

Oregon Vital Events Registration System

[Drop to Paper](#)

The [Drop to Paper](#) link is used to print a paper death certificate for a registration for a case that was started in the [DAVE™](#) system, but which will have to be completed manually.

[DAVE™](#) uses the [Drop to Paper](#) link to provide the ability for authorized users to print a death certificate when either the personal information or the medical certification has been authenticated and it is known that the other information will be completed manually.

For example, if the user is a Funeral Director and the record has a Signed status, or, if the user is a Medical Certifier and the record has a status of Pronounced and Certified, then the [Drop to Paper](#) link will be enabled. However, drop to paper should only be used if the certification process is to be completed outside of the [DAVE™](#) application.

Once a certificate is 'dropped to paper', previously authenticated signatures are printed along with all filled-in data. The paper document is then considered the official source of the death certificate information. At this point, [DAVE™](#) locks all "authenticated" information from further update in order to ensure the paper document matches the electronic record. Authorized users, such as state users still have the ability to update 'locked' items once the paper document is filed.

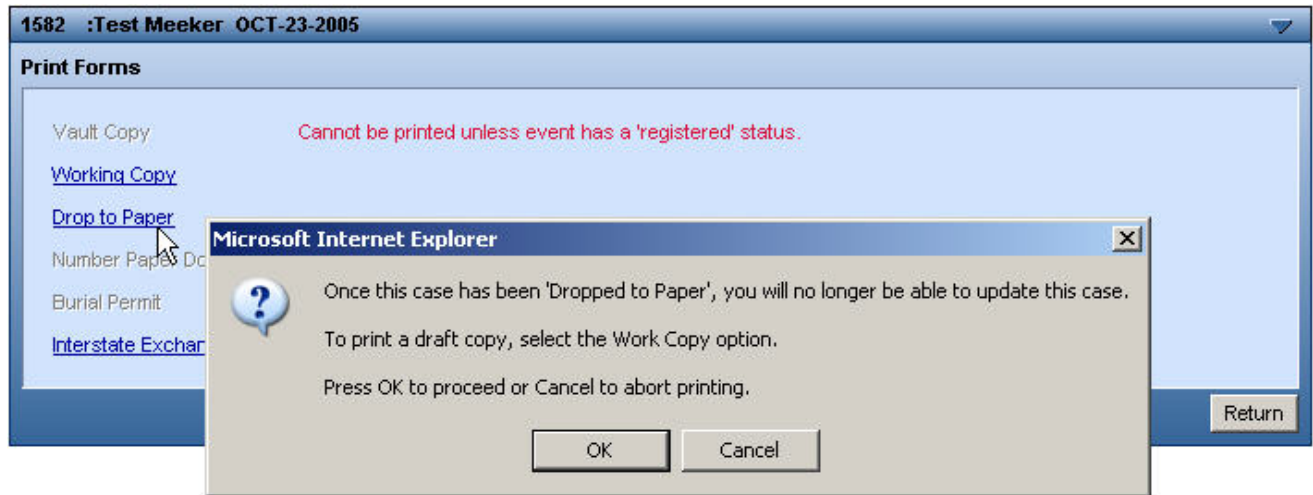
To access the [Drop to Paper](#) link, select [Death Registration Menu -> Other Links -> Print Forms](#). From the [Print Forms](#) page, locate and click on the [Drop to Paper](#) link:



