

Oregon Vital Events Registration System (OVERS)

September 2016

Oregon
Health
Authority

Center for Public Health Practice
Center for Health Statistics

Objectives

By the end of this session, you will gain the information necessary to:

- Use the new OVERS screens to locate and view marriage and divorce records in OVERS
- Access helpful materials and contact OVERS with questions

The time has come...



- As of September 2016, the Mainframe will no longer be used to search for marriage and divorce records.
- OVERS will now hold all marriage, divorce, birth, and death records.
- This training will focus solely on searching for marriage and divorce records within OVERS.

Confidentiality Reminders



To gain access to OVERS, fill out an enrollment form (<http://bit.ly/OVERStateuser>) have your manager sign it, and fax it to 971-673-1201.

- OVERS is a secure, confidential system, that should be used only for its intended purposes and when the information is necessary for your official work tasks.
- Do not release vital record information to *anyone*, not even the person named on the record, unless the release is for your official tasks. This includes verbal and written information.
- If information in OVERS does not match the client's report, you may not tell the client which item on the record does not match their report.

Logging in



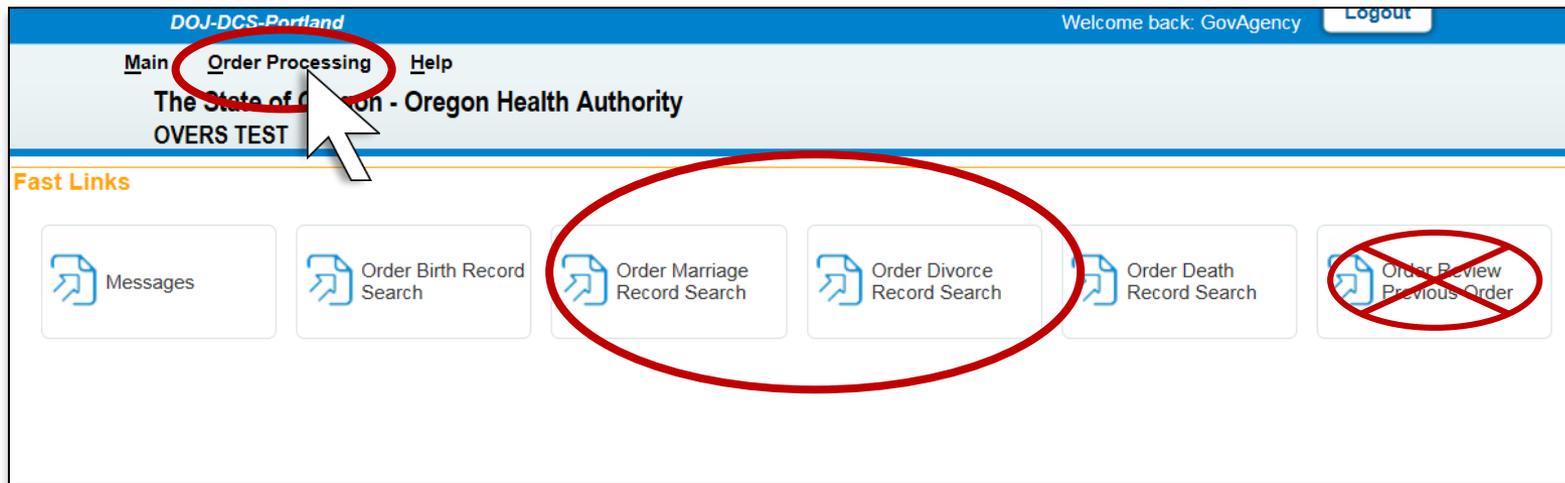
Go to <http://bit.ly/overslogon> (this can be saved as a 'Favorite')

