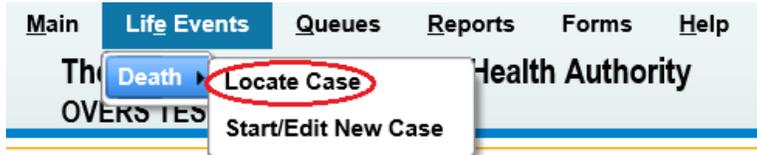


Creating an image of a Vital Records Working Copy

1. Search for the record in OVERS by clicking on **Life Events**. Select **Death** and then **Locate Case**.



2. Enter the decedent's name, Case Id, or social security number and click **Search**.



3. Click on the name of the decedent.

Death Search Results

Case Id	Decedent's Name	Date of Death ↓	Sex	Place of Death	Date of Birth	Preview
6880888	Test, John	NOV-01-2019	Male	Clackamas	OCT-01-1950	Preview
6881076	Test, Mary	JAN-01-2020	Female	Clackamas	JAN-01-1940	Preview
6881278	test, new	JAN-02-2020	Female	Clackamas	JAN-04-2000	Preview
6881056	Test, Mark	JAN-06-2020	Male	Multnomah	JAN-01-1990	Preview

4. Click on **Print Forms** and then **Working Copy**.

Death Registration Menu

- Personal Information
- Decedent
- Resident Address
- Family Members
- Informant
- Disposition
- Decedent Attributes
- ✓ Sign
- Medical Certification
- Pronouncement
- Place of Death
- Cause of Death
- Other Factors
- Injury
- Certifier
- Other Links
- Comments
- Print Forms**
- Disposition Approval
- Switch User

6880888 :John Test NOV-01-2019
/Personal Valid/Medical Invalid/Not Registered
Year/24-Hour Notice

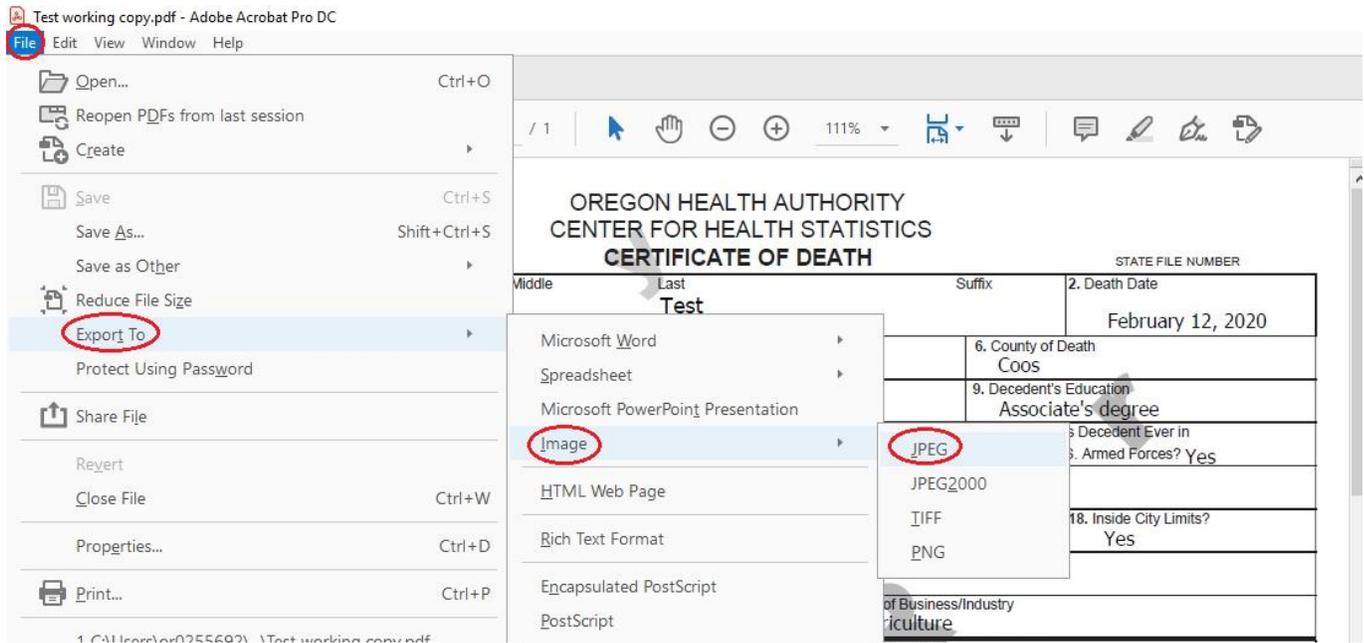
Print Forms

- Working Copy**
- Drop to Paper
- Final Disposition

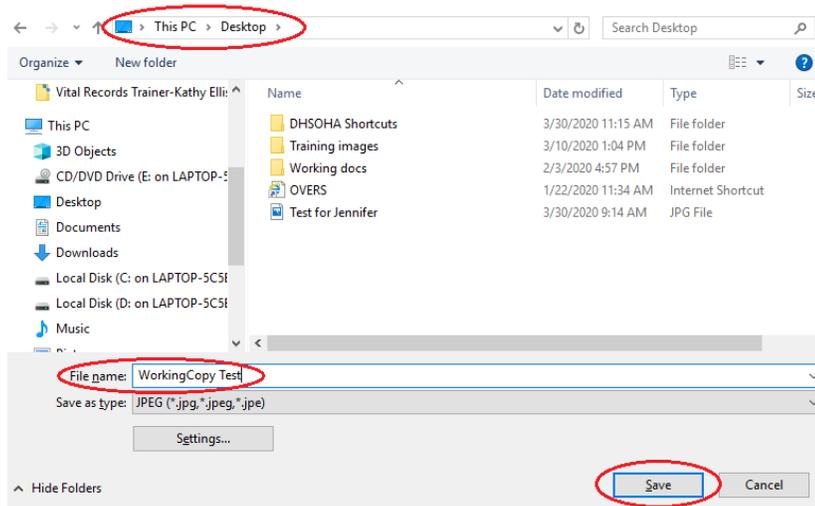
5. Click **Open** to view the pdf document.



6. To save the document as an image click on **File**, then **Export To**, then **Image**, and then **JPEG**



7. Select where the image will be saved, enter a file name, and click **Save**.



8. The image can now be viewed or attached to an email by navigating to where it was saved on your computer.