

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 <i>Personal Information</i> section of the Death Registration Menu. Personal Informati Decedent Resident Address Family Members Informant Disposition Decedent Attributes	On 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. Image: Search Image: Search		
4	Click the select link for the Deputy.	Lookup Local Registrar Last Name Sm% First Name Search License Number Last Name Suffix First Name Middle Name Street Number Street Name Smith Debbie select
5	The newly selected Deputy now displays In the Registrar field.	Filing Registrar Filing Registrar Office Schroder, Rick: 00-000 Registrar Registrar Schroder, Rick: 00-000 Registrar Schroder, Rick: 00-000 Registrar Schroder, Rick: 00-000 Schroder, Rick: 00-000 Registrar Schroder, Rick: 00-000 Schroder, Rick: 00-000 <
6	Click Save to retain this change.	Validate Page Next Clear Save Return

Page 1 of 1