OVERS Home Page

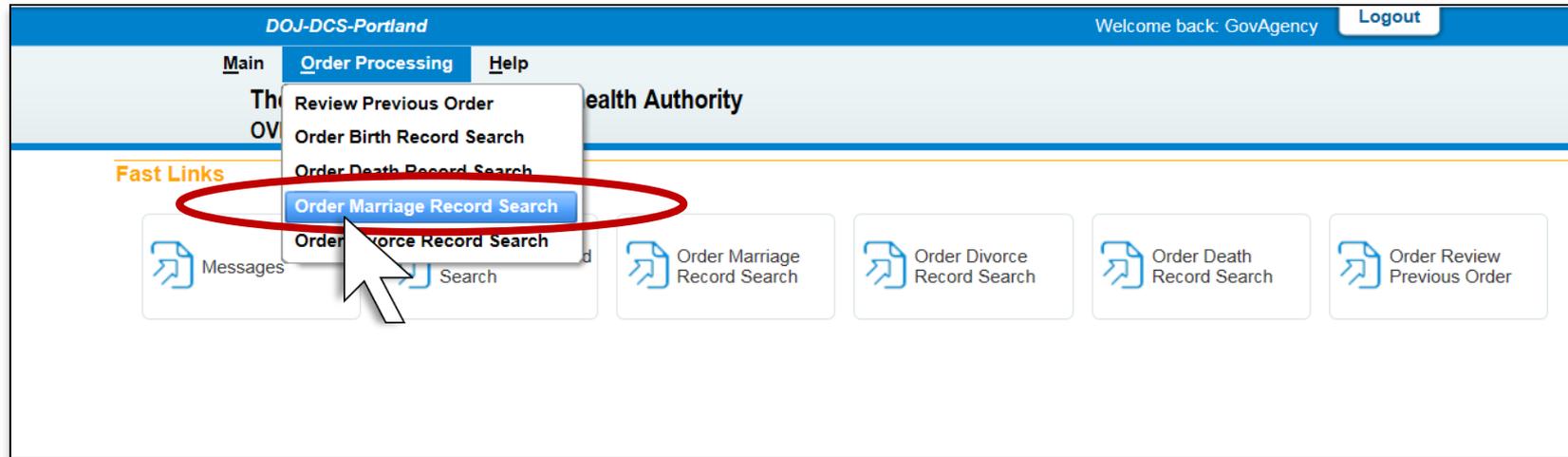
Upon logging into OVERS, you will be taken to the Home Page.

There are two ways to begin performing a record search:

- The **Order Processing** tab in the top menu or
- The Fast Links (which only appear once you have accessed those screens)



Searching for a Marriage Record



To begin searching for a marriage record, go the menu bar along the top of the screen.

Choose **Order Processing** → **Order Marriage Record Search**

Searching for a Marriage Record

Marriage Record Search

Organization

Name ▶ DOJ-DCS-Portland

Applicant Address

Street Number: 621 Pre Directional: SW ▼ Street Name: Morrison Street Designator: ▼ Post Directional: ▼

City or Town: Portland State: Oregon Country: United States Zip Code: 37205

Contact Information

Attention: State User

Phone Number: 971 673-1690 Alternate Number: _____ Fax Number: _____

Email: noone@vitalchek.com

Events Requested

Eligibility

Applicant Relationship: ▶ Government Agency ▼

This section shown here is filled in with your user account information. If a change is needed to your office location, speak with your manager. If a change is needed to your contact information, contact the OVERS Help Desk.

Searching for a Marriage Record

Event Search ⓘ

Party A First: Middle: Last:

Party B First: Middle: Last:

Date of Marriage Start:  End: 

Place of Event City: Place of Event County:

Number of rows to be returned:

Scroll down to the bottom of the page to **Event Search** and enter in search criteria. Not all fields are required, but keep in mind the more fields you enter the more narrow and refined your results will be.

Either Party A Last Name or Party B Last Name is required.

Searching for a Marriage Record

Event Search 

Party A First: Middle: Last:

Party B First: Middle: Last:

Date of Marriage Start:  End: 

Place of Event City: Place of Event County:

Number of rows to be returned:

Fill in two to three fields to search for a record.

Do not change the “Number of rows to be returned”.

