

VIRGINIA DEPARTMENT OF HEALTH
DIVISION OF VITAL RECORDS

**DEATH REGISTRATION
COMPLETE PAPER AND DROP TO PAPER
GUIDELINES FOR LOCAL HEALTH DEPARTMENTS**

2017 General Assembly Session House Bill (HB) 1846

HB1846 relates to the filing of a complete paper and drop to paper death certificate. Effective July 1, 2017 a non-electronically filed death certificate shall be filed for each death that occurs in the Commonwealth of Virginia with the registrar of any health district in the Commonwealth.

Allowing death certificates to be filed at any health district required the development of a tracking system. Based on the current statute, the State Registrar knows which health district to contact if the death certificate is not received in the Division of Vital Records (DVR). Without a tracking system, locating death certificates not received in DVR would be difficult, particularly if the person filing the death certificate could not recall which health district the death certificate was filed in.

A tracking system has been added to the Electronic Death Registration Systems (EDRS) to enable the Division of Vital Records to keep track of where death certificates are filed since they may not be filed in the locality where the death occurred.

It is a **must** that all complete paper and drop to paper death certificates filed at the local health departments (LHD) are tracked in EDRS. This will alleviate the filing of duplicate death certificates and assist in locating death certificates not received at DVR. The following pages provide registration instructions on tracking complete paper and drop to paper death certificates in the EDRS.

Before You Begin

Changes have been made for LHD's in the EDRS module to register deaths occurring in their city/county or any city/county in Virginia. LHD users can register the following types of cases:

- Drop to Paper** – A death certificate started in EDRS by a Funeral Home or Medical Certifier/Doctor. Once the Funeral Home or Medical Certifier/Doctor completes their data entry and certify the case, they will drop the certificate to paper and take it to the next party. These cases will be worked on by either the Funeral Home or Medical Certifier to complete the Death Certificate. The completed paper certificate will be filed with LHD office. **Changes have been made to Drop to Paper Death Certificates to display Case ID number (which is a system generated number) on the upper left hand corner of the Certificate of Death (see illustration below). LHD's can easily identify a case as "Drop to Paper" based on the Case Id number on the death certificate. The Case Id number will never be hand written.**

Certificate Preview Case#: 180911; Decedent:

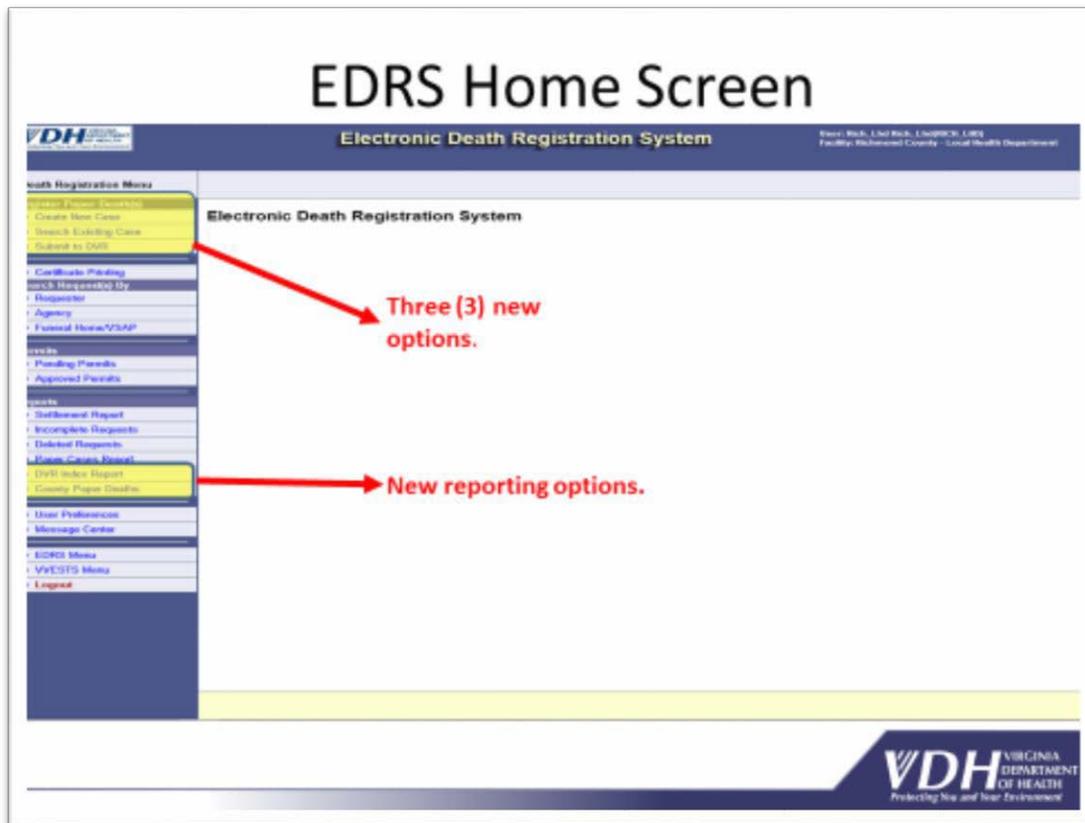
COMMONWEALTH OF VIRGINIA - CERTIFICATE OF DEATH
DEPARTMENT OF HEALTH - DIVISION OF VITAL RECORDS - RICHMOND

