## Registering a Case



. Go to the <b>Registration Work Queue</b> ummary.	Queues	
	Registration Work Queue Summary	3
	Drder Work Queue Summary	23 +
2. Select Local Affirmation Required.		
	Registration Work Queue Summary	
	Queue N	lame
	Local Affirmation Required	
3. Select the decedent name to enter th	e case.	Se
All Case Id File Number	Registrant	Date
All Case Id File Number       9322     Bryant, Kobe	Registrant	Date OCT-:
All       Case Id       File Number         Image: Display to the state of the state o	Registrant	Date OCT-: SEP-
All Case Id File Number          9322       Bryant, Kobe         9274       Shaw Gage OgVII	Registrant	Date OCT-: SEP-
All Case Id File Number 9322 Bryant, Kobe 9274 Shaw Gage OnVII 4. Go to the Disposition page in the Dea Menu.	th Registration Decedent Resident Address	Date OCT- SEP-

Decedent Attributes

## Registering a Case



o. Verify the Filing Registrar	Filing Registrar Information	
nformation.	Filing Registrar Office	- 1
		- 1
Ensure the appropriate office	Filing Registrar	
and name is entered into the	· · · · · · · · · · · · · · · · · · ·	- 1
entered if the option is not listed.	L	- 1
. Validate the Page.		
	Nalidata Daga	
	Validate Page	
7. Go to the <b>Local Registrar Affi</b>	<b>m</b> page in the	
7. Go to the <b>Local Registrar Affi</b> Death Registration Menu.	m page in the Registrar	
7. Go to the <b>Local Registrar Affi</b> Death Registration Menu.	m page in the Registrar ✓ Identifiers	
7. Go to the <b>Local Registrar Affi</b> Death Registration Menu.	m page in the Registrar <ul> <li>Identifiers</li> </ul>	
7. Go to the <b>Local Registrar Affi</b> Death Registration Menu.	m page in the Registrar Identifiers Local Registrar Affirm	
7. Go to the <b>Local Registrar Affi</b> Death Registration Menu.	m page in the Registrar Identifiers Local Registrar Affirm	
7. Go to the <b>Local Registrar Affi</b> Death Registration Menu.	m page in the Registrar Identifiers Local Registrar Affirm Other Linke	
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7. Go to the <b>Local Registrar Affi</b> Death Registration Menu.	m page in the Registrar Identifiers Local Registrar Affirm Other Links	
7. Go to the <b>Local Registrar Affin</b> Death Registration Menu. 8. Check the box, and click <b>Affirm</b>	n page in the Registrar Identifiers Local Registrar Affirm Other Links	
7. Go to the <b>Local Registrar Affin</b> Death Registration Menu. 3. Check the box, and click <b>Affirm</b> Affirmations	m page in the Registrar Identifiers Local Registrar Affirm Other Links	
<ul> <li>7. Go to the Local Registrar Affin Death Registration Menu.</li> <li>8. Check the box, and click Affirm Affirmations Affirm the following:</li> </ul>	m page in the Registrar Identifiers Local Registrar Affirm Other Links	
<ul> <li>7. Go to the Local Registrar Affin Death Registration Menu.</li> <li>3. Check the box, and click Affirm</li> <li>Affirmations         Affirm the following:         I affirm that I am authorized to a     </li> </ul>	m page in the Registrar Identifiers Local Registrar Affirm Other Links	
7. Go to the <b>Local Registrar Affin</b> Death Registration Menu. 3. Check the box, and click <b>Affirm</b> Affirmations Affirm the following:	m page in the Registrar I dentifiers Local Registrar Affirm Other Links	



9. To print the Vault Copy, navigate to <b>Print Forms</b> in Other Links.	Other Links Amendments Assign Status Attachments Comments Correspondence Cremation Clearance Event and Issuance History Issue this Record Print Forms Trade Calls
10. Select Vault Copy.	Print Forms Death CC Death CC (No SSN) Vault Copy Working Copy Burial Permit Cremation Permit
11. Open the PDF. What do you want to do with VaultCopy.pdf?	Open Save
12. Select the Print icon to print from a local device.	Vault Copies will continue to be printed on the designated Vault paper.