Searching for a Marriage Record

Event Search ⓘ

Party A First: Middle: Last:

Party B First: Middle: Last:

Date of Marriage Start:  End: 

Place of Event City: Place of Event County:

Number of rows to be returned:

Unsure of correct spelling or formatting? Use the wildcard symbol:
%



Click either "Search" or "Soundex".
(Soundex will search names that *sound like* the name(s) you entered)

(Enter) DEPARTMENT (ALL CAPS)
(Enter) Division or Office (Mixed Case)

Searching for a Marriage Record

Results will then display under “**Select Matching Event**”.

If after performing a search you see “**No Matching Event**”, this means that OVERS could not find any records that matched your search criteria. Consider modifying your search and entering less criteria.

Select Matching Event



No Matching Event



Remember: OVERS only contains records occurring in Oregon

Searching for a Marriage Record

Here is an example of when events matched the search criteria entered.

Date of Event:
Date of Marriage

Select Matching Event

Select	Date of Event	SFN	Registrant Name	Place of Event
<input type="radio"/>			No Matching Event	
<input checked="" type="radio"/> Preview	DEC-01-2015	2015000019	Smith, Jane Sue; Jones, Joe Shmoe	Portland, Multnomah

SFN (State File Number):
Marriage Certificate Number
SFN must be shown in order to use the record

Total records : 1

Searching for a Marriage Record

Click **Preview**. Either ① a preview of record information will be displayed (for records converted from the Mainframe) or ② a preview of the certificate will open (for 2016 records on). **Either view can be used to verify record information.**

Select Matching Event

Select	Date of Event	SFN	Registrant Name	Place of Event
<input type="radio"/>			No Matching Event	
<input checked="" type="radio"/> Preview	DEC-01-2015	2015000019	Smith, Jane Sue; Jones, Joe Shmoe	Portland, Multnomah

Total records : 1

Preview

Case Id: 4482428
 File Number: 2015000019
 Party A Name: Jane Sue Smith
 Party A Legal Name at Birth: Jane Sue Smith
 Party B Name: Joe Shmoe Jones
 Party B Legal Name at Birth: Joe Shmoe Jones
 Place of Marriage: Portland, Multnomah
 Date Entered: DEC-23-2015
 Status: /License Valid/Marriage Valid/NANA/Registered/Converted

Date Filed:
 Party A Birthplace:
 Party A Date of Birth:
 Party B Birthplace:
 Party B Date of Birth:
 Date of Marriage: DEC-01-2015
 Last Updated By: Registration Supervisor

① Preview of record converted from Mainframe (has limited information)

② Preview of Marriage Certificate

Searching for a Marriage Record

Preview

Case Id: 4482428
File Number: 2015000019
Party A Name: Jane Sue Smith
Party A Legal Name at Birth: Jane Sue Smith
Party B Name: Joe Shmoe Jones
Party B Legal Name at Birth: Joe Shmoe Jones
Place of Marriage: Portland, Multnomah
Date Entered: DEC-23-2015
Status: /License Valid/Marriage Valid/NA/NA/Registered/Converted

Date Filed:
Party A Birthplace
Party A Date of Birth:
Party B Birthplace:
Party B Date of Birth:
Date of Marriage: DEC-01-2015
Last Updated By: Registration Supervisor

'Legal Name at birth' field is a duplicate of 'Name' field

Some fields are blank

Status shows "Converted"

Record is before 2016

Preview Screen Legend for Converted Records:

File Number/State File Number: Marriage Certificate Number; if there is none listed, the record has not been registered as a vital record.

Party A & B information: Previously referred to as Bride/Groom in Mainframe.

Place of Marriage: City and County where Marriage took place.

Date Filed/Party A & B Birthplace/Date of Birth: These fields will be left blank because they didn't appear in the Mainframe.

Date of Marriage: Marriage date.

Status: "Registered" indicates the record has been registered with the State. "Converted" indicates the record was converted from the Mainframe.

