pennsylvania
DEPARTMENT OF HEALTH

Printing Additional Vault Copies

Note: Always check for pending amendments before printing additional vault copies.

1 From the registered death case, click the **Event and Issuance History** link on the *Other Links* section of the Death Registration Menu.

> Other Links
> Comments
> Event and Issuance History

2 The **Amendments** checkbox should be the only checkbox selected in the *Include in List* section.

> **Event & Issuance History**
>
> Include in List: ☐ Actions ☐ Issuances ☑ Amendments ☐ Audit Logs ☐ Change Logs ☐ Extracts/Loads ☐ Orders
>
> No data found.

If there are no amendments, you may print the vault copy.

3 If an amendment displays, click the **Detail** link to view the status of each amendment.

> **Event & Issuance History**
>
> Include in List: ☐ Actions ☐ Issuances ☑ Amendments ☐ Audit Logs ☐ Change Logs ☐ Extracts/Loads ☐ Orders
>
> | Type | User ID | Office | Date | Details |
> |------|---------|--------|------|---------|
> | Amendment 2305868 | dshepherd | Harrisburg Hospital | 05/18/2016 03:00 PM | Detail |
> | Amendment 2305867 | gomeza | Eternal Rest Funeral Home & Crematory | 05/18/2016 12:38 PM | Detail |
> | | | | | Total records : 2 |

4 If all amendments have a status of *Complete*, *Cancelled*, or *Rejected*, you may print additional vault copies.

> | Start Date | End Date | Status | User |
> |------------|----------|--------|------|
> | 05/18/2016 02:38 PM | | Amendment Approval Complete | gaylekohr |
> | 05/18/2016 02:38 PM | | Complete | gaylekohr |

5 If any amendment displays a status of *Keyed* or *Pending Approval*:

- Do NOT print any copies.
- Notify the requestor that copies cannot be printed because there are pending amendment requests.

> | Start Date | End Date | Status | User | Comment |
> |------------|----------|--------|------|---------|
> | 03/06/2017 02:48 PM | | Amendment Pending Approval | schroderfd | User has affirmed. |
> | 03/06/2017 02:48 PM | | Amendment Approval Pending | schroderfd | |
> | 03/06/2017 02:48 PM | 03/06/2017 02:48 PM | Keyed | schroderfd | |