

Finding a Death Case Someone Else Started

1

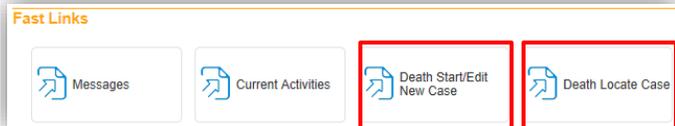
Determine which search method you need to use.

If the case was started by another facility, you must use the **Death Start/Edit New Case** search because this case is new (not associated) to you and your facility.

If the case was started by (associated with) your facility, use the **Death Locate Case** search.

2

Begin your search by clicking the **Death Start/Edit New Case** link or the **Locate Case** link on your Home page.



3

Enter the required data and click the **Search** button.

Start/Edit New Case search: You must enter the **Decedent's Name**, **Date of Death** and **Gender** EXACTLY as the other facility entered it because it is looking for an exact match. If you cannot find the case, try the search again using a different spelling or contact the other facility to confirm how the data was entered.

Locate Case search: If you cannot locate the case, your facility might not have ownership yet. Try using the **Start/Edit New Case** search.

4

If one or more results display, you can click the **Preview** link to view additional case information to help you determine if this is the case you are looking for.

Death Search Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
27247324	White, Snow	Jan-01-2016	Female	Dauphin		Preview
27244517	White, Snow	Jan-01-2016	Female	Forest		Preview

Total records : 2

5

If you find the case you need, click the **Decedent Name** link or the **Select** link to open the case.

Death Search Results

Case Id	Decedent's Name	Date of Death	Gender	Place of Death	Date of Birth	
27247324	White, Snow	Jan-01-2016	Female	Dauphin		Preview
27244517	White, Snow	Jan-01-2016	Female	Forest		Select

Total records : 2

If you do not find the case you need, contact the person/facility who started the case to confirm how the name, date of death and gender was entered. Then search again using that confirmed information. For further assistance, please contact the Vital Events Stakeholder Hotline via phone at 800-323-9613 or email at RA-DHDeathSupport@pa.gov.

[Start New Case](#) [New Search](#)