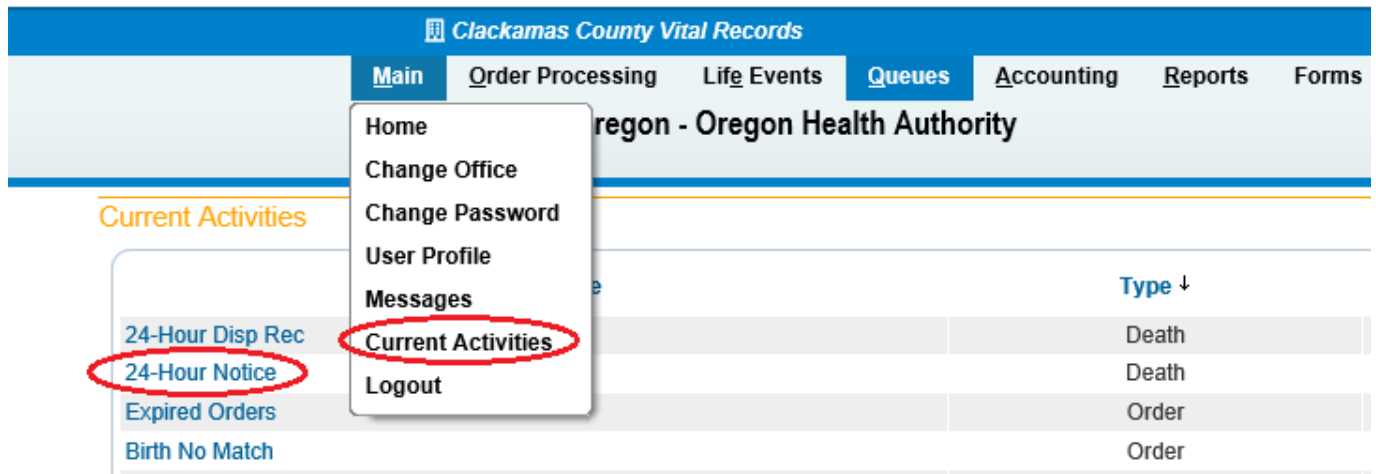


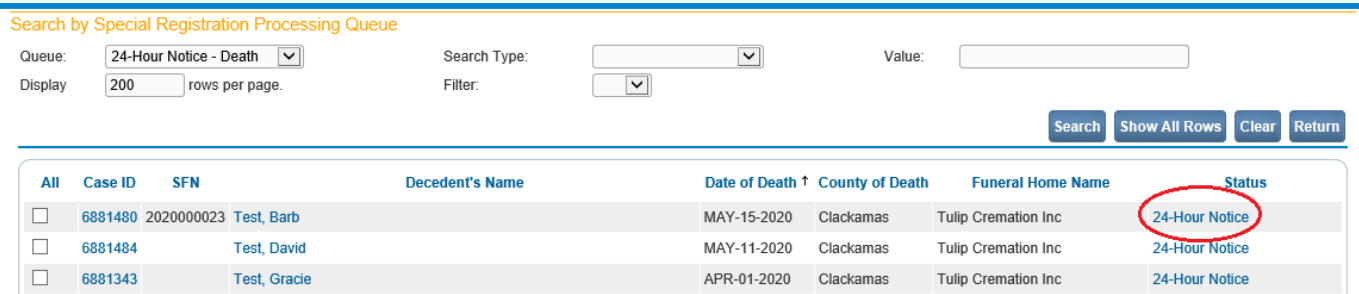
County Responsibility for Final Disposition Forms

Counties receive a 24-Hour notice whenever a death record is entered for their county. These records need to be matched up with the Final Disposition forms that are sent to the county by sextons. The steps to do that are listed below.

1. Click on **Current Activities** and then **24-Hour Notice**.



2. A list of Notices will display. Locate the notice for the decedent whose Final Disposition form you have received and click on the **24-Hour Notice** link in the Status column.



3. Select the option that the Disposition permit was received and enter the date received. Then click **Save**.

The screenshot shows a web form titled "24 Hour Notice" with the following fields and values:

Full Name of Deceased:	Barb Test		
Date of Death:	05-15-2020	County of Death:	Clackamas
Place of Death:	123 Main Street Sandy Sandy, Oregon 97055		
Funeral Home Name and Phone Number:	Tulip Cremation Inc		
		Record Received at the County?	<input type="radio"/> Yes <input type="radio"/> No
State File Number:	2020000023	I.D. tag number:	55555
Disposition permit received?	<input checked="" type="radio"/> Yes <input type="radio"/> No	If yes, date received	MAY-18-2020
			<small>MMM-dd-yyyy</small>
			<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Red circles highlight the "Disposition permit received?" field, the date input field containing "MAY-18-2020", and the "Save" button.

4. The record will move from the 24-Hour notice queue to the 24-Hour Disp-Rec queue which is for records where the Final Disposition form has been received.
5. If you do not receive your copy of the Final Disposition, follow up with sexton or funeral home.