (certain users only).

You will also need to configure your web browser to enable:

- Pop-ups; and
- JavaScript©

The MD-EDRS allows some users to scan and attach documents to the electronic record. Depending on your scanner, you may be able to select the PDF format from the scanner or by selecting "Save As" → "PDF" as the format type. Please refer to your manufacturer's instructions for additional information.

Configuring your website to allow for pop-ups will depend on the web browser that you are using. If you are not able to see or print certificates after following the instructions, you should check whether your web-browser is allowing pop-ups.



For information on enabling JavaScript© please go to <http://www.activatejavascript.org> for step-by-step instructions.

# Logging onto MD-EDRS

1. To get started with the EDRS system, you will need to open your web browser and key in the URL address. FOR TRAINING PURPOSES, please go to the following URL address: <https://mdedrs.dhmh.maryland.gov/train>. **\*\*Please DO NOT ENTER ANY REAL CASES in this location.\*\***

The URL address to use for filing actual cases is: <https://mdedrs.dhmh.maryland.gov>



2. Enter the username and password which has been assigned to you by the MD-EDRS system administrator. Passwords are case-sensitive, so it is important to remember whether the letters are uppercase or lowercase. Next, click “Login.”



**\*\*NOTE: First time users will be prompted to change the password that was assigned. PLEASE MAKE A NOTE OF YOUR USERNAME AND PASSWORD AND STORE THE INFORMATION IN A SECURE LOCATION.**

Once logged in, the screen below will appear:



# Completing a Certificate Started by the Medical Certifier

1. Once logged in, you will see the screen below:

The screenshot shows the 'Maryland Electronic Death Registration System' interface. At the top, there are navigation links for 'Certificates', 'Reporting', and 'Help References'. Below this is a 'Search Filter' section with various input fields for searching records, including 'Last Name', 'First Name', 'AKA', 'DTN', 'DOD', 'Creation', 'SR Date', 'Record Status', 'DC Workflow', 'MI Review Status', 'Amended', 'Hospital Facility', 'ME Ref #', 'MI Review', 'ME Status', 'ME Unreg Amend Only', 'Amend Status', and 'Amend Workflow'. Each field has a 'Select Status' dropdown menu. Below the search filter is a 'Search Results' section with a table displaying search results. The table has columns for 'Last Name', 'First Name', 'Date of Death', 'MI Review Status', 'ME Status', 'Certificate Number', 'Record Status', and 'Amend Status'. The first row shows 'JONES', 'ADAM', '12/01/2014', 'NOT SUBM', 'NOT REF', '28', 'SUBM', and a link icon.

## Searching for the Record

2. If the Medical Certifier has started the death record, search for the NAME of the decedent as shown on the screen below. Once your funeral home has been granted access by the Medical Certifier, the death record will appear.

This screenshot is similar to the one above, but with a red arrow pointing to the 'Search' button in the 'Search Filter' section. The 'Search Results' table now shows only one row: 'JONES', 'ADAM', '12/01/2014', 'NOT SUBM', 'NOT REF', '28', 'INC', and a link icon. The table header indicates 'Displaying rows 1 to 1 of 1'.

2. Click on the decedent's name to open the record.

Last Name	First Name	Date of Death	MI Review Status	ME Status	Certificate Number	Record Status	Amend Status
JONES	ADAM	12/01/2014	NOT SUBM	NOT REF	28	INC	

If you selected the wrong record, click on Certificates and then on “Find Certificate” to return to the search screen.

Maryland Electronic Death Registration System

Certificates - Reporting - Preferences

Create Certificate [Cancel] [Options] [Validation] [Save [F8]]

Find Certificate [Middle Name: Last Name: BRITTLE 2, Date of Death: 12/03/2014 6, Sex: MALE, Certificate: 140, Status: INC]

1. Decedents AKA # applicable  
First Name: [ ]  
Middle Name: [ ]  
Last Name: [ ] Suffix: [ ]

If applicable, prior to first marriage  
First Name: [ ]  
Middle Name: [ ]  
Last (birth) Name: [ ] Suffix: [ ]

5. Social Security Number: [ ]

6. Sex: [ MALE ]

8. Date of Birth: [ ]

7. Age Type: [ ]

9. Place of Birth, Address Type: [ US STATE ] State: [ ]

10a. Usual Residence of Decedent, Address Type: [ US STATE ] State: [ ]

10b. County: [ ]

10c. City, Town, or Location: [ ]

10d. Inside City Limits: [ ]

10e. Street Number: [ ] Street Name: [ ] Apt/Suite/Unit: [ ]

10f. Zip Code: [ ]

11. Marital Status: [ ]

12. Was Decedent Ever in U.S. Armed Forces: [ ]

13. Was Decedent of Hispanic Origin: [ ]

14. Race:  
 White  Filipino  Native Hawaiian  
 Black or African American  Japanese  Guamanian or Chamorro

## Entering the Personal Information

3. The Personal Information screen below will appear and you can enter the information in the fields. This is the same information that you currently fill out on the existing paper copy of the Death Certificate. Make sure to save the information frequently by clicking the Save [F8] tab at the top of the page.

