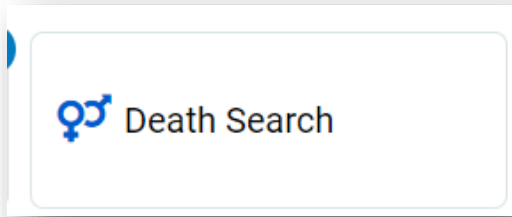
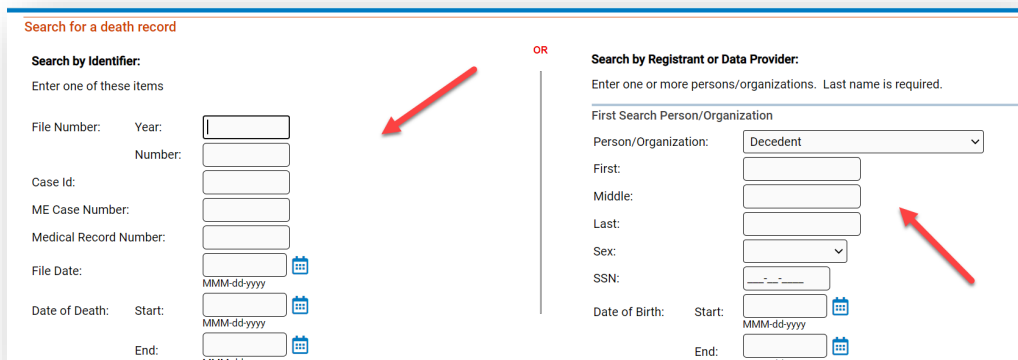


Creating a Case and Attaching Paper Death Certificate

1. On the homepage, select **Death Search**.



2. Search for the case by inputting specific identifiers.



The screenshot shows a search form titled "Search for a death record". It is divided into two sections: "Search by Identifier" and "Search by Registrant or Data Provider".

Search by Identifier: Enter one of these items

- File Number: Year: [input] Number: [input]
- Case Id: [input]
- ME Case Number: [input]
- Medical Record Number: [input]
- File Date: [input] (MMM-dd-yyyy)
- Date of Death: Start: [input] (MMM-dd-yyyy) End: [input] (MMM-dd-yyyy)

OR

Search by Registrant or Data Provider: Enter one or more persons/organizations. Last name is required.

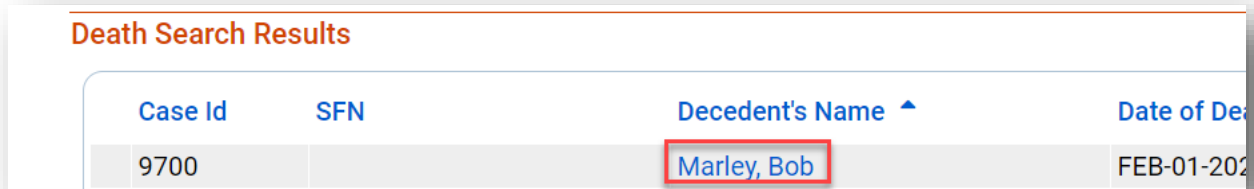
First Search Person/Organization: [dropdown menu]

Person/Organization: [dropdown menu] Decedent

First: [input] Middle: [input] Last: [input] Sex: [dropdown menu] SSN: [input] Date of Birth: Start: [input] (MMM-dd-yyyy) End: [input] (MMM-dd-yyyy)

Red arrows point to the "Year" field in the "Search by Identifier" section and the "Last" name field in the "Search by Registrant or Data Provider" section.

3. Select the case by clicking the link of the name.

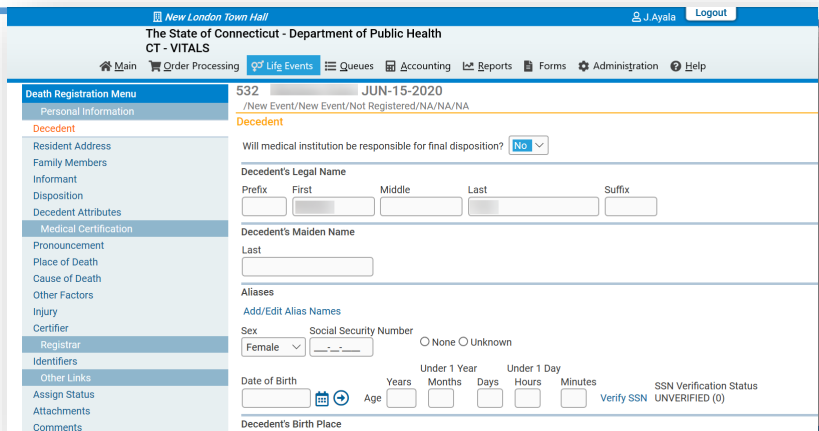


The screenshot shows a table titled "Death Search Results". The table has four columns: "Case Id", "SFN", "Decedent's Name", and "Date of Death".

