



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

C. L. "BUTCH" OTTER – GOVERNOR  
RICHARD M. ARMSTRONG – DIRECTOR

JANE S. SMITH – STATE REGISTRAR  
BUREAU OF VITAL RECORDS AND HEALTH STATISTICS  
P.O. Box 83720  
Boise, Idaho 83720-0036  
PHONE 208-334-5980  
FAX 208-332-7260

TO: Owner/Operator or Manager  
Funeral Establishment

RE: Idaho Electronic Death Registration System

On behalf of the Idaho Bureau of Vital Records and Health Statistics, we welcome you to the Idaho Electronic Death Registration System (EDRS). On the next page is a form to be completed by the owner/operator or manager of your funeral establishment to begin your staff's enrollment into the EDRS. Should you need to include more individuals, you may submit additional forms as necessary. There is no cost to enroll or use the Idaho EDRS to complete Idaho Death Certificates.

This form will allow our Vital Statistics staff to create the various User ID, passwords, and electronic signature personal identification numbers (PIN) that will be needed. Upon successful enrollment, each staff member listed on the form will receive a letter from our office with their User ID and password.

For any licensed morticians and/or funeral directors who will also require a signature PIN to file on behalf of your facility, an acknowledgment form has been provided for them. Once the acknowledgment form has been completed and returned, they will be provided with their signature PIN.

During initial entry into the EDRS, staff will have the ability to change their initial password as provided. Licensed morticians and/or funeral directors **WILL BE REQUIRED** to change their signature PIN upon certification of their first death certificate.

Should you need to make any changes, additions, or deletions to the submitted authorization form, or have any question regarding these forms, you may contact Idaho Vital Statistics at 208-334-5978 or via email at [idaehoedr@dhw.idaho.gov](mailto:idaehoedr@dhw.idaho.gov).

Once again, we thank you and welcome to the Idaho EDRS!

STATE OF IDAHO  
Electronic Death Registration System Authorization Form - Funeral  
Establishment

THIS FORM IS TO BE COMPLETED BY THE OWNER/OPERATOR OR MANAGER

In regard to the State of Idaho Electronic Death Registration System (EDRS), I hereby give authorization to the following licensed morticians and/or funeral directors to electronically complete and/or sign death certificates presented to this establishment via the Idaho EDRS:

Name of Funeral Establishment

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Name/License Number	Phone Number	Email Address
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If desired, I also hereby give the following non-licensed funeral establishment staff the ability to prepare for electronic signature death certificate information associated with this facility via the Idaho EDRS:

Name	Phone Number	Email Address
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Each funeral establishment reserves the right to add, edit, or delete any information listed above by contacting Idaho Vital Statistics at 208-334-5978 or via email at [idahoeidr@dhw.idaho.gov](mailto:idahoeidr@dhw.idaho.gov). You may also submit a new form to Idaho Vital Statistics.

This form was completed by \_\_\_\_\_ on \_\_\_\_\_

Signature \_\_\_\_\_

STATE OF IDAHO  
Electronic Death Registration System Authorization Form - Funeral  
Establishment

THIS FORM IS TO BE COMPLETED BY A LICENSED MORTICIAN OR LICENSED  
FUNERAL DIRECTOR

The Idaho Electronic Death Registration System (EDRS) will allow for an electronic entry of a personal identification number (PIN) to serve as your electronic signature. The Idaho Bureau of Vital Records and Health Statistics will provide a PIN upon initial enrollment into the EDRS. Upon certifying your first death certificate, you will be required to change your PIN. Vital Statistics will have the ability to reset your PIN if needed, but cannot recover it for you.

Since this PIN will serve as your electronic signature, you are prohibited from sharing this PIN with other licensed morticians or funeral directors or with staff members of a funeral establishment. Violation of this privacy requirement may led to your removal as a participant in the EDRS.

If in the process of completing a death certificate using the EDRS it is determined that the medical certifier of record is not an EDRS participant, the EDRS will generate a medical worksheet to be completed manually by the medical certifier of record. The medical certifier of record will be required to complete this worksheet and return it to the funeral establishment of record. Authorized staff members and/or licensed morticians or funeral directors will then enter the medical information in the EDRS in lieu of a medical certifier. The Bureau of Vital Records and Health Statistics will not hold liable the funeral establishment of record, the funeral establishment staff, or the licensed mortician or funeral director for the accuracy and completeness of the medical information provided by the medical certifier of record. A licensed mortician or funeral director will be required to utilize their PIN to indicate that the medical information provided on this death certificate was obtained from the medical certifier of record via the medical worksheet as provided by the EDRS.

The licensed mortician or funeral director will also have the ability to electronically order Certified Copies of Death Certificates from either the Idaho Vital Records office, or its affiliates located at various Local Health Departments. Their PIN will be used to indicate that the number of copies ordered is true and that the requestor is authorized under Idaho Statute and Administrative Rules to receive said Certified Copies.

A licensed mortician or funeral director reserves the right to terminate its participation in the Idaho EDRS by contacting Idaho Vital Records at 208-334-5978.

**ACKNOWLEDGMENT STATEMENT**

I acknowledge that I have read the contents of this form and hereby agree to adhere to the provisions of this agreement.

Name of Licensed Mortician or Funeral Director \_\_\_\_\_

License Number and State of Issuance \_\_\_\_\_

Signature of Licensed Mortician or Funeral Director \_\_\_\_\_