

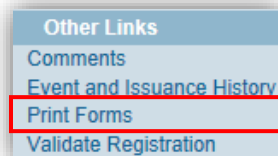
Printing a Vault Copy for a Case with a Disposition Permit Generated by EDRS

Notes:

- This Quick Reference Sheet is only to be used when:
 - the funeral director will use the disposition permit generated by EDRS; and
 - the case is newly affirmed by the local registrar (for detailed information on affirming a case, reference **QRS-2054, Affirming a Death Case**).
- When the Disposition Permit is opened, it automatically transfers the permit number to the vault copy. Therefore, opening the Disposition Permit is part of the process for printing a new vault copy.

1

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



2

From the Print Forms screen, click the **Disposition Permit** link.



3

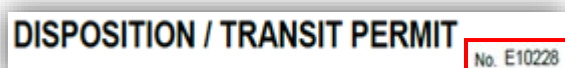
At the very bottom of the screen an action box displays asking if you want to open or save the document.



Click the **Open** button to open the Disposition Permit and generate a permit number.

4

The Disposition Permit opens in another window.



Verify that a permit number was generated, then click the **Close (x)** button to close the permit.



5

Click the **Vault Copy** link on the Print Forms screen to open the vault copy.



6

At the very bottom of the screen an action box displays asking if you want to open or save the document.

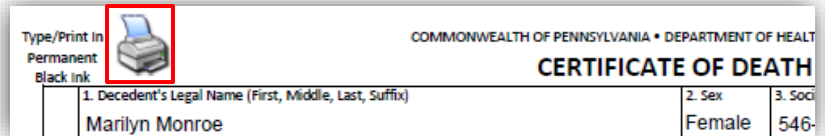


Click the **Open** button to open the vault copy of the death certificate.

7

The vault copy opens in another window. Review the certificate to verify that the information displays correctly, then click the **Printer** icon located in the top left corner of the document.

Note: Clicking the **Printer** icon automatically sets the printer to the recommended settings for printing the death certificate.



8

Click the **Print** button to print the vault copy, then click the **Close (x)**.

