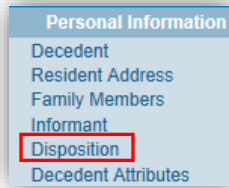


## Changing the Filing Registrar (from a Local Registrar to a Deputy) Within the Local Registration District

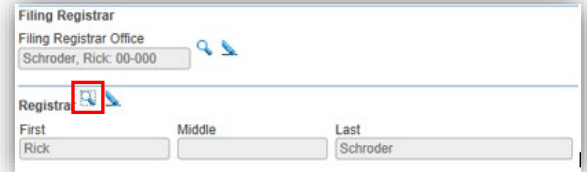
1

From the death case, click the **Disposition** link on the *Personal Information* section of the Death Registration Menu.



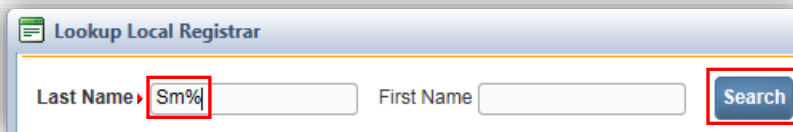
2

Click the **Registrar Lookup** icon to search for the Deputy.



3

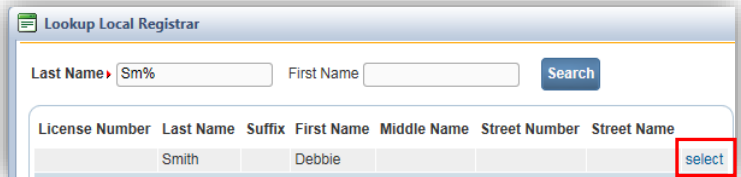
Enter the first few letters of the **Deputy's Last Name** followed by the Wildcard symbol (%), then click the **Search** button.



**IMPORTANT:** If you do not use the Wildcard symbol (%) when searching for the Deputy, you will not be able to find the name you need unless you enter the full last name.

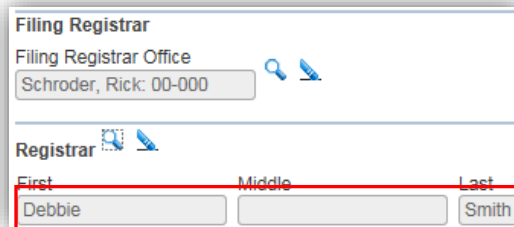
4

Click the **select** link for the Deputy.



5

The newly selected Deputy now displays in the **Registrar** field.



6

Click **Save** to retain this change.

