

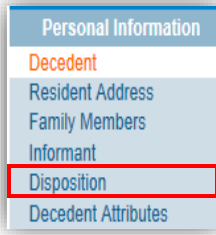
## Selecting a Local Registrar

**Notes:**

- The **Lookup** (🔍) icon **MUST** be used when selecting the Local Registrar.
- The coroner/medical examiner will only select a local registrar if he/she is responsible for final disposition and no funeral director is involved (meaning that the coroner/medical examiner selected “yes” to the question on the Decedent screen which asks “Will Coroner/Medical Examiner be responsible for final disposition?”)

1

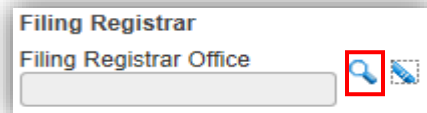
From the death case, click the **Disposition** link on the *Personal Information* section of the Death Registration Menu.



Personal Information  
Decedent  
Resident Address  
Family Members  
Informant  
**Disposition**  
Decedent Attributes

2

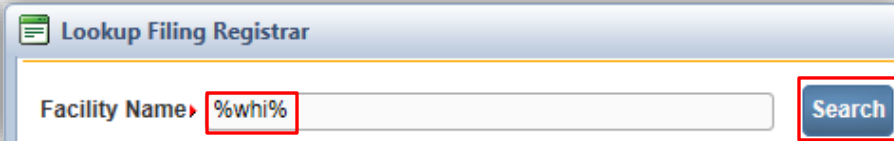
Click the **Lookup** icon to search for the **Filing Registrar’s Office**.



Filing Registrar  
Filing Registrar Office  🔍

To locate the Filing Registrar Office, enter the first few letters of the **Registrar’s Last Name** followed by the Wildcard symbol (%), then click the **Search** button.

3

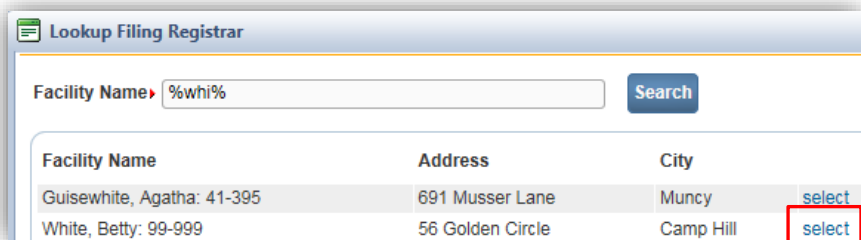


Lookup Filing Registrar  
Facility Name ▶  **Search**

**IMPORTANT:** If you do not use the Wildcard symbol (%) when searching for the Filing Registrar Office, you will not be

4

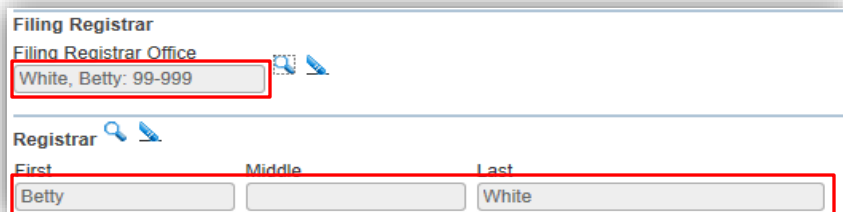
Click the **Select** link to select the Filing Registrar Office.



Facility Name	Address	City	
Guisewhite, Agatha: 41-395	691 Musser Lane	Muncy	<a href="#">select</a>
White, Betty: 99-999	56 Golden Circle	Camp Hill	<a href="#">select</a>

5

The selected **Filing Registrar Office** and **Registrar Name** now display in the *Registrar* Section.



Filing Registrar  
Filing Registrar Office  
**White, Betty: 99-999** 🔍

Registrar 🔍

First	Middle	Last
Betty		White

6

Click either **Next** to move to the next screen or **Save** to retain the information.



Validate Page **Next** Clear **Save** Return