

# Paying and Printing a Burial Permit

1. Enter into the case, and select “**Order Certified Copies**” from Other Links.

- Other Links
- Amendments
- Attachments
- Comments
- Order Certified Copies**
- Print Forms
- Trade Calls
- Switch User

2. The Applicant page will populate with all of the affiliated information for the specific user. Select **Next**.

- Order Processing Menu**
- Applicant**
- Services
- Payments
- Summary
- Switch User

3. The Services page will populate.

- Order Processing Menu**
- Applicant
- Services**
- Payments
- Summary
- Switch User

4. Source, Received Date, and Fee Effective Date will auto populate. Changes do not need to be made.

## Services

Source ▶  Received Date  Fee Effective Date

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5. Utilize the dropdown to choose the corresponding **Town Hall** as the Issuing Office.

Will this order be paid for by Credit Card?

Issuing Office ▾ **New London Town Hall**  
Office of Chief Medical Examiner

6. Select **Add Service**.

Applicant Relationship to Registrant: **Funeral Home**  
Currently there are no services for this event request. Please click Add Service to add a service.

**Add Service**

Save Previous Next Return

7. Choose the Service as **Death Burial Permit**, the Quantity as **1**, the Priority as **VitalChek**, and the Delivery as **Walk In**.

Applicant Relationship to Registrant: **Funeral Home**

▾ Service ▾ Quantity ▾ Priority ▾ Delivery ▾  
Death Burial Permit 1 VitalChek Walk In

Request Reason Other Specify

Save Cancel

8. Click **Save**.

Applicant Relationship to Registrant: **Funeral Home**

▾ Service ▾ Quantity ▾ Priority ▾ Delivery ▾  
Death Burial Permit 1 VitalChek Walk In

Request Reason Other Specify

**Save** Cancel

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## 9. Select Next.

| Id | Service             | Quantity | Priority  | Delivery | Request Reason | Other | Fee                                 |
|----|---------------------|----------|-----------|----------|----------------|-------|-------------------------------------|
| 1  | Death Burial Permit | 1        | VitalChek | Walk In  |                |       | \$5.00 <a href="#">Edit Reverse</a> |

[Add Service](#)

[Save](#) [Previous](#) [Next](#) [Return](#)

## 10. Input the credit card information, authorize the payment by checking the box, and select Pay Now.

**Payments**

Received Date: APR-13-2020      Fee Effective Date: APR-13-2020

Credit

Payment Type\*     Credit Card

Credit Card Number\*        Card Expiration\*     2020

By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee.

[Pay Now](#)

## 11. Click Next.

Credit

| Payment Date | User   | Card Number | Exp Date | CVC | Auth Code | AVS | Status   | Amount |
|--------------|--------|-------------|----------|-----|-----------|-----|----------|--------|
| APR-13-2020  | Fundir |             |          |     | TestOK    |     | Approved | \$5.90 |

**SubTotal:** \$5.00  
**VitalChek Fee:** + \$0.90  
**Total:** = \$5.90  
**Paid:** \$5.90  
**Balance:** = \$0.00  
**Change Due:** \$0.00

[Edit Payer](#) [Previous](#) [Next](#) [Return](#)

If the payment source was not approved, it would be identified in the **Status** on the current screen.

## 12. Select Submit Order.

**Order Summary**

Source: Internet Funeral Home      ProCheck / ProID Status:  
 Received Date: APR-13-2020      Fee Effective Date: APR-13-2020

| Applicant Information |   |  |  | Payment Information |                |                  |
|-----------------------|---|--|--|---------------------|----------------|------------------|
| <b>Name:</b>          | Hartford Community Funeral Home & Cremation, Inc. |  |  | <b>Type:</b>        | <b>Amount:</b> | <b>User:</b>     |
| <b>Address:</b>       | 380 Maple Ave<br>Hartford, Connecticut 06114      |  |  | Credit/Debit Card   | \$5.90         | Funeral Director |
| <b>Attention:</b>     |   |  |  | <b>Paid:</b>        | \$5.90         |                  |
| <b>Phone:</b>         | (203) 305-8280                                    |  |  | <b>Due:</b>         | \$5.90         |                  |
| <b>Email:</b>         | elizabeth.frugale@ct.gov                          |  |  | <b>Balance:</b>     | \$0.00         |                  |

