

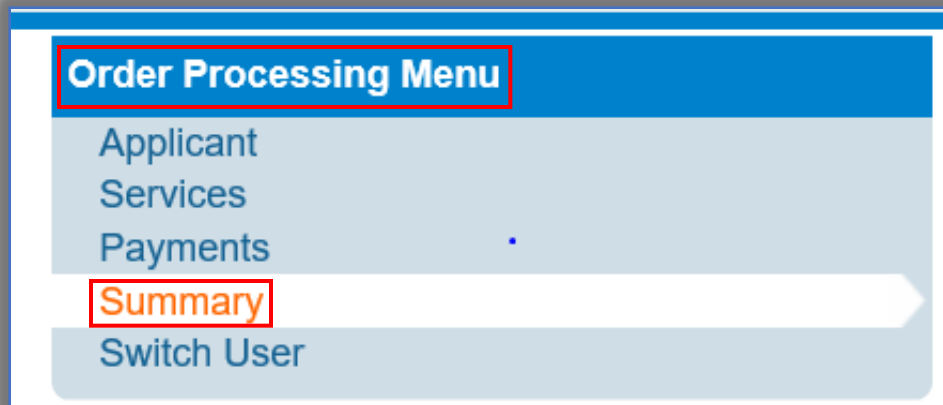
## Adding Comments to a Death Certificate Order

The following information should be entered in “Comments” when placing an online order:

- **Names of Funeral Home Representatives:** If requesting “Pickup” at a public office, enter the names of all funeral home representatives that may pick up the certificates.
- **Mailing Address:** If you selected “MAIL” as your delivery method and the pre-populated facility address in the order is incomplete or incorrect, enter the complete facility mailing address and state that the certificates should be mailed to this address.
- **Veteran Information:** If you are requesting a Veteran Fee Waiver, enter the following: 1-Name of the Veteran, 2-Service Number, 3-Rank & Branch, 4-Relationship of the Veteran to the Decedent.
- **Contact Information for Appt. Scheduling:** If you selected “Pickup” as your delivery method, type your name, phone number and email address in the comments so that a Vital Records representative may contact you to schedule an appointment.

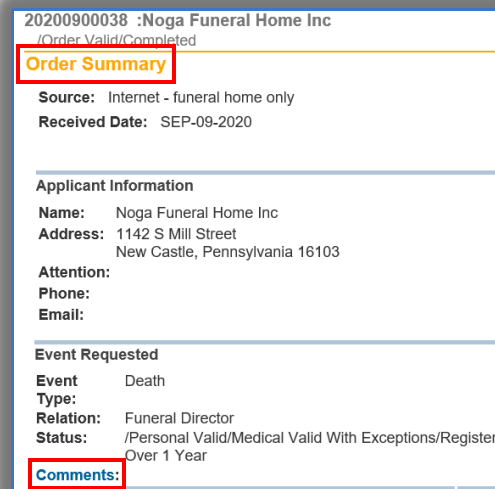
1

While entering an order, click **Summary** under the **Order Processing Menu** on the left.



2

On the **Order Summary** page, click **Comments**.

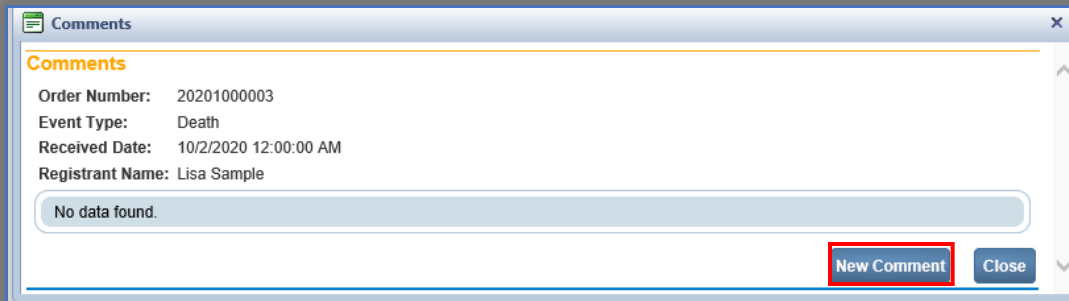


The image shows a screenshot of the 'Order Summary' page for order 20200900038. The page includes the following information:

- Order ID: 20200900038 :Noga Funeral Home Inc
- Status: /Order Valid/Completed
- Source: Internet - funeral home only
- Received Date: SEP-09-2020
- Applicant Information:
  - Name: Noga Funeral Home Inc
  - Address: 1142 S Mill Street, New Castle, Pennsylvania 16103
  - Attention:
  - Phone:
  - Email:
- Event Requested:
  - Event: Death
  - Type:
  - Relation: Funeral Director
  - Status: /Personal Valid/Medical Valid With Exceptions/Registered Over 1 Year
- Comments: (highlighted with a red box)

3

Click **New Comment**.