The screenshot displays the 'Maryland Electronic Death Registration System' interface. At the top, there is a navigation bar with 'Certificates', 'Reporting', and 'Help References'. Below this is a 'Certificate Options' menu with 'Save [F8]' highlighted. The main form area shows the following information:

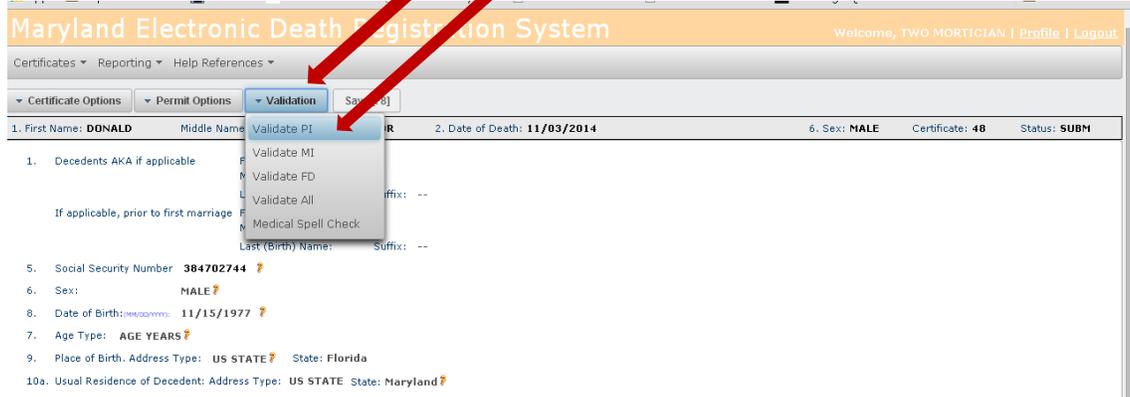
- Middle Name: **ROBERT** Last Name: **JONES** 2. Date of Death: **12/01/2014** 6. Sex: **MALE** Certificate: **28** Status: **INC**
- 1. Birth Information: First Name, Middle Name, Last Name, Suffix, First Name, Middle Name, Last (Birth) Name, Suffix, Number (123456879), Sex (MALE), Date of Birth (12/01/1952), Years (82).
- 3. Decedent Address: Address Type (US STATE), State (Maryland), Decedent Address Type (US STATE), State (---).
- 10. City, Town, or Location (WILMINGTON), Inside City Limits (---), Street Number (123), Street Name (MAIN ST), Apt/Suite/Unit (158), Zip Code (21111).

At the bottom, there are tabs for 'Personal Information', 'Medical Information', 'Funeral Director', and 'Certificate View'. A red arrow points from the 'Save [F8]' button to the 'Personal Information' tab.

**\*\*NOTE:** There are minor changes to a few of the fields on the certificate, such as race and education. Click the  next to the field and you will be given additional information on how to complete the item.

## Validating the Personal Information

4. Next, click on the Validation tab and then on “Validate PI” to check for any errors (it may take a moment for the information to be validated).



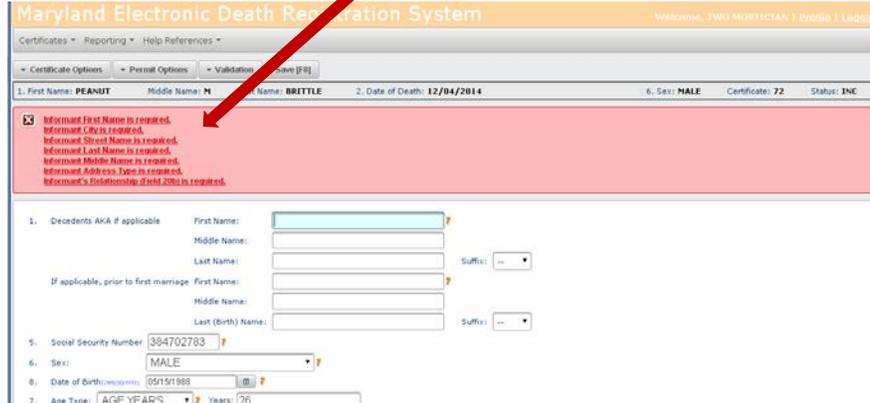
The screenshot shows the Maryland Electronic Death Registration System interface. The 'Validation' tab is selected, and a dropdown menu is open with 'Validate PI' highlighted. The main form displays the following information:

1. First Name: DONALD	Middle Name: [REDACTED]	Last Name: [REDACTED]	2. Date of Death: 11/03/2014	6. Sex: MALE	Certificate: 48	Status: SUBM
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Below the main form, there are several fields with red question marks indicating errors or warnings:

- 1. Decedents AKA if applicable
- 5. Social Security Number: 384702744
- 6. Sex: MALE
- 8. Date of Birth: 11/15/1977
- 7. Age Type: AGE YEARS
- 9. Place of Birth, Address Type: US STATE, State: Florida
- 10a. Usual Residence of Decedent, Address Type: US STATE, State: Maryland

If any errors are found, they will be listed on the screen in red and should be corrected.



The screenshot shows the Maryland Electronic Death Registration System interface with a red error message box. The error message reads:

**Information First Name is required.**  
**Information City is required.**  
**Information Street Name is required.**  
**Information Last Name is required.**  
**Information Middle Name is required.**  
**Information Address Type is required.**  
**Information's Relationship to held 20th is required.**

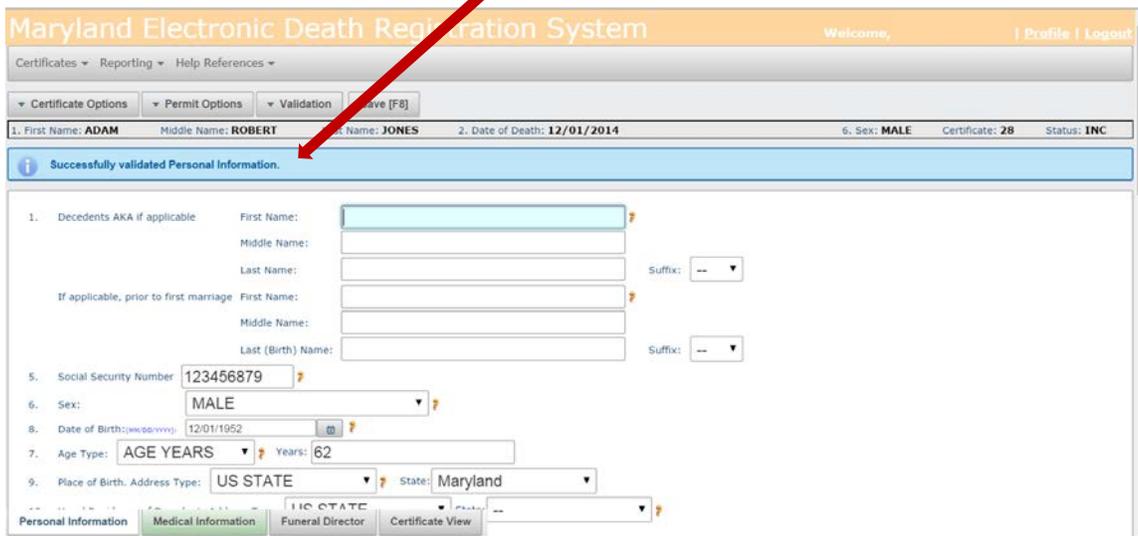
The main form displays the following information:

1. First Name: PEANUT	Middle Name: M	Last Name: BRITTLE	2. Date of Death: 12/04/2014	6. Sex: MALE	Certificate: 72	Status: INC
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Below the main form, there are several fields with red question marks indicating errors or warnings:

- 1. Decedents AKA if applicable
- 5. Social Security Number: 384702783
- 6. Sex: MALE
- 8. Date of Birth: 05/15/1988
- 7. Age Type: AGE YEARS, Years: 26

Once the corrections are made, select “Validate PI” again in order to be sure that all errors have been corrected. The message “Successfully Validated Personal Information” will appear if there are no errors.



The screenshot shows the Maryland Electronic Death Registration System interface. At the top, there is a navigation bar with 'Certificates', 'Reporting', and 'Help References'. Below this, there are tabs for 'Certificate Options', 'Permit Options', 'Validation', and 'Save [F8]'. The main content area displays the following information: 1. First Name: ADAM, Middle Name: ROBERT, Last Name: JONES, 2. Date of Death: 12/01/2014, 6. Sex: MALE, Certificate: 28, Status: INC. A blue banner with an information icon and the text 'Successfully validated Personal Information.' is prominently displayed. Below this banner, there are several form fields for personal information, including 'Decedents AKA if applicable', 'Social Security Number' (123456879), 'Sex' (MALE), 'Date of Birth' (12/01/1952), 'Age Type' (AGE YEARS), 'Years' (62), and 'Place of Birth' (US STATE, Maryland). At the bottom, there are tabs for 'Personal Information', 'Medical Information', 'Funeral Director', and 'Certificate View'. A red arrow points from the top left towards the 'Successfully validated Personal Information.' message.