466
Case ID

1. FULL NAME OF DECEDENT (first) (middle) (last)		STATE FILE NUMBER	
2. SEX <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> NOT DETERMINED		3. DATE OF DEATH	
4. DATE OF BIRTH		5. AGE Years Months Days	
6. WAS DECEDENT EVER IN U.S. ARMED FORCES? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		7. BIRTHPLACE (U.S. STATE OR FOREIGN COUNTRY)	
8. SOCIAL SECURITY NUMBER		9. IF NO-SSN, CHECK APPROPRIATE BOX <input type="checkbox"/> NONE <input type="checkbox"/> NOT OBTAINABLE <input type="checkbox"/> UNKNOWN	
9. STREET ADDRESS (INCLUDE HOUSE AND/OR APT. # OR ROUTE NO.)		10. CITY OR TOWN OF RESIDENCE INSIDE CITY OR TOWN LIMITS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
11. COUNTY OF DECEDENT'S RESIDENCE (if independent city, leave blank)		12. ZIP CODE	
13. RACE OF DECEDENT (CHECK ONE OR MORE)			
<input checked="" type="checkbox"/> WHITE <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> FILIPINO <input type="checkbox"/> KOREAN <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN (NATIVE/SPECIFY) <input type="checkbox"/> ASIAN INDIAN <input type="checkbox"/> CHINESE <input type="checkbox"/> SAMOAN <input type="checkbox"/> VIETNAMESE <input type="checkbox"/> OTHER PACIFIC ISLANDER (SPECIFY) <input type="checkbox"/> NATIVE HAWAIIAN <input type="checkbox"/> GUAMANIAN OR CHAMORRO <input type="checkbox"/> JAPANESE <input type="checkbox"/> UNKNOWN <input type="checkbox"/> OTHER (SPECIFY)			
14. EDUCATION (HIGHEST GRADE COMPLETED)			
<input type="checkbox"/> NONE <input type="checkbox"/> CENTRAL OR SOUTH AMERICAN <input type="checkbox"/> CUBAN <input type="checkbox"/> MEXICAN <input type="checkbox"/> PUERTO RICAN <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> UNKNOWN <input type="checkbox"/> ELEMENTARY/SECONDARY (6-12) <input checked="" type="checkbox"/> HIGH SCHOOL GRADUATE <input type="checkbox"/> BACC <input type="checkbox"/> YEARS OF COLLEGE _____ <input type="checkbox"/> ASSOCIATE DEGREE <input type="checkbox"/> BACHELOR'S DEGREE <input type="checkbox"/> MASTER'S DEGREE <input type="checkbox"/> DOCTORATE/PROFESSIONAL DEGREE <input type="checkbox"/> UNKNOWN			
15. CITIZEN OF WHAT COUNTRY UNITED STATES OF AMERICA		16. KIND OF BUSINESS OR INDUSTRY RETAIL	
17. USUAL OR LAST OCCUPATION		18. IF MARRIED, SEPARATE FOR WIDOW, WITH NAME OF 2nd COUSIN (if divorced, leave blank)	
19. MARITAL STATUS <input type="checkbox"/> NEVER MARRIED <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNKNOWN		20. FULL NAME OF DECEDENT'S FATHER (first, middle, last, suffix) (maiden name, if any)	
21. FULL NAME OF DECEDENT'S MOTHER (first, middle, last, suffix) (maiden name, if any)		22. FULL NAME OF DECEDENT'S FATHER (first, middle, last, suffix) (maiden name, if any)	
23. INFORMANT'S RELATIONSHIP OR SOURCE OF INFORMATION		24. FULL NAME OF INFORMANT OR NAME OF SOURCE FEMALE	

- Complete Paper** – A death certificate that is hand signed by both the Funeral Home and the Medical Certifier/Doctor. **Complete Paper cases will never have a Case Id number displayed on the upper left hand corner of the Certificate of Death.**

Three options have been added to the existing EDRS Navigation Menu for LHD users; additionally, two new Reports have been created to facilitate the steps (see illustration below).



Registration of a Death Certificate

Before registering a death certificate a search of EDRS **must** be done to determine if the death certificate has been previously registered.

