

Printing a Disposition Permit

Notes:

- A disposition permit may be printed for either electronic cases or drop to paper cases.
- For drop to paper cases, the disposition permit can be printed by the funeral home after the case is signed and dropped to paper.
- For fully electronic cases, the disposition permit can be printed by the funeral home after the case is affirmed and registered by the local registrar.

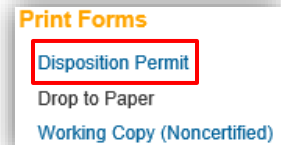
1

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



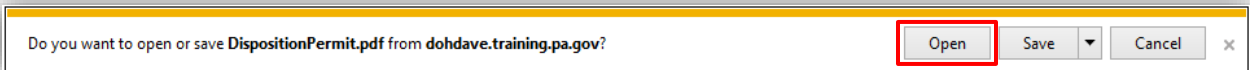
2

From the Print Forms screen, click the **Disposition Permit** link.



3

At the very bottom of the screen a dialog box displays asking if you want to open or save the document. Click the **Open** button to open the disposition permit and generate a permit number.



4

The disposition permit opens as an Adobe Reader (pdf) file in another window. Review the disposition permit to verify that the information displays correctly, then click the **Printer** icon located in the top left corner of the document.

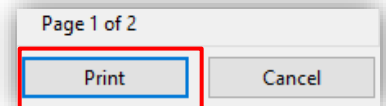


5

A Print dialog box displays. Click the **Print** button to print the disposition permit.

Note: Two copies of the disposition permit will print, so be sure your printer is not set to print on both sides of the paper. Provide both copies to the place of disposition.

The authorized representative at the place of disposition will retain one for their records and send the other one to the local registrar of the district in which the place of disposition is located. The funeral home and the filing local registrar will both have access to the disposition permit online via DAVE™ so there is no need for either of them to retain a paper copy.



6

Close the window containing the Adobe Reader (pdf) file of the disposition permit by clicking the **X** in the top right corner of that window.



Note: The disposition permit will reflect the information that is in DAVE™ at the time the permit is printed. Fields that are blank in DAVE™ will remain blank on the permit, allowing them to be completed manually on the permit after it is printed. Fields where a value of “unknown” exists in DAVE™ will print as “Unknown” on the permit. Partially unknown dates will skip the unknown portion: for example, if Mar-99-1950 is keyed in DAVE™, “March 1950” will print on the permit.