## Entering the Funeral Director Information

5. Go to the Funeral Director tab near the bottom of the page and enter the required information.



The screenshot shows the Maryland Electronic Death Registration System interface with the 'Funeral Director' tab selected. The main content area displays the following information: 21a. Method of Disposition:  Burial,  Cremation,  Donation,  Entombment,  Removal from State,  Other (please specify): [text field]. 21b. Place of Disposition (Name of cemetery, crematory or other place): [text field]. 21c. Date of Disposition: [calendar icon]. 21d. Address Type: --, Street Number: [text field], Street Name: [text field], Apt/Suite/Unit: [text field], City, Town: [text field], Zip Code: [text field]. 22c. Funeral Facility Name: [text field], State: --, Street Number: [text field], Street Name: [text field], Apt/Suite/Unit: [text field], City, Town: [text field], Zip Code: [text field]. At the bottom, there are tabs for 'Personal Information', 'Medical Information', 'Funeral Director', and 'Certificate View'. A red arrow points from the top right towards the 'Funeral Facility Name' field.

## Validating the Funeral Director Information

When all information on this tab has been entered, click on the Validation tab near the top of the page and then on “Validate FD” to check for any errors (you may have to wait a moment for the information to be validated).



The screenshot shows the 'Maryland Electronic Death Registration System' interface. The 'Validation' tab is selected, and a dropdown menu is open, highlighting the 'Validate FD' option. A red arrow points to this option. The form fields are filled with the following information:

- 1. First Name: PEANUT Middle Name: [blank] Last Name: [blank] Title: [blank] 2. Date of Death: [blank] 6. Sex: MALE Certificate: [blank]
- 21a. Method of Disposition:  Burial  Cremation  Donation  Entombment  Removal from State  Other (please specify): [blank]
- 21b. Place of Disposition (Name of cemetery, crematory or other place): HIGHER WAVES
- 21c. Date of Disposition: 12/04/2014
- 21d. Address Type: US STATE State: LOUISIANA Street Number: 83787 Street Name: MAIN STREET Apt/Suite/Unit: [blank] City, Town: NEW ORLEANS Zip Code: 28734
- 22c. Funeral Facility Name: METROPOLITAN FUNERAL State: Maryland

Any errors found will be listed on the screen and should be corrected. The “Validate FD” button should be clicked again to be sure there are no additional errors. The message “Successfully Validated Funeral Director Information” will appear once the information has been validated. Remember to click on the Save[F8] tab in order to save the record.



The screenshot shows the same system interface, but now a blue message box is displayed at the top: “Successfully Validated Funeral Director Information.” A red arrow points to this message. The form fields are the same as in the previous screenshot:

- 1. First Name: PEANUT Middle Name: M Last Name: BRITTL Date of Death: 12/04/2014 6. Sex: MALE Certificate: 72
- 21a. Method of Disposition:  Burial  Cremation  Donation  Entombment  Removal from State  Other (please specify): [blank]
- 21b. Place of Disposition (Name of cemetery, crematory or other place): HIGHER WAVES
- 21c. Date of Disposition: 12/04/2014
- 21d. Address Type: US STATE State: LOUISIANA Street Number: 83787 Street Name: MAIN STREET Apt/Suite/Unit: [blank] City, Town: NEW ORLEANS Zip Code: 28734
- 22c. Funeral Facility Name: METROPOLITAN FUNERAL State: Maryland

## Authenticating the Personal Information

6. You are now ready to authenticate the Personal Information. Click on the Certificate Options tab and then “Authenticate PI”.

The screenshot shows the 'Maryland Electronic Death Registration System' interface. At the top, there is a navigation bar with 'Certificates', 'Reporting', and 'Help References'. Below this is a sub-menu with 'Certificate Options', 'Permit Options', 'Validation', and 'Save [F8]'. The 'Certificate Options' menu is open, showing a list of actions: View Status, Save, Grant Access, Refer to ME, Request SSN Verification, Authenticate PI (highlighted with a red arrow), Sign FD, Submit MI for SR Review, View/Edit Signatures, Drop to Paper, and Print Working Copy. The main form area displays personal information for a decedent: Middle Name: ROBERT, Last Name: JONES, Date of Death: 12/01/2014, Sex: MALE, Certificate: 28, Status: INC. Below this are various fields for address and other details, including '10c. City, Town, or Location' (WESTMINSTER), '10d. Inside City Limits' (NO), '10e. Street Number' (123), 'Street Name' (MAIN ST), 'Apt/Suite/Unit' (158), and '10f. Zip Code' (21111).