**Event Requested**

Event Type: Death      Amend    Mailing Envelope    Mailing Label  
 Relation: Funeral Home  
 Status: /Personal Valid/Medical Valid/Not Registered/Signed/Certified/NA/Local Affirmation Required

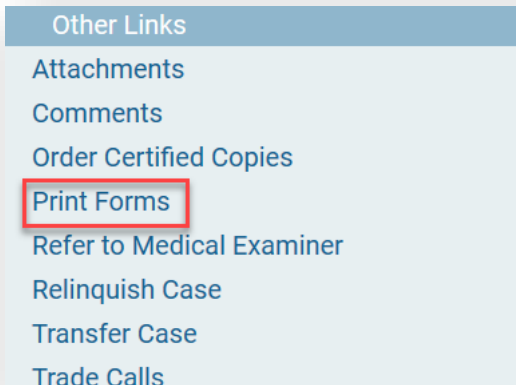
**Comments:**

| Registrant | Match | Total Number of Issuances | Date of Last Issuance | Service Name        | Quantity | Priority  | Delivery | Fee          |
|------------|-------|---------------------------|-----------------------|---------------------|----------|-----------|----------|--------------|
| John Wayne | Yes   | 0                         |                       | Death Burial Permit | 1        | VitalChek | Walk In  | \$5.00 Issue |

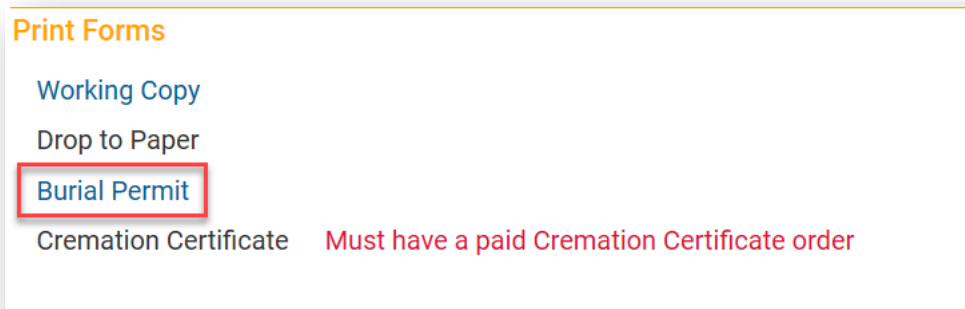
[New Order](#) [Copy to New](#) [Submit Order](#) [Void](#) [Issuance History](#)      [Previous](#) [Return](#)

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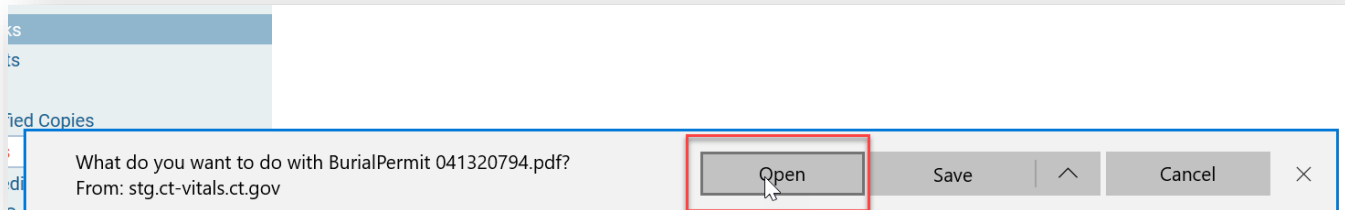
13. Return to the case and navigate to **Print Forms**.



14. Select **Burial Permit**.



15. Click **Open** on the PDF that is generated. This will be located at the bottom of the screen.



12. Select the **Print** icon in order to direct to a local device.

