



COUNTY OF GLENN CLERK-RECORDER

516 West Sycamore Street, 2nd Floor
Willows, CA 95988

SENDY PEREZ
Assessor
County Clerk
Recorder
Elections

(530) 934-6412 FAX (530) 934-6571

GLENN COUNTY CA-EDRS PROCEDURES

CA – Electronic Death Registration System

Business Hours and Location

Monday – Friday, 8:00 – 5:00 (excluding Holidays)
Glenn County Clerk- Recorder's Office
516 W. Sycamore Street, 2nd Floor, Willows, CA 95988

FAX : (530) 934-6571
Phone : (530) 934-6412

Medical Information Review

The Medical Information (VS-11e fields 101-117) **and** the Date of Birth must be submitted to this office for review **prior** to a request for remote attestation.

Social Security Verification

Social Security Number verification requires the following six fields: 1) First Name, 2) Middle Name, 3) Last Name, 4) Date of Birth, 6) Sex, and 10) Social Security Number. A death cannot be registered until SSN verification has been attempted.

Disposition Permits

Once a disposition permit is issued, the funeral home will print all four copies and deliver Copy 4 to our office either by fax, by mail, or in person along with payment.

Certified Copies

To order copies of death certificates, please continue to use the Application for Certified Copy of Death Record. This form is also available on our website at www.countyofglenn.net/dept/clerk-recorder/forms. Please complete the form and submit a hard copy of the signed form, by mail, or in person along with payment.

Amendments and Corrections

To request that an EDRS record be unlocked, you may either fax or phone your request to us. Once a death certificate is accepted for registration in EDRS, any change requires an Affidavit to Amend a Record.

Fees

Death Certificate \$21 Permit for Disposition \$12 Cross-file (incoming) \$4

Time Interval Abbreviations

Fields 107a, b, c, d each have room for about six characters, including spaces. We recommend the following abbreviations when abbreviations are necessary:

Seconds = SECS	Days = DAYS	Years = YRS
Minutes = MINS	Weeks = WKS	Immediate = IMMED
Hours = HRS	Months = MOS	