The following screen will appear. Check the box “Yes” and then “Continue”.

The screenshot shows the 'Authenticate Personal Information' screen. At the top, it says 'Maryland Electronic Death Registration System' and 'Welcome, [User Name] | Profile | Logout'. Below the navigation bar, there is a section titled 'Authenticate Personal Information' with a warning: 'To authenticate the Personal Information section, confirm the accuracy of the information and click Continue. This will lock the Personal Information fields. If the records fails the Personal Information validation, you will return to the view record screen where you can correct the problem(s)'. Below this is a summary of the decedent's information: 1. First Name: ADAM, Middle Name: ROBERT, Last Name: JONES, Date of Death: 12/01/2014, Sex: MALE, Certificate: 28, Status: INC. A statement follows: 'I, SCOTT RUDDICK, certify that the Personal Information is complete and accurate to the best of my knowledge.' Below this statement is a checkbox labeled 'Yes' which is checked. At the bottom, there are 'Continue' and 'Cancel' buttons. The 'Continue' button is highlighted with a red arrow.

You will receive a message that the Personal Information has been successfully authenticated.

The screenshot shows the 'Maryland Electronic Death Registration System' interface after successful authentication. At the top, it says 'Maryland Electronic Death Registration System' and 'Welcome, TWO NORTH DORIAN | Profile | Logout'. Below the navigation bar, there is a section titled 'Successfully authenticated Personal Information'. Below this is a summary of the decedent's information: 1. First Name: PEANUT, Middle Name: M, Last Name: BRITTLE, Date of Death: 12/04/2014, Sex: MALE, Certificate: 72, Status: INC. Below this is a list of fields: 1. Decedents AKA if applicable (First Name, Middle Name, Last Name, Suffix), 2. If applicable, prior to first marriage (First Name, Middle Name, Last (Birth) Name, Suffix), 3. Social Security Number: 384702783, 4. Sex: MALE.

## Signing the Certificate

7. The next step is to sign the record as the Funeral Director. Click on Certificate Options and then “Sign FD.”

The screenshot shows the Maryland Electronic Death Registration System interface. The 'Certificate Options' menu is open, and 'Sign FD' is highlighted with a red arrow. The background shows a form for a deceased individual with the following details:

- Middle Name: ROBERT, Last Name: JONES, Date of Death: 12/01/2014, Sex: MALE, Certificate: 28, Status: INC
- First Name: ADAM, Middle Name: ROBERT, Last Name: JONES
- Sex: MALE, Date of Birth: 12/01/1952
- Address: WESTMINSTER, MD 21151, MAIN ST, Apt/Suite/Unit: 158

The following screen will appear. Check the box “Yes” and “Continue”.

The screenshot shows the 'Sign Funeral Service Licensee' screen. A red arrow points to the 'Yes' checkbox, and another red arrow points to the 'Continue' button. The text on the screen reads: "To sign as the Funeral Service Licensee or Agent, confirm below and click the appropriate button." Below this, there is a statement: "I, SCOTT RUDDICK, Funeral Service Licensee or Funeral Service Licensee's agent, I confirm the Decedent's demographic information and disposition information is correct and accurate to the best of my knowledge." The 'Continue' button is highlighted with a red arrow.

You will receive a message that the Certificate was successfully signed.

The screenshot shows the Maryland Electronic Death Registration System interface with a blue message box that reads: "Successfully signed certificate." Below the message box, the form details for a deceased individual are visible:

- First Name: PEANUT, Middle Name: M, Last Name: BRITTLE, Date of Death: 12/04/2014, Sex: MALE, Certificate: 72, Status: INC
- Method of Disposition: Burial (checked), Cremation, Donation, Entombment, Removal from State
- Place of Disposition: HIGHER WAVES
- Date of Disposition: 12/04/2014
- Address Type: US STATE, State: Louisiana
- Street Number: 83787, Street Name: MAIN STREET, Apt/Suite/Unit: -
- City, Town: NEW ORLEANS, Zip Code: 28734
- Funeral Facility Name: METROPOLITAN FUNERAL

## Printing a Working Copy of the Certificate

8. Print out a final working copy of the death certificate by clicking on Certificate Options and then “Print Working Copy.”