Case Id	SFN	Decedent's Name	Date of Death
9700		Marley, Bob	FEB-01-2020

The name "Marley, Bob" in the "Decedent's Name" column is highlighted with a red box.

4. Navigate to the **Death Registration Menu**.



The screenshot shows the "Death Registration Menu" page. The page header includes "New London Town Hall", "The State of Connecticut - Department of Public Health", and "CT - VITALS".

The left sidebar contains a "Death Registration Menu" with the following items: Personal Information, Decedent, Resident Address, Family Members, Informant, Disposition, Decedent Attributes, Medical Certification, Pronouncement, Place of Death, Cause of Death, Other Factors, Injury, Certifier, Registrar, Identifiers, Other Links, Assign Status, Attachments, and Comments.

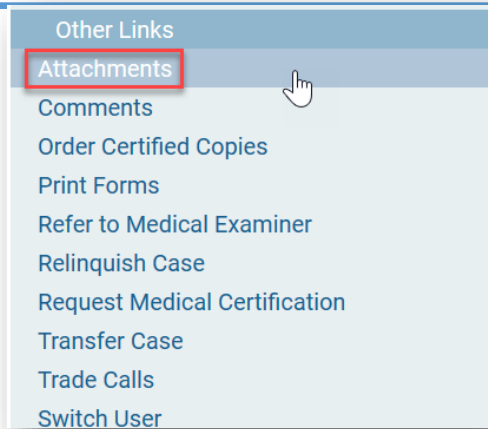
The main content area shows a form for "532 JUN-15-2020". The "Decedent" section includes:

- Will medical institution be responsible for final disposition? [No]
- Decedent's Legal Name: Prefix, First, Middle, Last, Suffix
- Decedent's Maiden Name: Last
- Aliases: Add/Edit Alias Names
- Sex: Female, Social Security Number: [input], None, Unknown
- Date of Birth: [input] (Under 1 Year, Under 1 Day), Age: [input] (Years, Months, Days, Hours, Minutes), SSN Verification Status: UNVERIFIED (0)
- Decedent's Birth Place: [input]

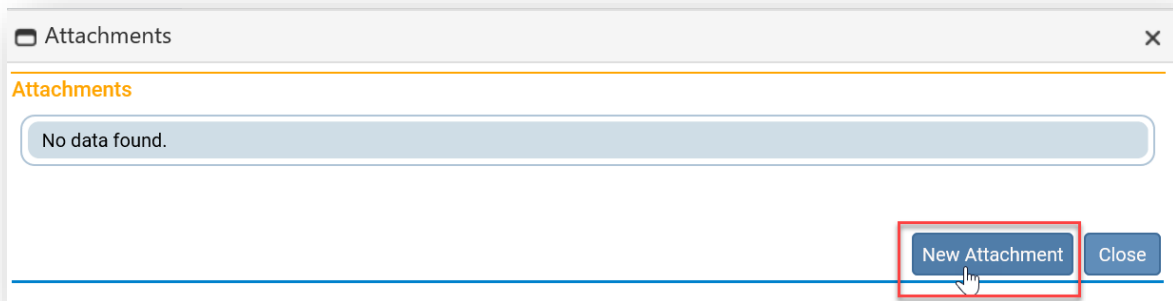
Creating a Case and Attaching Paper Death Certificate

5. Go to **Attachments**.

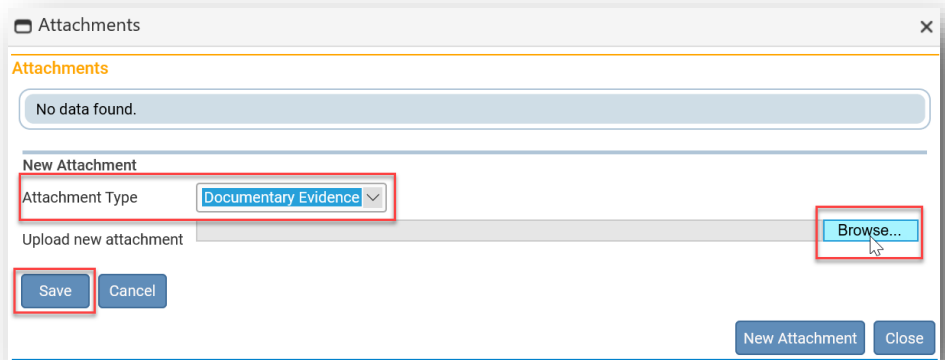
Scan and Save a copy of the death certificate to a local drive.



