

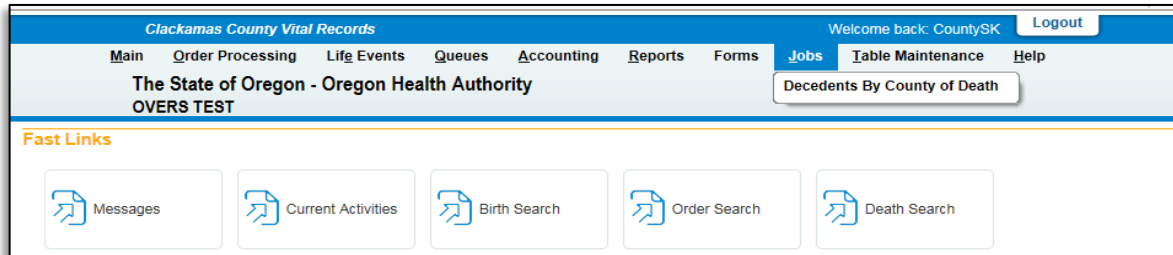
Decedents by County of Death Report

in the Oregon Vital Events Registration System (OVERS)
to provide notification to the County Clerk

Job Details: This job will create a list of people who died in their county of residence for county vital records staff to provide to the County Clerk for updating voter registration as required by [ORS 247.570](#). This list includes the death information required to be sent the County Clerk. It is based on the date the funeral director signed the electronic or hybrid death record, or the date the state registered the fully paper record.

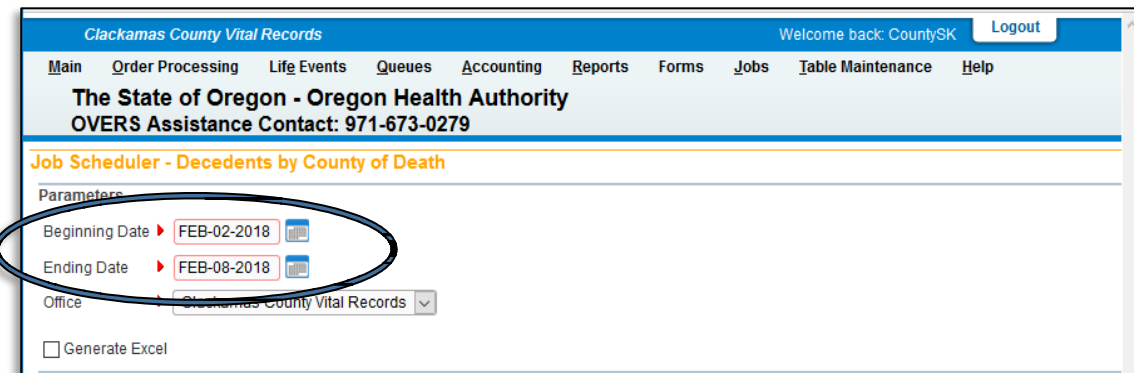
Job Frequency: Process this job on a weekly basis.

1. Select **Jobs** from the menu bar then select '**Decedents By County of Death**'.

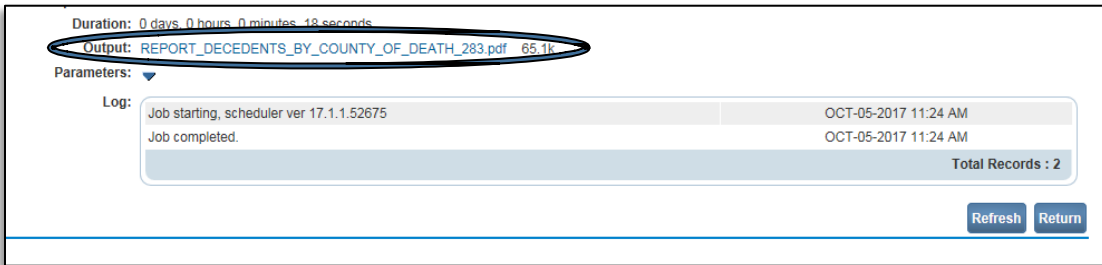


2. Enter the **Beginning and Ending Date** parameter.

- If the scheduled process day for the report is Friday, the beginning date should be last Friday's date and the ending date should be Thursday's date. Overlapping dates with previous reports are not recommended; this will cause duplicate records to output.
- The current date should not be used as the Ending Date. If used, records signed later in that day will not be included in the report.



6. When the job completes, under the 'Duration' description line, a new description of 'Output' and link to the report and 'Job completed' with the completion date and time stamp will display in the Log window.



7. Click on the **Output File Name** and save the .pdf file.
Provide this report to the **County Clerk**.

NOTE: If a county resident dies in another county, the Secretary of State will be notified of those deaths and will report them to the County Clerk.