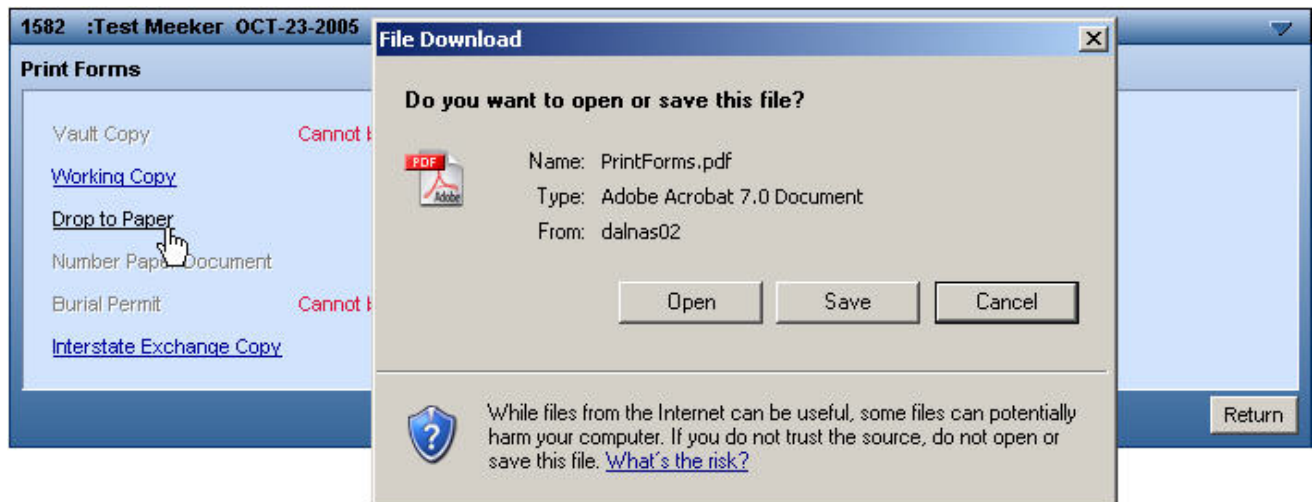
NOTE: Access to the Drop To Paper link is limited by both user security configuration AND the status of the record in question. Even with the proper security profile, you may or may not have access to the Drop to Paper link.

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Remember, once a record has been dropped to paper, **DAVE™** locks all “authenticated” information from further update in order to ensure the paper document matches the electronic record. The system will produce a warning to that effect. Select **OK** to proceed.



Selecting **OK** above will launch the **File Download** page shown below. Select **Open** to launch the Adobe Acrobat application to view and print the certificate.



Once the document displays, you can use the Adobe application to print the certificate.

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OREGON DEPARTMENT OF HUMAN SERVICES CENTER FOR HEALTH STATISTICS				
23 I.D. TAG NO.		CERTIFICATE OF DEATH		STATE FILE NUMBER
1. Legal Name First: Stephen Middle: Last: One Suffix:			2. Death Date August 07, 2006	
3. Sex Male	4. Age 125 years	5. Social Security Number 888-88-8888	6. County of Death Multnomah	
7. Birthdate December 19, 1880	8. Birthplace Houston, Texas		9. Decedent's Education Doctorate degree	
10. Was Decedent of Hispanic Origin? No		11. Decedent's Race(s) White	12. Was Decedent Ever in U.S. Armed Forces? No	
13. Residence: Number and Street 5 Fifth		14. City/Town Houston		
15. Residence County Harris	16. State or Foreign Country Texas	17. Zip Code + 4 55555	18. Inside City Limits? No	
19. Marital Status at Time of Death Never married		20. Spouse's Name Prior to First Marriage		
21. Usual Occupation Nothing		22. Kind of Business/Industry Nothing		
23. Father's Name Father Father		24. Mother's Name Prior to First Marriage Mother Mother		
25. Informant's Name Sister Sister	26. Telephone Number Not Available	27. Relationship to Decedent Sister	28. Mailing Address 5 Fifth Houston, TX 55555	
29. Place of Death Hospital-Inpatient		30. Facility Name Adventist Medical Center		
31. Location of Death 10123 SE Market		32. City/Town or Location of Death Portland	33. State Oregon	
35. Method of Disposition Burial		36. Place of Disposition A Funeral Home, Cemetery, and Crematory Test	37. Location Portland, Oregon	
38. Name and Complete Address of Funeral Facility Aasum-Dufour Funeral Home 805 Ellsworth SW St Albany, Oregon 97321				
39. Date of Disposition August 07, 2006	40. Funeral Director's Signature <i>Funeral Director</i>		41. OR License Number FD-5645	
42. Registrar's Signature		43. Date Received	44. Local File Number	

Certificates can only be dropped to paper once. Afterwards, the link is disabled.

49 :Stephen One AUG-07-2006

Print Forms

- Vault Copy Cannot be printed unless event has a 'registered' status.
- [Working Copy](#)
- Drop to Paper Already dropped to paper.
- Final Disposition
- Interstate Exchange Copy Cannot be printed unless event has a 'registered' status.
- Vault Copy Delayed Cannot be printed unless event has a 'registered' status.

[Return](#)