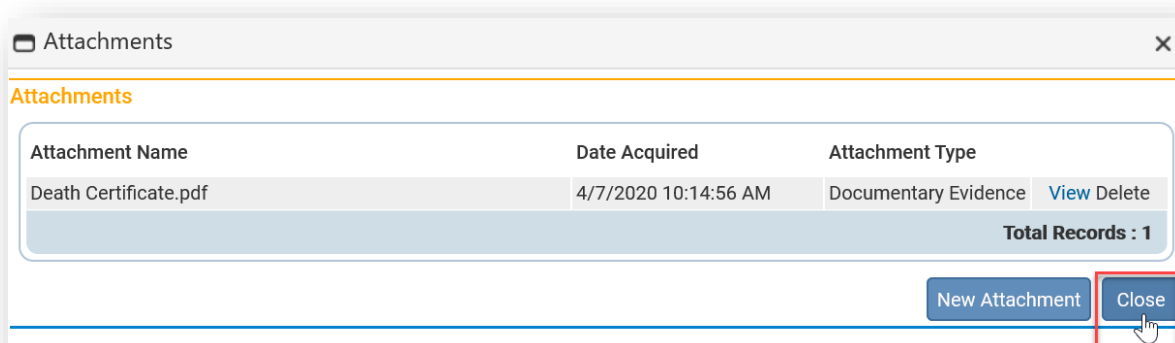
6. Select **New Attachments**.



7. Utilize the dropdown to select **Documentary Evidence**, **Browse** to find the appropriate document, and **Save**.

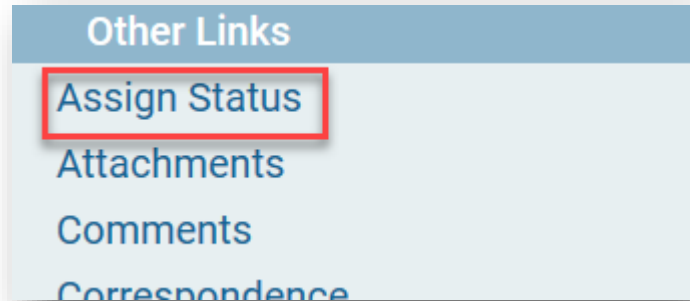


8. Once the death certificate is attached and saved, select **Close**.

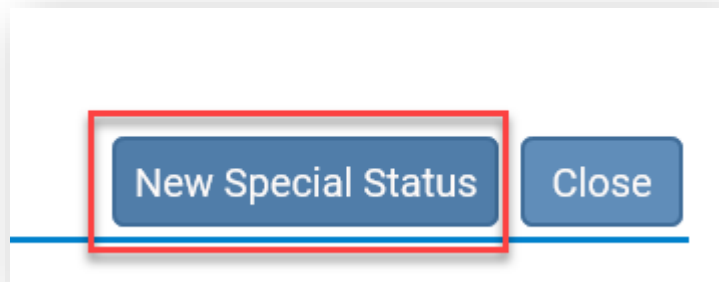


Creating a Case and Attaching Paper Death Certificate

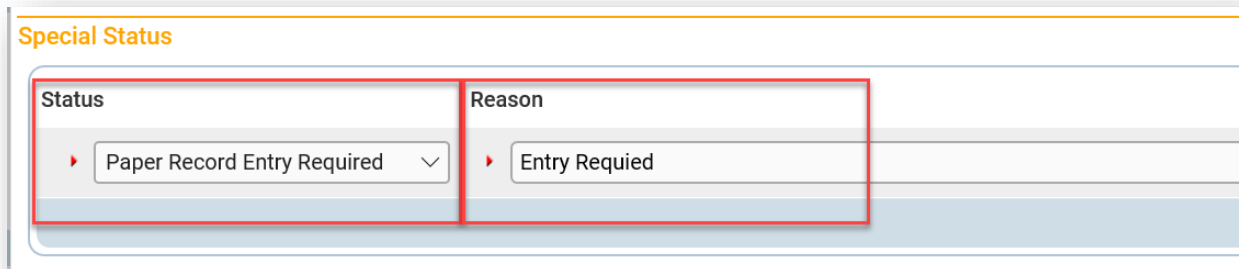
9. Go to **Assign Status** under the Other Links.