1. Search for the Case – After the death certificate has been accepted for filing determine whether the record is a “Drop to Paper” or a “Complete Paper” certificate based on the Case Id number located in the upper right hand corner of the Certificate of Death.

Case Search – Initially performs a search, minimum search criteria are:

- a. Exact Case Id number (**Drop to Paper only**)OR
- b. First Name and Last Name of Decedent OR
- c. First Name or Last Name and Exact Date of Death of Decedent OR
- d. First Name or Last Name and Exact Date of Birth of Decedent

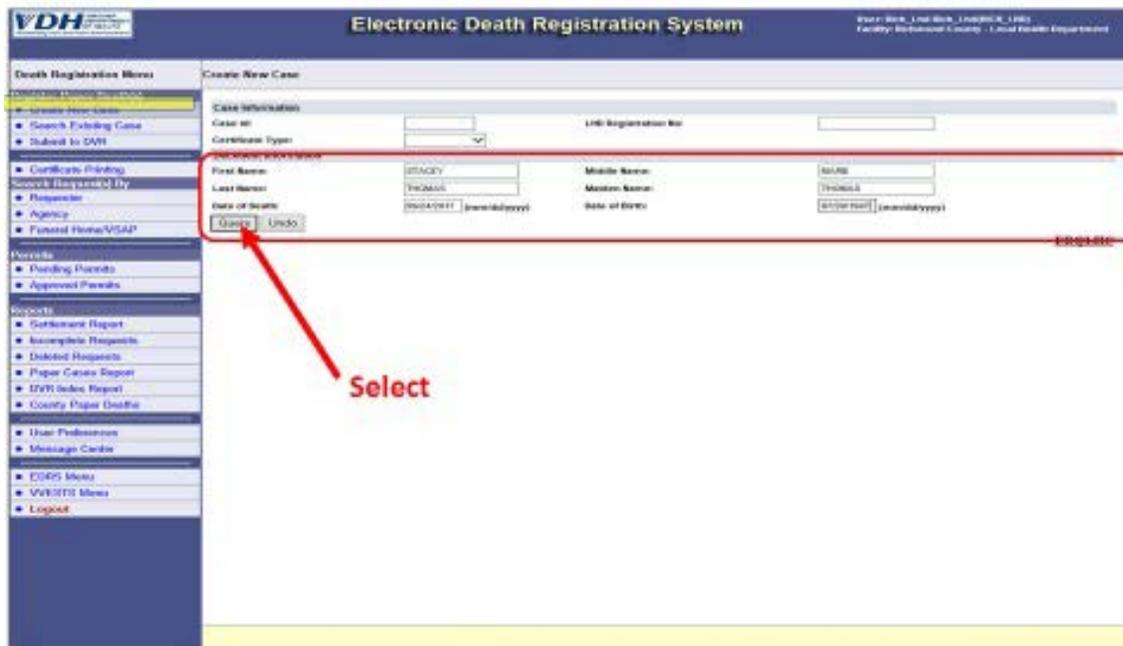
A. Drop to Paper Case Search – The LHD user can search for the case by the Case Id number displayed on the death certificate when selecting **create new case** from the navigation menu. Once the search returns a record, the user can select the case and save the record (**see Illustration below**). At this time a LHD Registration Number will automatically generate. *Drop to Paper cases cannot be edited by LHD users. Drop to Paper cases cannot be deleted by LHD users.*

The screenshot shows the 'Death Registration Menu' with a 'Create New Case' sub-menu. The 'Register Paper Death(s)' option is highlighted. Below it, a search result table is displayed. The table has columns for Case Id, Decedent's Name (First, Middle, Last), Gender, Date of Death, Date of Birth, County of Death, LHD Registration No., and Status. A search result is shown for Case Id 700, Decedent's Name MILDRED RENEE BAXTER, Gender FEMALE, Date of Death 06/27/2017, Date of Birth 08/15/1945, County of Death HENRICO COUNTY, and Status Drop to Paper. A red arrow points to the Case Id 700 in the table. Below the table, a message states 'Your search returned 1 records. Records 1 through 1 are displayed.' and a 'New Case' button is visible.

