



**PUBLIC HEALTH DIVISION
OFFICE OF VITAL RECORDS**

County of Santa Cruz

HEALTH SERVICES AGENCY

POST OFFICE BOX 962, SANTA CRUZ CA 95061-0962
1430 FREEDOM BOULEVARD, SUITE 101, WATSONVILLE CA 95076
TELEPHONE: (831) 763-8430 FAX: (831) 763-8431

Santa Cruz County Office of Vital Records

Emergency Religious Protocol

Effective 2/9/2013

Purpose: To facilitate internet-based filing in EDRS (Electronic Death Registration System) for religious burials or cremations on weekends, holidays, and county furlough days through the Santa Cruz County Office of Vital Records.

Call the following number for **EMERGENCY RELIGIOUS** purposes **ONLY**.

(831) 359-5873

Protocol:

- 1) If no one answers, leave a message with the following information. If you are not contacted within 30 minutes, call again.
 - a. State your reason for urgency
 - b. Indicate what time the service/burial/cremation is scheduled to take place
 - c. Provide the EDRS record number and what section(s) you have completed
 - d. Explain in detail any issues you may be having with physician attestation, coroner case, decedent info, etc.
- 2) Process your record in EDRS per standard protocol and submit to local registrar. Check the decedent folder to see if we have approved or rejected the Medical Information (MI), Personal Information (PI), complete record, or disposition permit.
- 3) If you are using this protocol, no one will be in the office.
 - a. We will only be able to complete the process in the internet-based EDRS. Do NOT process record in manual procedure (i.e., Drop to Paper).
 - b. We will NOT be able to accept faxes or issue fax file numbers for disposition permits.
 - c. We will NOT be able to issue transit letters.



Public Health
Prevent. Promote. Protect.