10. Select **New Special Status**.

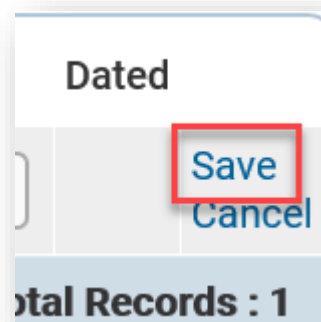


11. Utilize the dropdown to choose **Paper Record Entry Required** as the Status, and input a **Reason**.



A screenshot of a software interface showing a form titled "Special Status". The form has two fields: "Status" and "Reason". The "Status" field is a dropdown menu with "Paper Record Entry Required" selected. The "Reason" field contains the text "Entry Required". Both fields are highlighted with a red rectangular box.

12. Click **Save**.



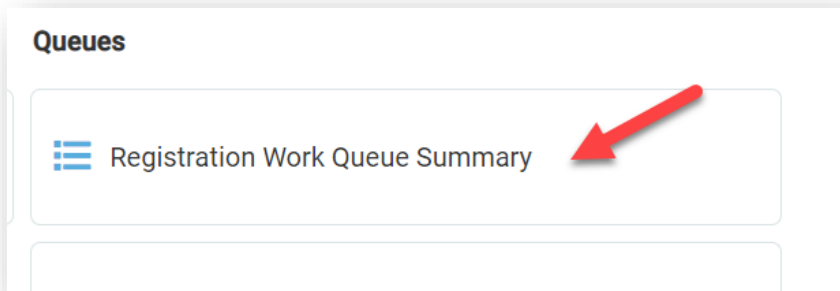
Creating a Case and Attaching Paper Death Certificate

13. A banner will be displayed at the top of the screen, and the record will be directed to the State Users.

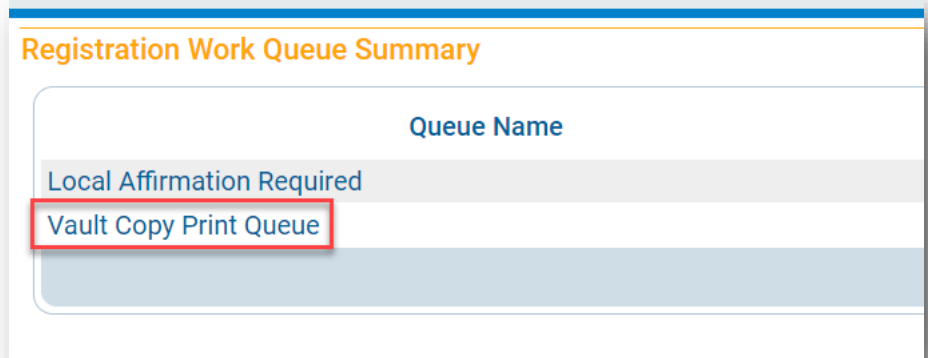


/NA/Paper Record Entry Required

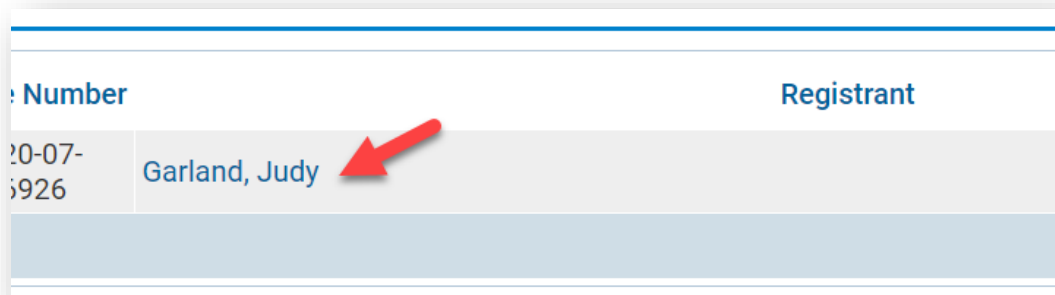
14. Once the State User completes the record, it will be sent back through the work queues in order to print the Vault Copy. Go to the **Registration Work Queue Summary**.