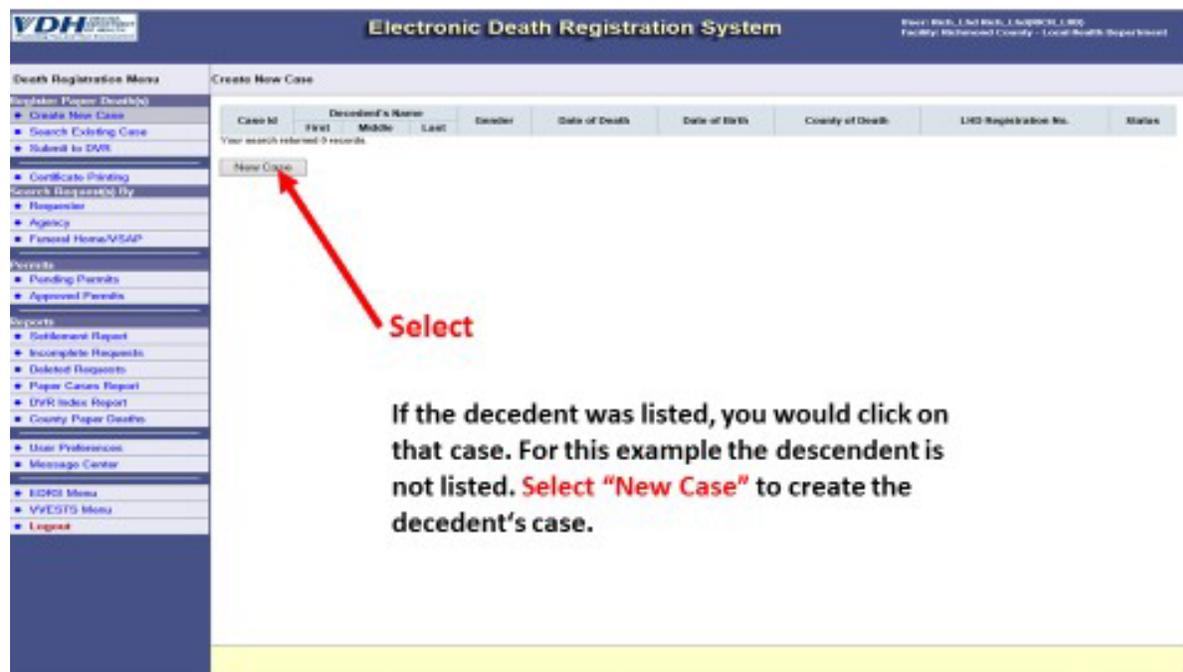
Case Id	Decedent's Name			Gender	Date of Death	Date of Birth	County of Death	LHD Registration No.	Status
	First	Middle	Last						
700	MILDRED	RENEE	BAXTER	FEMALE	06/27/2017	08/15/1945	HENRICO COUNTY		Drop to Paper

Note: Searching by Case ID number, if available, is the most efficient way to retrieve the correct drop to paper record. The ability to search by Case ID number is the main difference between registering drop to paper cases and complete paper cases. The remaining illustrations are of a complete paper case.

B. Complete Paper Case Search – To search a case, select **create new case** and enter the decedent’s information and select “Query” (see Illustration below).



2. The search should return 0 records. If a record appears for the death certificate you are attempting to register, **DO NOT COMPLETE REGISTRATION** until further investigation is done. It is possible that the death certificate in your possession is a duplicate certificate. Contact a DVR Field Service Representative for further assistance. Continue with the registration if your search returned 0 records. Select “new case” (see illustration below).



- In the upper right corner is the user and facility information. In the bottom right corner is the “County of Death”, which is the City or County where the death occurred, and the LHD Registration Number. Some fields will be greyed out and some fields will be pre-populated. Enter the case information (certificate type) and all of the decedent’s information then select **Save** (see illustration below).

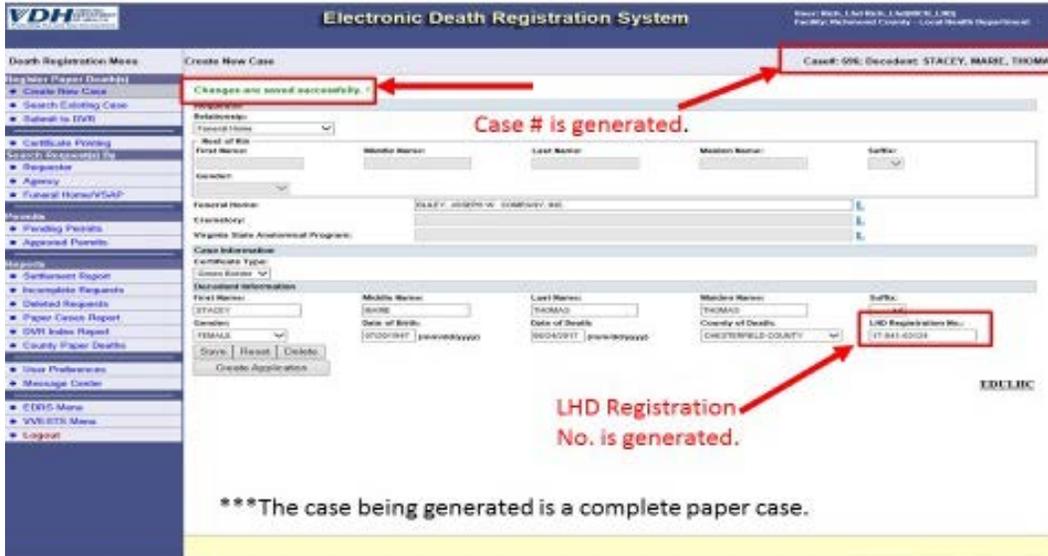
The screenshot shows the 'Electronic Death Registration System' interface. The top right corner displays user and facility information. The main form area is titled 'Create New Case' and contains several sections: 'Registration Information', 'Decedent Information', and 'Case Information'. The 'County of Death' dropdown menu is highlighted in yellow, and a red arrow points to it with the text 'County of Death is different than the reporting district.' Another red arrow points to the top right corner with the text 'Reporting district is Richmond.'