**Comments**

Order Number: 20201000003  
Event Type: Death  
Received Date: 10/2/2020 12:00:00 AM  
Registrant Name: Lisa Sample

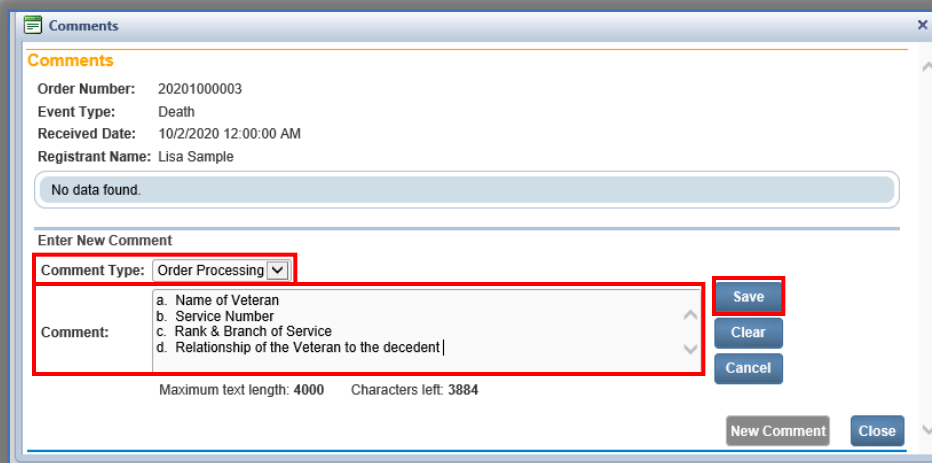
No data found.

**New Comment** Close

4

From the **Comment Type** drop down menu, select **Order Processing**. Enter any necessary information into the **Comment** box. Then click **Save**.

Below is an example of the type of information that you would enter if you had selected the Veteran Fee Waiver.



**Comments**

Order Number: 20201000003  
Event Type: Death  
Received Date: 10/2/2020 12:00:00 AM  
Registrant Name: Lisa Sample

No data found.

Enter New Comment

Comment Type: Order Processing

Comment: a. Name of Veteran  
b. Service Number  
c. Rank & Branch of Service  
d. Relationship of the Veteran to the decedent

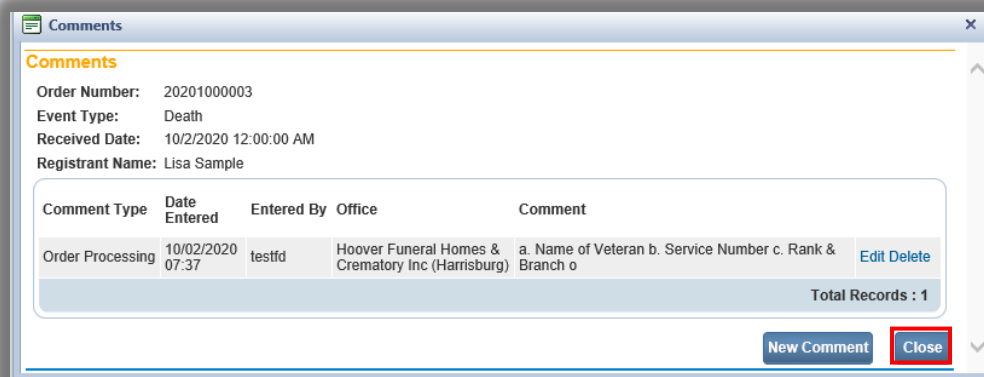
Maximum text length: 4000 Characters left: 3884

Save  
Clear  
Cancel

**New Comment** Close

5

Click **Close** to return to the Order Summary page.



**Comments**

Order Number: 20201000003  
Event Type: Death  
Received Date: 10/2/2020 12:00:00 AM  
Registrant Name: Lisa Sample

Comment Type	Date Entered	Entered By	Office	Comment	
Order Processing	10/02/2020 07:37	testfd	Hoover Funeral Homes & Crematory Inc (Harrisburg)	a. Name of Veteran b. Service Number c. Rank & Branch o	Edit Delete

Total Records : 1

**New Comment** **Close**