15. Go to **Vault Copy Print Queue**.



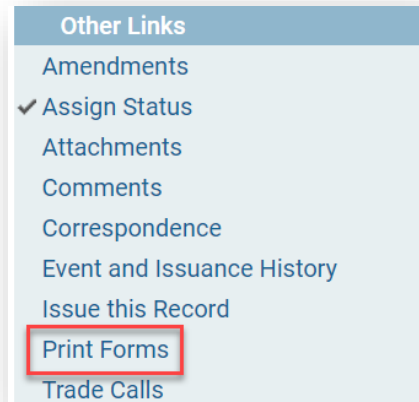
16. Select the name of the decedent to enter into the case.



Number	Registrant
20-07- 3926	Garland, Judy

Creating a Case and Attaching Paper Death Certificate

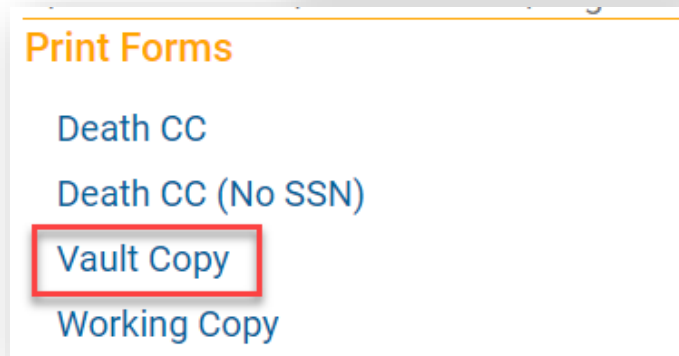
17. Go to **Print Forms** in the Death Registration Menu.



Other Links

- Amendments
- ✓ Assign Status
- Attachments
- Comments
- Correspondence
- Event and Issuance History
- Issue this Record
- Print Forms**
- Trade Calls

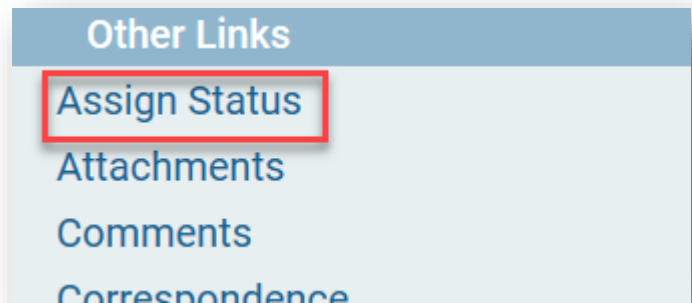
18. Select **Vault Copy** in order to print.



Print Forms

- Death CC
- Death CC (No SSN)
- Vault Copy**
- Working Copy

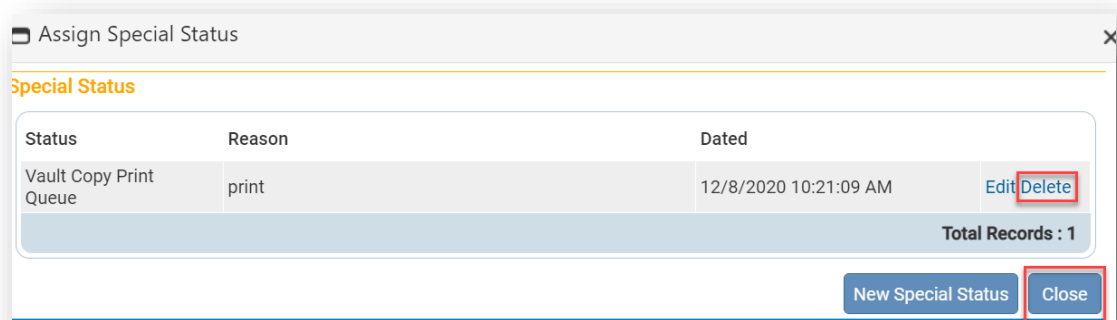
19. The status will need to be deleted in order to remove it from the work queue. Go to **Assign Status** under Other Links.



Other Links

- Assign Status**
- Attachments
- Comments
- Correspondence

20. **Delete** the status, and close.



Assign Special Status

Special Status

Status	Reason	Dated	
Vault Copy Print Queue	print	12/8/2020 10:21:09 AM	Edit Delete

Total Records : 1

New Special Status **Close**