- If the death certificate being registered did not occur in your locality the following message will appear, “County of Death does not match county where death is being registered. Please confirm county of death is correct”. Select Ok if the County of Death information is correct; however, if the information is not correct, please edit then select Ok. (see illustration below).

The screenshot shows the same 'Electronic Death Registration System' interface, but with a message box displayed. The message box contains the text: 'County of Death does not match County where Death is being Registered. Please confirm County of Death is correct.' A red arrow points to the 'OK' button in the message box, and a red text box below the message box says 'Select OK'.

5. The statement “Changes are saved successfully” will appear in green at the top of your screen. A Case Id number has been generated as well as a 10 digit LHD Registration Number. The LHD Registration Number consists of the year of death; Registration Area Number and the Certificate Number (**see Illustration below**). **THIS COMPLETES THE EDRS DEATH CERTIFICATE REGISTRATION.**

Reminder: The Registration Area Number and the Certificate Number must be handwritten on the paper death certificate in black unfading ink.



Death Certificate Printing

If the person filing the death certificate is requesting a certified death certificate select “Create Application” (see illustration below).

The screenshot shows the 'Electronic Death Registration System' interface. The top navigation bar includes the VDH logo and the user's name: 'User: Rich_Lhd Rich_Lhd(RICH_LHD) Facility: Richmond County - Local Health Department'. The main header reads 'Electronic Death Registration System' and 'Case#: 690; Decedent: JOHN, DOVE'. On the left is a 'Death Registration Menu' with categories like 'Register Paper Death(s)', 'Certificate Printing', 'Permits', and 'Reports'. The main area is titled 'Search Existing Case' and contains several sections: 'Requestor' (with fields for Relationship, Funeral Home, Next of Kin, First Name, Middle Name, Last Name, Maiden Name, Suffix, Gender, and Virginia State Anatomical Program), 'Case Information' (with Certificate Type set to 'Green Border'), and 'Decedent Information' (with fields for First Name, Middle Name, Last Name, Maiden Name, Suffix, Date of Birth, Date of Death, County of Death, and LHD Registration No.). At the bottom of the 'Decedent Information' section, there are 'Save', 'Reset', and 'Delete' buttons, and a red arrow points to a 'Create Application' button. The EDULHC logo is visible in the bottom right corner.

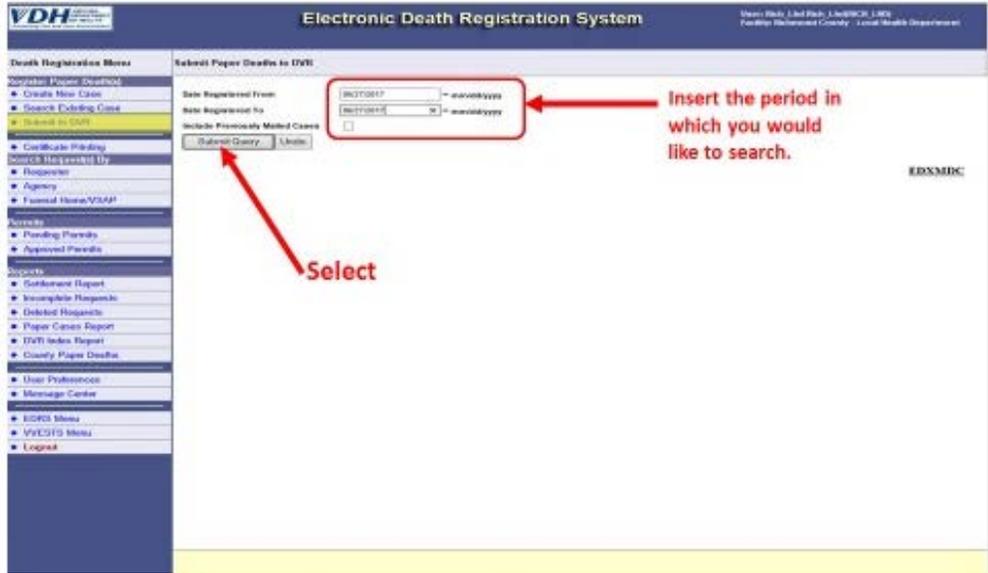
Some fields will be greyed out and some fields will be pre-populated on the Death Certificate Printing screen. Enter all of the remaining information and select Save (see illustration below).

