

# EDRS How-to Retract a Record

There are three reasons to retract a record:

- Filed in wrong jurisdiction
- Wrong file number
- State of Michigan Vital Records asks to retract

**Step one:** Search for the case by entering known identifiers like name, SFN or LFN, then clicking the **Search** button.

Electronic Death Registration System  
Department of Health and Human Services

User: (Local Staff) Location: Validation Region - County Clerk  
Home > Search Home Help Exit Application

Search Filter

Last Name: [ ] First Name: [ ] SSN: [ ]  
Date Of Birth: [ ] Date Of Death: [ ] State File Number: 200687  
Date Of Death From: [ ] Date Of Death To: [ ] Local File Number: [ ]  
County Of Death: Oakland Sort By: -Select-  
Medical Facility: -Select- Funeral Home: -Select-

Search Clear Cancel

Search Results

Last Name	First Name	Date Of Death	Date Of Birth	Summary	Local File Number	State File Number	Record Status	County Of Death
<a href="#">Practice</a>	Lee	12/01/2020	01/01/1973	View		200687	Active	Oakland

Modify Search Close

**Step two:** Select case from list by clicking on the **last name** link.

Certificate Of Death Activity History Comments Messages Images Info Corrections Run Error Checks

STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CERTIFICATE OF DEATH

LF  
CF 2021-00001

DOC Number  
State File Number 200687

Decedent

1. Decedent's Name -- (First Middle Last)  
Lee Practice

2. Date Of Birth  
January 01, 1973

3. Sex  
Female

4. Date Of Death  
December 01, 2020

1b. Decedent's Name Entered at Medical Facility  
Practice

41d. Injury at Work (Yes or No)

41e. Place Of Injury -  
at home, farm, street,  
construction site, wooded area,  
etc. (Specify)

41f. If Transportation Injury -  
Driver/operator, Passenger,  
Pedestrian, etc. (Specify)

41g. Location - (Street or RFD No., City, Village or Twp, State, Zip Code)

Edit Retract File Print Export Close

**Step three:** Scroll to the bottom of the death record screen. Click on **Retract File** button to retract filing on a death case previously accepted & filed.

edrs-dev.state.mi.us:9999 says  
Are you sure you wish to retract filing?  
Press OK to continue, or Cancel to abort the operation.

OK Cancel

**Step four:** Confirm the retract action by clicking on **OK**.

edrs-dev.state.mi.us:9999 says  
Please enter the reason for retract filing!

Filed in wrong jurisdiction

OK Cancel

**Step five:** Enter reason for retraction and click **OK**.