

Printing a Vault Copy for a Case with a Pre-Signed Disposition Permit

Notes:

- This Quick Reference Sheet is only to be used when the funeral director has used a pre-signed disposition permit.
- If the case is fully electronic, the local registrar must replace the automatically generated disposition permit number in EDRS with the number on the pre-signed permit.
- If the case is fax attestation, the local registrar must check to see whether a disposition permit number was generated in EDRS. If it was, it must be replaced with the pre-signed disposition permit number. If it was not, the pre-signed disposition permit number must be entered.

1

If the death was reported as fax attestation, go to **step 2**.

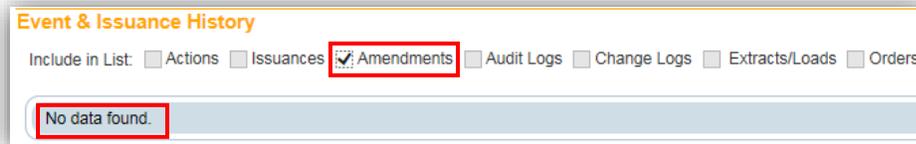
If the death was reported as fully electronic, first affirm the case, then go to **step 3**. For detailed information on affirming a case, reference **QRS-2054, Affirming a Death Case**.

2

A Vault Copy may only be printed when there are no amendments pending.

From the death case, click the **Event and Issuance History** link on the *Other Links* section of the Death Registration Menu. The only checkbox selected in the **Include in List** field is the **Amendments** checkbox.

In no amendments exist, a **No data found** message displays, proceed to **step 3**.

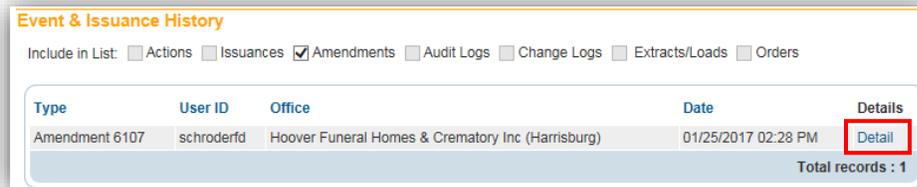


Event & Issuance History

Include in List: Actions Issuances Amendments Audit Logs Change Logs Extracts/Loads Orders

No data found.

If there is an amendment(s), check the status of each by clicking on the **Detail** link.



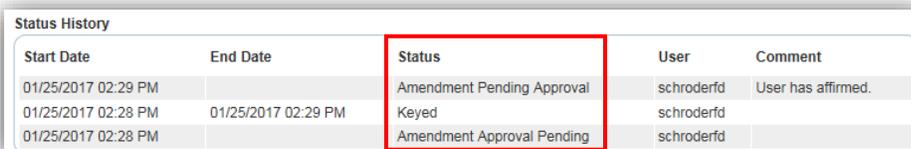
Event & Issuance History

Include in List: Actions Issuances Amendments Audit Logs Change Logs Extracts/Loads Orders

Type	User ID	Office	Date	Details
Amendment 6107	schroderfd	Hoover Funeral Homes & Crematory Inc (Harrisburg)	01/25/2017 02:28 PM	Detail

Total records : 1

If all amendments have a status of Complete, proceed to **step 3**. For all other statuses, the Vault Copy cannot be printed – the amendment(s) must be complete before proceeding to step 3.



Status History

Start Date	End Date	Status	User	Comment
01/25/2017 02:29 PM		Amendment Pending Approval	schroderfd	User has affirmed.
01/25/2017 02:28 PM	01/25/2017 02:29 PM	Keyed	schroderfd	
01/25/2017 02:28 PM		Amendment Approval Pending	schroderfd	

3

From the death case, click the **Identifiers** link on the *Registrar* section of the Death Registration Menu.



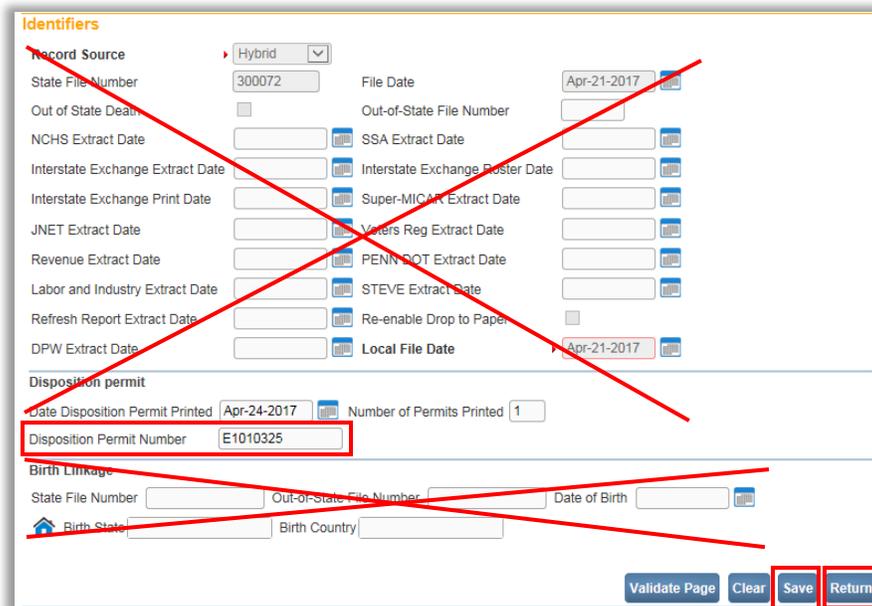
4

The Identifiers page will display. Look at the *Disposition permit* section of the page.

If a disposition permit number was automatically generated (as shown in the example below preceded by an “E”), delete that number and replace it with the pre-signed disposition permit number. Click the **Save** button. Then proceed with printing the Vault Copy or click **Return** to exit.

If the correct number from the pre-signed disposition permit is displayed, proceed with printing the Vault Copy or click **Return** to exit.

Do not enter any information outside of the *Disposition permit* section.



5

From the death case, click the **Print Forms** link on the *Other Links* section of the Death Registration Menu.



6

Click the **Vault Copy** link on the Print Forms screen to open the vault copy.



7

At the very bottom of the screen an action box displays asking if you want to open or save the document.

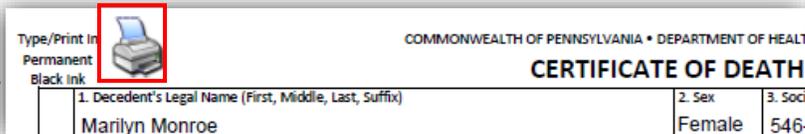


Click the **Open** button to open the vault copy of the death certificate.

8

The vault copy opens in another window. Review the certificate to verify that the information displays correctly, then click the **Printer** icon located in the top left corner of the document.

Note: Clicking the **Printer** icon automatically sets the printer to the recommended settings for printing the death certificate.



9

Click the **Print** button to print the vault copy, then click the **Close (x)**.