The screenshot shows the Maryland Electronic Death Registration System interface. The top navigation bar includes 'Certificates', 'Reporting', and 'Help/Support'. The main content area displays a form for a death certificate for ADAM ROBERT JONES, dated 12/01/2014. The 'Certificate Options' menu is open, showing various actions like 'View Status', 'Save', and 'Print Working Copy'. A red arrow points to the 'Print Working Copy' option. Another red arrow points to the 'Certificate Options' menu header.

**\*\*NOTE:** Printing on legal sized paper (8 ½ x 14) will make the certificate easier to view, although letter sized paper (8 ½ x 11) may also be used. Remember to enable popups on your web browser in order to view and print the death certificate.

A copy of the information that has been entered may be viewed at any time by clicking “Certificate View” near the bottom of the screen.

The screenshot shows the 'Certificate View' page. It displays a printed version of the death certificate for ADAM ROBERT JONES, dated 12/01/2014. The certificate includes fields for decedent information, date and time of death, facility name, county, and cause of death. A red arrow points to the 'Certificate View' button at the bottom of the page.

1. Decedent's Name, AKA Name (if any)		2. Date of Death		3. Time of Death	
ADAM ROBERT JONES		12/01/2014		0100	
4. Facility Name				4. County of Death	
				CAROLINE	
5. Social Security Number	6. Sex	7. Age	8. State of Birth	9. Birthplace	
123456789	M	65 YRS	12/01/1952	MARYLAND	
10. County		10. City, Town or Location		10. Inside City Limits?	
WESTMINSTER		WESTMINSTER		NO	
10. Address 123 MAIN ST. 15B		10. Zip Code 21111			
11. Marital Status		13. Hispanic Origin? NO		14. Race	
MARRIED				JAPANESE, HAWAIIAN	
15. Decedent's Education		16. Decedent's Usual Occupation		16. Mother's Name Prior to First Marriage	
BACHELOR		TEACHER		ANNE MARIE GREEN	
17. Father's Name		18. Mother's Name			
ROBERT LAWRENCE JONES		JOHN DAVID GREEN			

## Printing the Burial Transit Permit

9. The Burial Transit Permit can be printed once the death certificate is complete. Click on the Permit Options tab and then on “Print Official Permit Copy.”

The screenshot shows the Maryland Electronic Death Registration System interface. The 'Permit Options' dropdown menu is open, showing 'Print Working Permit Copy' and 'Print Official Permit Copy'. Red arrows point to these options. The background shows a form for Adam Robert Jones, deceased 12/01/2014, with fields for personal information, social security number, date of birth, and address.

**\*\*NOTE:** A “Working Permit Copy” of the Burial Transit Permit can be printed while you are preparing the death certificate.

The document shown below will be printed:

The screenshot shows a printed Maryland Burial Transit Permit form. The form is titled "Maryland Burial Transit Permit" and includes fields for decedent information, date of death, facility name, social security number, sex, age, date of birth, birthplace, county, address, marital status, education, occupation, and funeral home information. A large "DRAFT" watermark is visible across the bottom half of the form.

