

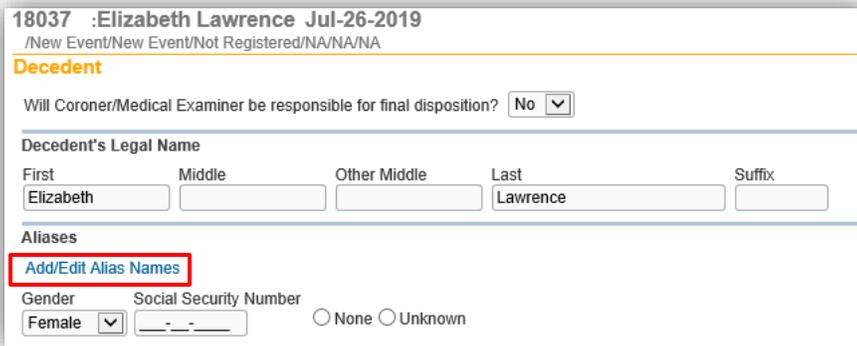
Entering an Alias

Notes: The **alias** should be listed if it is **substantially different from the decedent's legal name** (e.g. Samuel Langhorne Clemens AKA Mark Twain or Elizabeth Lawrence AKA Sister Mary Lawrence). An alias does **not** include:

- Nicknames, unless used for legal purposes or at the family's request.
- Spelling variations of the first name.
- Presence or absence of middle initial.
- Presence or absence of punctuation marks or spaces.

1

From the Decedent screen, click the [Add/Edit Alias Names](#) link.



18037 :Elizabeth Lawrence Jul-26-2019
/New Event/New Event/Not Registered/NA/NA/NA

Decedent

Will Coroner/Medical Examiner be responsible for final disposition? No

Decedent's Legal Name

First	Middle	Other Middle	Last	Suffix
Elizabeth			Lawrence	

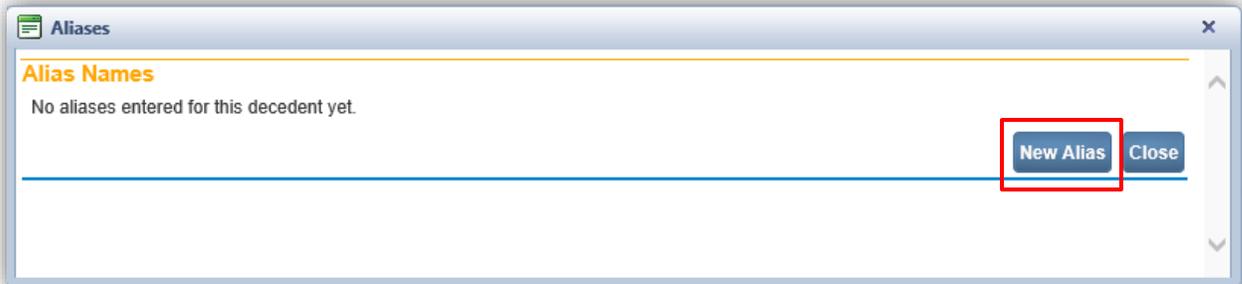
Aliases

[Add/Edit Alias Names](#)

Gender Female Social Security Number None Unknown

2

In the Alias Names popup box, click the [New Alias](#) button.



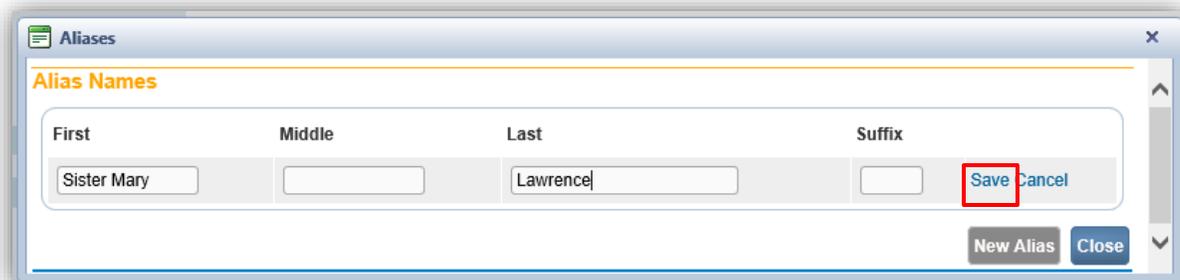
Aliases

Alias Names

No aliases entered for this decedent yet.

3

Enter the alias name and click [Save](#).



Aliases

Alias Names

First	Middle	Last	Suffix
Sister Mary		Lawrence	

4

If the decedent had multiple aliases, click the **New Alias** button to add another alias, otherwise click **Close**.

First	Middle	Last	Suffix
Sister Mary		Lawrence	

Buttons: **New Alias**, **Close**

5

If adding an additional alias, enter the alias name and then click **Save**.

First	Middle	Last	Suffix
Sister Mary		Lawrence	
Sarah		Lawrence	

Buttons: **Save**, **Cancel**, **New Alias**, **Close**

6

Click **Close** to complete the alias process and return to the Decedent screen.

First	Middle	Last	Suffix
Sister Mary		Lawrence	
Sarah		Lawrence	

Buttons: **New Alias**, **Close**