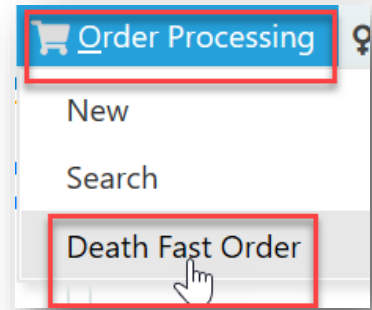


# Order Processing for Certified Copies

1. Navigate to **Order Processing** in the Activity Toolbar and select **Death Fast Order**.



2. Enter the **First** and **Last Name** of the Applicant.

A screenshot of the 'Death Fast Order' form. The 'Applicant' section has radio buttons for 'Person' (selected) and 'Organization', and an 'ID Type' dropdown. Below, the 'Name' section has fields for 'Prefix', 'First' (containing 'Jane'), 'Middle', 'Last' (containing 'Wayne'), and 'Suffix'. The 'First' and 'Last' fields are highlighted with red boxes.

3. Input the **Applicant Address**.

A screenshot of the 'Applicant Address' form. Fields include: Street Number (1234), Pre Directional (dropdown), Street Name (Main), Street Designator (Street), Post Directional (dropdown), Apartment Number, Zip Code (06320), City or Town (New London), State (Connecticut), and Country (United States). A red box highlights the entire address section.

4. Utilize the drop down to select the **Applicant Relationship** in order to establish the eligibility.

A screenshot of the 'Eligibility' form. The 'Applicant Relationship' dropdown menu is highlighted with a red box and shows 'Daughter' selected. An 'Other Specify' text field is also visible.

## Order Processing for Certified Copies

5. Search for the **Event** by inputting key identifiers.

Event Search

File Number: Year:   Number:

Registrant First:   Middle:   Last:

Mother First:   Middle:   Maiden Last:

Father First:   Middle:   Last:

Date of Death Start:   End:

Date of Birth Start:   End:

Gender:   Place of Event City:   Place of Event County:

Number of rows to be returned:

6. Select the radio button correlated with the specific case.

Select	Date of Event	SFN	Registrant Name	Place of Event
<input type="radio"/>			No Matching Event	
<input type="radio"/>			Legacy Record	
<input checked="" type="radio"/> Preview	APR-13-2020	2020-07-500018	Wayne, John	New London

6. Input the **Service** information: **Source**, **Priority**, and **Delivery**.

Service

Source ▶  ▼ Priority ▶  ▼ Delivery ▶  ▼

6. Complete the **Service**, **Quantity**, and **Request Reason**. Then select **Calculate Fees**.

A Death Certificate can be obtained with a SSN or without.

Service	Quantity	Request Reason	Other specify
<input type="checkbox"/> Death CC (No SSN)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Death CC (w/SSN)	<input type="text" value="1"/>	<input type="text" value="Legal"/>	<input type="text"/>

## Order Processing for Certified Copies

5. Check the **Payments** type.

Payments	
<input type="checkbox"/> Credit/Debit Card	
<input checked="" type="checkbox"/> Cash	
Payment ▶	22.00
<input type="checkbox"/> Check	
<input type="checkbox"/> Money Order	
<input type="checkbox"/> Waive	

<b>SubTotal:</b>	\$20.00
<b>Shipping/Handling Fee:</b>	+ \$2.00
<b>Total:</b>	= \$22.00
<b>Paid:</b>	\$0.00
<b>Balance:</b>	= <b>\$22.00</b>
<b>Change Due:</b>	<b>\$0.00</b>

6. **Event Requested** will display details of the record and have specific functions.

Event Requested

Event Type: Death Correspondence Work Order Receipt Mailing Envelope Mailing Label

Relation: Daughter

Status: /Personal Valid With Exceptions/Medical Valid/Registered/Signed/Certified/NA/ICD Coding Required

Comments:

6. Select **Save & Validate**.

Matched Events			Services					
Registrant	Match	Total Number of Issuances	Date of Last Issuance	Service Name	Quantity	Priority	Delivery	Fee
John Wayne	Yes	0		Death CC (w/SSN)	1	Regular	MAIL	\$20.00 Issue