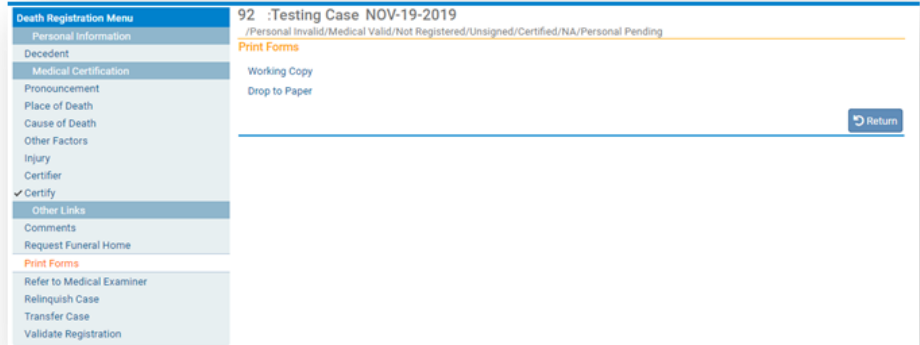


Drop to Paper

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



Death Registration Menu

92 :Testing Case NOV-19-2019
/Personal Invalid/Medical Valid/Not Registered/Unsigned/Certified/NA/Personal Pending

Print Forms

Working Copy
Drop to Paper

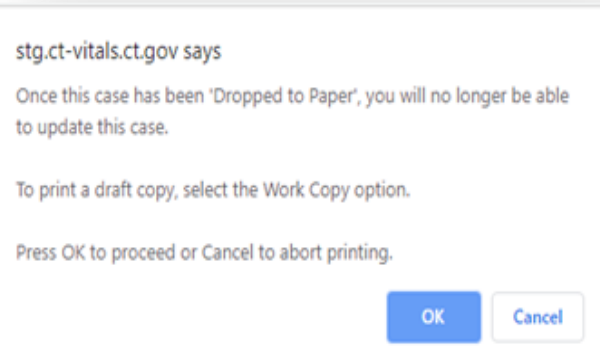
Return

Personal Information
Decedent
Medical Certification
Pronouncement
Place of Death
Cause of Death
Other Factors
Injury
Certifier
✓ Certify
Other Links
Comments
Request Funeral Home
Print Forms
Refer to Medical Examiner
Relinquish Case
Transfer Case
Validate Registration

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

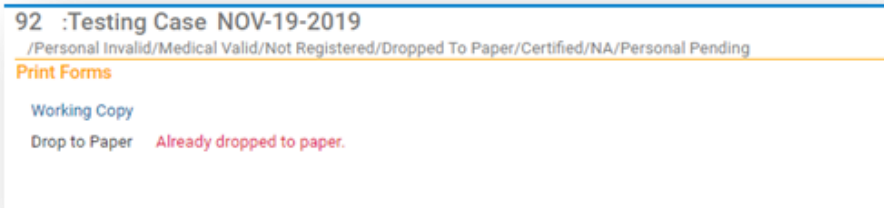
Once this case has been 'Dropped to Paper', you will no longer be able to update this case.

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



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/Personal Invalid/Medical Valid/Not Registered/Dropped To Paper/Certified/NA/Personal Pending

Print Forms

Working Copy
Drop to Paper **Already dropped to paper.**