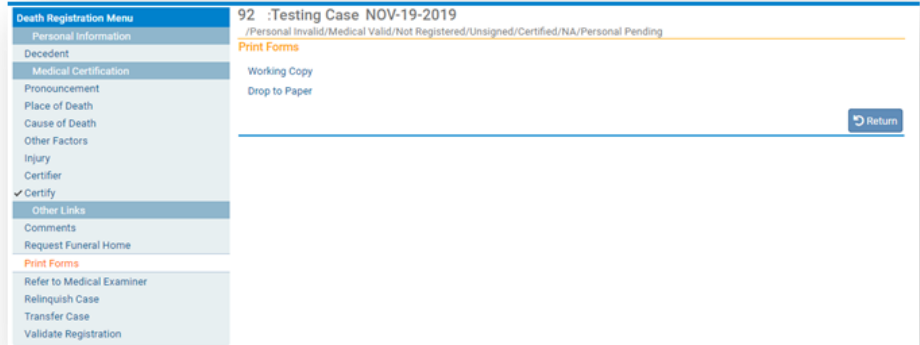# Drop to Paper

1. Once an affirmation has been completed, the case can be dropped to paper.

- Go into the certified case and select **Print Forms** under the **Other Links** section
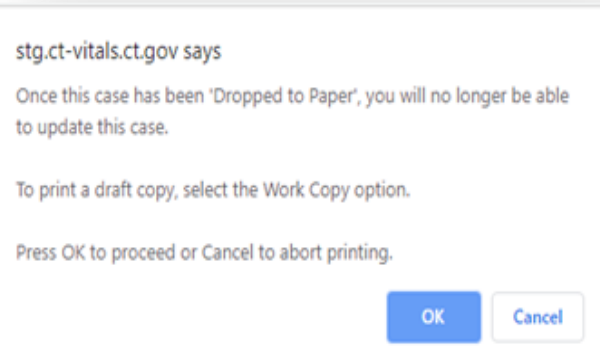
2. Select **Drop to Paper**

- Click **OK** in the message asking if you are sure you would like to drop to paper

Note: Once you drop a case to paper, you will no longer be able to make online corrections. To reverse the drop to paper, you must contact the DPH CT-Vitals team.
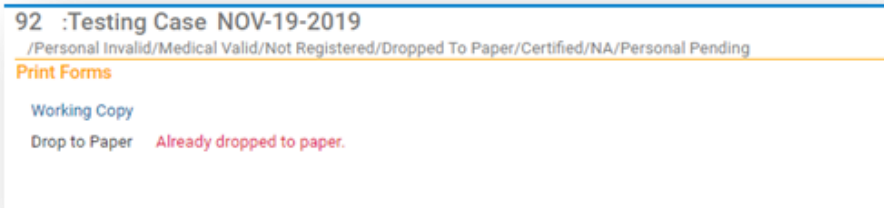

stg.ct-vitals.ct.gov says

Once this case has been 'Dropped to Paper', you will no longer be able to update this case.

To print a draft copy, select the Work Copy option.

Press OK to proceed or Cancel to abort printing.

OK   Cancel

3. Once the case has been dropped to paper, **Drop to Paper** will appear in the status bar and a copy of the dropped to paper record will be available for you to print