Reminder: There is no change to the death certificate printing process.

The screenshot shows the 'Electronic Death Registration System' interface for 'Death Certificate Printing'. The top navigation bar is the same as in the previous screenshot. The main header reads 'Electronic Death Registration System' and 'Case#: 690; Decedent: JOHN, DOVE'. The left menu is the same. The main area is titled 'Death Certificate Printing' and contains several sections: 'Requestor Information' (with fields for Phone Number, Date Received, Place of Event, Date of Event, Mother's Name, Father's Name, and Requester's Name), 'Payment Information' (with fields for Primary ID, Secondary ID, Certificate Payment, Purpose, Date Reply Sent, Application Status, No. of Copies, and Administrative Fee), 'Comments', 'Certificate Information' (with LHD Certificate No. and State File No.), and 'Address Information' (with fields for Requester Address and Mailing Address). At the bottom of the 'Address Information' section, there are 'Print', 'Save', 'Reprint', and 'Undo' buttons, and a red arrow points to the 'Save' button. The EDULHP logo is visible in the bottom right corner.

DVR Index Report

On the Menu bar select Submit to DVR. Enter the “from” date and the “to” date of registered death certificates then select Submit Query (see illustration below).



A list of registered death certificates will appear for that date range. Check the box beside the death certificates that will be mailed to DVR and select “Save” (see illustration below). The status will change from “Complete Paper Case Creation” to “Mailed to DVR”. Records with disabled checkboxes are records which were previously mailed to DVR.

Submit Paper Deaths to DVR										
	Case Id	Decedent's Name			Gender	Date of Death	Date of Registration	County of Death	LHD Registration No.	Status
		First	Middle	Last						
<input type="checkbox"/>	181640	TOM		SMITH	MALE	01/15/2016	05/31/2017	ACCOMACK COUNTY	16-001-00001	Mailed to DVR
<input type="checkbox"/>	181638	TOM		THOMAS	MALE	04/15/2016	05/31/2017	ACCOMACK COUNTY	16-001-00002	Mailed to DVR
<input type="checkbox"/>	181639	TOM		SMITH	MALE	01/15/2017	05/31/2017	ACCOMACK COUNTY	17-001-02063	Mailed to DVR
<input type="checkbox"/>	181651	TOMMY		SMITH	MALE	05/14/2017	06/02/2017	ACCOMACK COUNTY	17-001-02065	Mailed to DVR
<input type="checkbox"/>	181643	TEST	TEST	TEST	MALE	05/01/2017	06/07/2017	APPOMATTOX COUNTY	17-011-02068	Registered at LHD
<input type="checkbox"/>	181645	TOM		THOMAS	MALE	01/15/2017	06/02/2017	BOTETOURT COUNTY	17-023-02074	Mailed to DVR
<input type="checkbox"/>	181650	PAUL		PIERSON	MALE	01/02/2017	06/02/2017	BRUNSWICK COUNTY	17-025-02075	Mailed to DVR
<input type="checkbox"/>	181649	ROB		SMITH	MALE	05/12/2017	06/02/2017	BUCHANAN COUNTY	17-027-02076	Mailed to DVR
<input type="checkbox"/>	181661	SAM		THOMAS	MALE	04/15/2016	06/07/2017	BUCKINGHAM COUNTY	16-029-00002	Complete Paper Case Creation
<input type="checkbox"/>	181660	TOM		THOMAS	MALE	05/12/2016	06/07/2017	BUCKINGHAM COUNTY	16-029-00001	Complete Paper Case Creation
<input type="checkbox"/>	181646	SAM		SMITH	MALE	01/15/2017	06/02/2017	CAMPBELL COUNTY	17-031-02081	Mailed to DVR
<input type="checkbox"/>	181644	ROBERT		WHITE	MALE	04/15/2017	06/02/2017	CAMPBELL COUNTY	17-031-02078	Complete Paper Case Creation
<input type="checkbox"/>	181657	KEVIN		JAMES	MALE	05/15/2017	06/05/2017	CAMPBELL COUNTY	17-031-02080	Mailed to DVR
<input type="checkbox"/>	181641	PAUL		JAMES	MALE	02/15/2017	06/01/2017	CAROLINE COUNTY	17-033-02079	Mailed to DVR
<input type="checkbox"/>	181652	SEAN		SMITH	MALE	05/12/2017	06/02/2017	LYNCHBURG	17-680-00909	Mailed to DVR
<input type="checkbox"/>	181653	CHRIS		LYNN	MALE	05/12/2017	06/02/2017	ROANOKE	17-770-00921	Complete Paper Case Creation
<input type="checkbox"/>	180803	CARROLL	RAY	BAUGHER	MALE	05/23/2017	06/01/2017	ROCKINGHAM COUNTY	17-165-00873	Mailed to DVR

Save Undo

A confirmation screen appears (**see illustration below**) listing all cases that will be mailed to DVR for the date range requested. Select “DVR Index Report”.