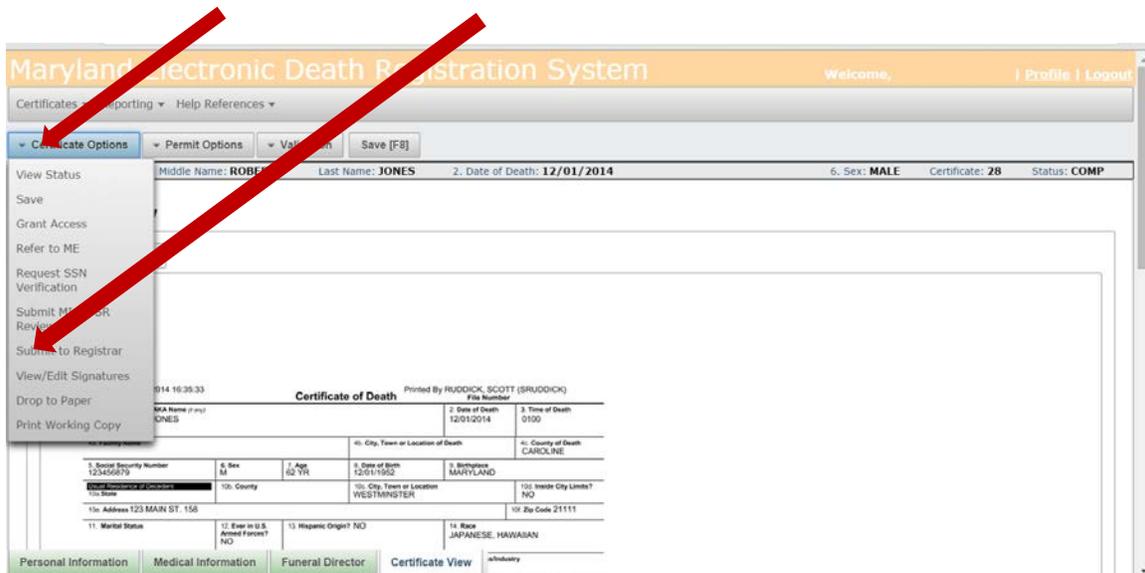
1. Decedent's Name, AKA Name (if any)		2. Date of Death	3. Time of Death
ADAM ROBERT JONES		12/01/2014	0100
4a. Facility Name	4b. City, Town or Location of Death	4c. County of Death	
		CAROLINE	
5. Social Security Number	6. Sex	7. Age	8. Date of Birth
123456879	M	52 YR	12/01/1952
9. Birthplace	10a. County	10b. City, Town or Location	10c. Inside City Limits?
MARYLAND	CARROLL	WESTMINSTER	NO
10d. Address	10e. Zip Code	11. Marital Status	
123 MAIN ST. 158	21111	NO	
12. Ever in U.S. Armed Forces?	13. Hispanic Origin?	14. Race	
NO	NO	JAPANESE, HAWAIIAN	
15. Decedent's Education	16a. Decedent's Usual Occupation	16b. Business/Industry	
BACHELOR	TEACHER	COLLEGE	
17. Father's Name	18. Mother's Name Prior to First Marriage		
ROGER LAWRENCE JONES	ANNE MARIE GREEN		
19. Surviving Spouse's Name BARBARA LYNN JONES			
20a. Informant's Name	20b. Informant's Relationship	20c. Informant's Mailing Address	
BARBARA LYNN JONES	WIFE	123 MAIN ST. 158, WESTMINSTER, MD 21111	
21a. Method of Disposition	21b. Place of Disposition	21c. Date of Disposition	21d. Location
BURIAL	DRUID HILL CEMETERY	12/02/2014	1 OLD COURT RD, BALTIMORE, MD 21209
22a. Signature of Funeral Service Licensee	22b. License No.	22c. Name and Address of Funeral Facility	
SCOTT A RUDDICK	9999	RUDDICK FH 58 FUNERAL HOME RD., BALTIMORE, MD 21215	

**Authority for Burial, Transportation, Removal, Cremation or Other Disposition**  
This burial permit, when completely filled in and bearing below the signature of the attending physician and funeral director, constitutes authority for burial, transportation, removal, cremation or other disposition of the deceased named above.

**Cemetery or Crematory Authority Shall Fill Out Section Below**  
The deceased named above was

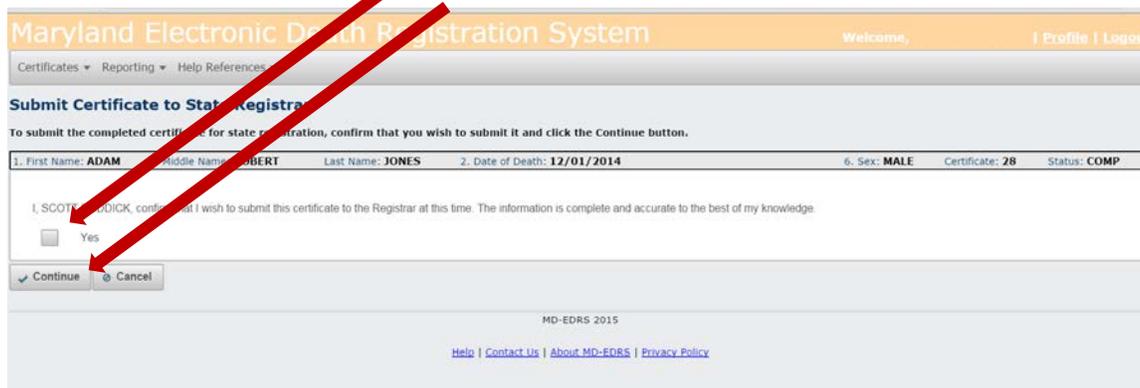
## Submitting the Record to the Division of Vital Records

10. In order to file the death certificate with the Division of Vital Records, click on the Certificate Options tab and “Submit to Registrar.”



The screenshot shows the Maryland Electronic Death Registration System interface. The top navigation bar includes "Certificates", "Reporting", and "Help References". The main menu has "Certificate Options", "Permit Options", and "Validation". The "Certificate Options" dropdown menu is open, showing options like "View Status", "Save", "Grant Access", "Refer to ME", "Request SSN Verification", "Submit to Registrar", and "Print Working Copy". A red arrow points to the "Submit to Registrar" option. The background shows a form for a death certificate for Adam Robert Jones, dated 12/01/2014, with a status of "COMP".

