pennsylvania
DEPARTMENT OF HEALTH

Dropping a Death Case to Paper

Note: An electronic death case can only be dropped to paper when it is signed **or** certified.

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

Other Links
Assign Status
Comments
Print Forms
Refer to Medical Examiner

2 From the Print Forms screen, click the **Drop to Paper** link.

Note: The **Drop to Paper** link will be disabled if the case does not have a *Signed* or *Certified* status.
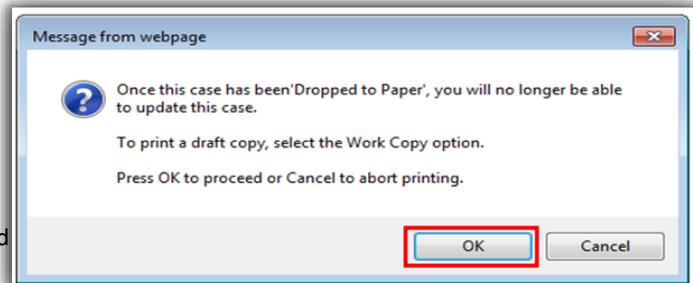
Print Forms
Disposition Permit
Drop to Paper
Working Copy (Noncertified)

3 A confirmation box displays with important information. Click the **OK** button to proceed.

IMPORTANT: When a case is dropped to paper:
- The electronic case is locked, so no changes can be made.
- The drop to paper process cannot be reversed.
- Drop to paper certificates only print the data entered in your section of the death case.

Message from webpage

Once this case has been 'Dropped to Paper', you will no longer be able to update this case.

To print a draft copy, select the Work Copy option.

Press OK to proceed or Cancel to abort printing.

OK   Cancel

4 At the bottom of the screen, click the **Open** button to display the drop to paper certificate in a new window.

Do you want to open or save DroptoPaper.pdf from dohdave.beta.pa.gov?   Open   Save ▼   Cancel   ×

5 Click the **Printer** icon located in the top left corner of the document.

Type/Print in
Permanent
Black Ink   COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF HEALTH
                   CERTIFICATE OF DEATH
1. Decedent's Legal Name (First, Middle, Last, Suffix)   2. Sex   3. Soci

IMPORTANT: When a case is dropped to paper:
- You only have ONE opportunity to print the paper certificate.
- Clicking the **Printer** icon automatically sets the printer to the recommended settings for printing.
- If you need to print this document again, contact the EDRS Hotline for assistance.

6 Click the **Print** button to print the certificate, then close the document window.

Print   Cancel