Electronic Death Registration System
 User: Rich_Lhd Rich_Lhd(RICH_LHD)
 Facility: Richmond County - Local Health Department

Death Registration Menu | Submit Paper Deaths to DVR

Register Paper Death(s)

- Create New Case
- Search Existing Case
- Submit to DVR

Search Request(s) By

- Requester
- Agency
- Funeral Home/VSAP

Permits

- Pending Permits
- Approved Permits

Reports

- Settlement Report
- Incomplete Requests
- Deleted Requests
- Paper Cases Report
- DVR Index Report
- County Paper Deaths

System Settings

- User Preferences
- Message Center
- EDRS Menu
- VVESTS Menu
- Logout

Case ID	Decedent's Name			Gender	Date of Death	Registration Date	County of Death	LHD Registration No.	Status	
	First	Middle	Last							
<input checked="" type="checkbox"/>	703	JUST		NOWN	M	06/25/2017	06/30/2017	AMELIA COUNTY	17-007-02066	Mailed to DVR
<input checked="" type="checkbox"/>	702	HAPPY		FACY	M	06/01/2017	06/30/2017	AMHERST COUNTY	17-009-02067	Mailed to DVR

Buttons: Back to Search, DVR Index Report

Print the “DVR Index Report”. This report replaces the VS23 Monthly Report of Vital Statistics card and must be mailed along with the death certificate to DVR. Please sign and date this report (**see illustration below**).

Electronic Death Registration System
 User: Rich_Lhd Rich_Lhd(RICH_LHD)
 Facility: Richmond County - Local Health Department

Death Registration Menu | Submit Paper Deaths to DVR

Register Paper Death(s)

- Create New Case
- Search Existing Case
- Submit to DVR

Search Request(s) By

- Requester
- Agency
- Funeral Home/VSAP

Permits

- Pending Permits
- Approved Permits

Reports

- Settlement Report
- Incomplete Requests
- Deleted Requests
- Paper Cases Report
- DVR Index Report
- County Paper Deaths

System Settings

- User Preferences
- Message Center
- EDRS Menu
- VVESTS Menu
- Logout

DVR Index Report

User's Facility: RICHMOND COUNTY - LOCAL HEALTH DEPARTMENT
 Date of Registration From - 06/25/2017 To 06/30/2017
 Report Date: 06/30/2017 10:34:22

Case ID	Decedent's Name	Date of Death	County of Death	Registration Date	LHD Reg. No.	Paper Case Type	Status
703	JUST NOWN	06/25/2017	AMELIA COUNTY	06/30/2017	17-007-02066	COMPLETE PAPER	Mailed to DVR
702	HAPPY FACY	06/01/2017	AMHERST COUNTY	06/30/2017	17-009-02067	COMPLETE PAPER	Mailed to DVR
690	JOHN DOVE	05/24/2017	BUCKINGHAM COUNTY	06/26/2017	17-029-02077	COMPLETE PAPER	Mailed to DVR
693	SHEILA MARE THOMPkins	06/24/2017	CHESTERFIELD COUNTY	06/26/2017	17-041-03122	COMPLETE PAPER	Mailed to DVR
694	SAMANTHA MICHELLE THOMPkins	06/24/2017	CHESTERFIELD COUNTY	06/26/2017	17-041-03121	COMPLETE PAPER	Mailed to DVR
695	SAMMY SOGA	06/24/2017	CHESTERFIELD COUNTY	06/27/2017	17-041-03123	COMPLETE PAPER	Mailed to DVR
696	STACEY MARE THOMAS	06/24/2017	CHESTERFIELD COUNTY	06/27/2017	17-041-03124	COMPLETE PAPER	Mailed to DVR
699	BEATRICE WELLS	06/25/2017	CHESTERFIELD COUNTY	06/27/2017	17-041-03125	DROP TO PAPER	Mailed to DVR
700	MILDRED RENEE BAXTER	06/27/2017	HENRICO COUNTY	06/28/2017	17-087-00639	DROP TO PAPER	Mailed to DVR

Grand Total of Death(s) Registered at LHD : 9

Registrar: _____ Date: _____

County Paper Death Report

This report allows a LHD to track the death certificates registered in their locality within a specified date range. The search could also be narrowed down to one specific city or county. If no city or county is selected the query will display all death certificated for that date range (**see illustration below**).