When the following screen appears, check the box “Yes” and “Continue.”



The screenshot shows the "Submit Certificate to State Registrar" confirmation screen. The top navigation bar includes "Certificates", "Reporting", and "Help References". The main heading is "Submit Certificate to State Registrar". Below the heading, there is a message: "To submit the completed certificate for state registration, confirm that you wish to submit it and click the Continue button." The form displays the same information as the previous screenshot: "1. First Name: ADAM", "Middle Name: ROBERT", "Last Name: JONES", "2. Date of Death: 12/01/2014", "6. Sex: MALE", "Certificate: 28", and "Status: COMP". Below this, there is a statement: "I, SCOTT RUDDICK, confirm that I wish to submit this certificate to the Registrar at this time. The information is complete and accurate to the best of my knowledge." There is a checkbox labeled "Yes" which is checked. At the bottom, there are "Continue" and "Cancel" buttons. A red arrow points to the "Continue" button. The footer includes "MD-EDRS 2015" and links for "Help", "Contact Us", "About MD-EDRS", and "Privacy Policy".

You will receive a message that the Certificate has been successfully submitted for registration. The Division of Vital Records (DVR) will review the information on the Certificate and notify you if any changes are needed.

## Checking on the Status of the Record

As soon as the record has been reviewed by DVR staff and determined to be complete, the death will be registered and certified copies of certificates will be available for issuance. This will occur no later than one business day following the filing of a Certificate. You may check to see whether a certificate has been registered by clicking on the Certificate Options tab and “View Status.”

Maryland Electronic Death Registration System

Welcome, | Profile | Logout

Certificates Reporting Help References

Certificate Options Permit Options Validation Save [F8]

View Status Save Grant Access Refer to ME Request SSN Verification Submit MI for SR Review View/Edit Signatures Print Working Copy

Middle Name: **ROBERT** Last Name: **JONES** 2. Date of Death: **12/01/2014** 6. Sex: **MALE** Certificate: **28** Status: **SUBM**

1. Applicable First Name: Middle Name: Last Name: Suffix: --

3. Date of first marriage First Name: Middle Name: Last (Birth) Name: Suffix: --

4. Number: **123456879** ?

5. Sex: **MALE** ?

7. Date of Birth: **12/01/1952** ?

8. Age in Years: **TEARS** ?

9. Business Type: **US STATE** ? State: **Maryland**

10a. Usual Residence of Decedent: Address Type: **US STATE** State: -- ?

10b. County: **CARROLL** ?

10c. City, Town, or Location: **WESTMINSTER** ?

10d. Inside City Limits: **NO** ?

10e. Street Number: **123** ? Street Name: **MAIN ST.** Apt/Suite/Unit: **158**

10f. Zip Code: **21111** ?

11. Marital Status: -- ?

Personal Information Medical Information Funeral Director Certificate View

Check the information on the right side of the page to see if a Certificate Number has been assigned, which indicates that the death has been registered and the Certificate is available for issuance.

Maryland Electronic Death Registration System

Welcome, | Profile | Logout

Certificates Reporting Help References

Status Folder

The Status Folder provides an overview of the certificate's status and basic decedent information. Registration numbers are provided for registered records.

View Certificate Cancel

Decedent Information

Last Name: **HERMAN** Certificate Number: **4**

First Name: **ANNA** DTN: **320140000140000**

Date of Death: **11/04/2014** Registration Number: **32014MD000006**

Time of Death: **0259**

Sex: **FEMALE**

Status Values

Certificate: **REG SR** Funeral Director Sign: **ATT**

DC Workflow: **ELECTRONIC** Certifier Sign: **ATT**

Reported to ME: **ACC** Certifier Sign Method: **ELECTRONIC**

SR Flag: SR Flag: **CERTIFYING PHYSICIAN**

Duplicate Flag: **120** ME Countersign: **UN ATT**

FD Auth: **AUTH** ME Countersign Method: **UN ATT**

MI Review: **SUBM** SSNV Request Status: **NOTREQ**

Reasons Messages

ME Reported: **DEATHS DUE TO OLD OR RECENT INJURIES OR ACCIDENTS**

MI Review: **MI Review:**

Reject: **Reject:**

Register w/Exception: **Register w/Exception:**

SR Review Flag: **SR Review Flag:**

SR Void: **SR Void:**

Duplicate Status Notes: **Duplicate Status Notes:**