

# ELECTRONIC REGISTRATION OF DEATH EVENTS

Effective May 1, 2022 for **EDRS**, the North Carolina Office of Vital Records **REQUIRES** Electronic **Death** Registration via NCDAVE (North Carolina Database Application for Vital Events).

**The State Registrar under the authority cited in Authority G.S. 130A-92 (7) has mandated this form of registration.**

**10A NCAC 41H .0103 FORMS** All forms, certificates, and reports used in the registration of vital events are the property of the State Registrar and shall be surrendered to him on demand. The forms prescribed and distributed by the State Registrar for reporting vital events shall be used only for official purposes. No forms shall be used in the reporting of vital events except those furnished or approved by the State Registrar.

Individuals or organizations participating in registration of death may also refer to the "NC Medical Board Position Statement on Certifying Death Certificates" [Compendium, Final, 12.16.2021.pdf \(ncmedboard.org\)](https://www.ncmedboard.org/Compendium_Final_12.16.2021.pdf)

## WHAT IF...?

### 1 I need help with NCDAVE ?

There are **2 ways** to gain **help** with NCDAVE:

#### **Option 1: Training**

Submit a request for training at:

<https://forms.office.com/g/1Dhe17M9Ke>

Upcoming Training Dates can be located at:

<https://vitalrecords.nc.gov/index.htm>

"For Our Partners"

Select: **EDRS** (username : NCDAVE password: NCDEATHS)

#### **Option 2: Help Desk**

Monday - Friday: 8:00 a.m. - 5:00 p.m.

An email to [ncdavesupport@dhhs.nc.gov](mailto:ncdavesupport@dhhs.nc.gov) is preferred.

(919) 792-5996 (Death)

#### **After Hours:**

Monday - Friday: 5:00 p.m. - 8:00 p.m.

Saturdays: 9:00 a.m. - 3:00 p.m.

(919) 830-9875 or (919) 208-0565

### 2 I need to register for an account for NCDAVE ?

#### **To Register for an Account:**

<https://davenc.vitalchek.com/Web/Logon.aspx>

Accurately complete each section.

Adding your **Title** is very important in order to avoid errors.

Please ensure that **ALL** facility affiliations are noted in the last field titled [**Additional Information**] before submitting your request.

### 3 A business partner is unwilling to use NCDAVE ?

Registration of Death events through NCDAVE is **NOT optional** per G.S. 130A-92(7).

The *State Registrar* has mandated the use of NCDAVE throughout the state for all deaths that occur in the State of NC.

Please complete the contact form to identify business partners who are unwilling to use NCDAVE. A representative from NCOVR will reach out to partner with them: <https://tinyurl.com/ncovrcontactform>

You may also direct the medical certifier to the NC Medical Board Position Statement on Certifying Death Certificates [Compendium, Final, 12.16.2021.pdf \(ncmedboard.org\)](https://www.ncmedboard.org/Compendium_Final_12.16.2021.pdf)

### 4 I have applied for an account but my account has not been provisioned by the NCOVR?

If a local administrator has been identified for your facility, only the local administrator can provision the account. Otherwise, the state will not approve accounts unless a facility authorizer has authorized approval of that user's requested association with the facility. *The role of a facility authorizer* is to authorize our approval of account requests received by the state.

Facility Authorizers should contact the state at: [vitalrecordstraining@dhhs.nc.gov](mailto:vitalrecordstraining@dhhs.nc.gov) if users at their facility have not been approved. The state will provide next steps for the facility's authorization of its users.

If a facility has **not yet designated an authorizer**, they may do so by contacting the state at: [vitalrecordstraining@dhhs.nc.gov](mailto:vitalrecordstraining@dhhs.nc.gov) with their **name, phone number, email address, and organizational title**.

The authorizer **MUST** also scan an image of their government-issued photo identification onto facility letterhead and then **fax** the document to **919-733-5991** or send an encrypted email to: [vitalrecordstraining@dhhs.nc.gov](mailto:vitalrecordstraining@dhhs.nc.gov)

Learn More about **Facility Authorizers, Local Administrators** and **Adding Facilities** at:

<https://tinyurl.com/FacilityauthoLocaladmin>