The screenshot shows the 'Electronic Death Registration System' interface. On the left is a 'Death Registration Menu' with various options. A red arrow points to the 'County Paper Deaths' option under the 'Reports' section. The main area shows search criteria: 'Date Registered From' (06/01/2017), 'Date Registered To' (06/30/2017), and 'County of Death' (dropdown menu). There are 'Submit Query' and 'Undo' buttons. The user information at the top right reads: 'User: Rich, Lhd Rich, Lhd(RICH, LHD) Facility: Richmond County - Local Health Department'. The text 'EDXLPD' is visible on the right side.

A confirmation screen appears (**see illustration below**) listing all death certificates registered.

The screenshot shows the confirmation screen for 'County Paper Deaths'. It displays a table of registered death certificates. The table has columns for Case ID, Decedent's Name, Date of Death, County of Death, Registration Date, LHD Reg. No., Paper Case Type, and Status. The data is as follows:

Case ID	Decedent's Name	Date of Death	County of Death	Registration Date	LHD Reg. No.	Paper Case Type	Status
673	MARY JACKSON	05/29/2017	VIRGINIA BEACH	06/19/2017	17-010-00925	COMPLETE PAPER	Mailed to DVR
683	TOM WHEAT	01/02/2017	AUGUSTA COUNTY	06/15/2017	17-015-02070	COMPLETE PAPER	Mailed to DVR
682	SAM THOMAS	01/01/2017	ALBEMARLE COUNTY	06/15/2017	17-003-02064	COMPLETE PAPER	Mailed to DVR
684	TOM THOMAS	02/15/2017	ALBEMARLE COUNTY	06/15/2017	17-003-02066	COMPLETE PAPER	Mailed to DVR
685	SAM SMITH	05/15/2017	ALBEMARLE COUNTY	06/15/2017	17-003-02065	COMPLETE PAPER	Mailed to DVR
678	SAMMY CARTER JORDAN	06/19/2017	BATH COUNTY	06/19/2017	17-017-02072	COMPLETE PAPER	Mailed to DVR
679	LINDA FRANCIS HALL	06/18/2017	BRUNSWICK COUNTY	06/19/2017	17-025-02076	COMPLETE PAPER	Mailed to DVR
693	SHELA MARE THOMPNS	06/24/2017	CHESTERFIELD COUNTY	06/26/2017	17-041-03122	COMPLETE PAPER	Mailed to DVR
694	SAMANTHA MICHELLE THOMPNS	06/24/2017	CHESTERFIELD COUNTY	06/26/2017	17-041-03121	COMPLETE PAPER	Mailed to DVR
695	SAMMY SOSA	06/24/2017	CHESTERFIELD COUNTY	06/27/2017	17-041-03123	COMPLETE PAPER	Mailed to DVR
696	STACEY MARE THOMAS	06/24/2017	CHESTERFIELD COUNTY	06/27/2017	17-041-03124	COMPLETE PAPER	Mailed to DVR
700	MILDRED RENEE BAXTER	06/27/2017	HENRICO COUNTY	06/28/2017	17-087-00839	DROP TO PAPER	Mailed to DVR
699	BEATRICE WELLS	06/25/2017	CHESTERFIELD COUNTY	06/27/2017	17-041-03125	DROP TO PAPER	Mailed to DVR
690	JOHN DOVE	06/24/2017	BUCKINGHAM COUNTY	06/26/2017	17-029-02077	COMPLETE PAPER	Mailed to DVR
702	HAPPY FACY	06/01/2017	AMHERST COUNTY	06/30/2017	17-009-02067	COMPLETE PAPER	Mailed to DVR
703	JUST NOWN	06/25/2017	AMELIA COUNTY	06/30/2017	17-007-02066	COMPLETE PAPER	Mailed to DVR

Grand Total of Paper Death(s) Registered at all LHD's: 16

Resources

- **For business questions contact DVR Field Services Unit.**

- ✓ Jacole Thomas - Field Representative (804) 662-6200
jacole.thomas@vdh.virginia.gov
- ✓ Sonya Beaver - Field Representative (804) 662-6200
sonya.beaver@vdh.virginia.gov
- ✓ Tavorise Marks, M.A. - Field Representative (804) 662-6200
tavorise.marks@vdh.virginia.gov
- ✓ Denise Cox - Sr. Field Representative (804)662-6260
denise.cox@vdh.virginia.gov

- **For technical questions contact EDRS Help Desk.**

Telephone: (804) 864 - 7200 (option 2)

Fax: (804) 864 – 7155

Email: oim_webappshelp@vdh.virginia.gov

- **LHD EDRS Update Online Tutorial**

<http://www.vdh.virginia.gov/vital-records/electronic-death-registration-system/user-manuals/>