Searching for a Marriage Record

To go back to a previously viewed record

Events Requested

Id	First	Middle	Last	Event Type	
1			Anderson	Marriage	Preview
2			Ander%	Marriage	Preview

Eligibility

Applicant Relationship:

Event Search ⓘ

Party A First: Middle: Last:

Party B First: Middle: Last:

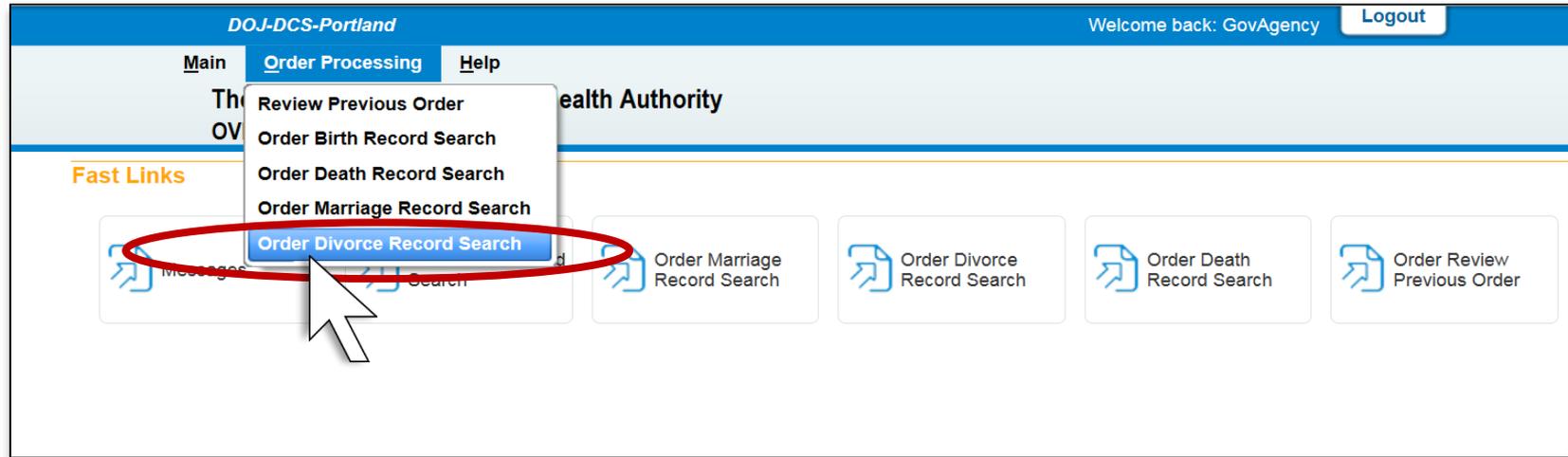
Date of Marriage Start: End:

Place of Event City: Place of Event County:

Number of rows to be returned:

To perform a new search

Searching for a Divorce Record



To search for a divorce record, go the menu bar along the top of the screen.

Choose **Order Processing** → **Order Divorce Record Search**

Searching for a Divorce Record

Divorce Record Search

Organization

Name: DOJ-DCS-Portland

Applicant Address

Street Number: 621 Pre Directional: SW Street Name: Morrison Street Designator: Post Directional:
City or Town: Portland State: Oregon Country: United States Zip Code: 37205

Contact Information

Attention: State User
Phone Number: 971 673-1690 Alternate Number: Fax Number:
Email: noone@vitalchek.com

Events Requested

Eligibility

Applicant Relationship: Government Agency

This section shown here is filled in with your user account information. If a change is needed to your office location, speak with your manager. If a change is needed to your contact information, contact the OVERS Help Desk.

Searching for a Divorce Record

Event Search ⓘ

Partner A First: Middle: Last:

Partner B First: Middle: Last:

Date of Divorce Start: ⓘ End: ⓘ

Place of Event County

Number of rows to be returned:

Search **Soundex** **New Search**

Scroll down to the bottom of the page to **Event Search** and enter in search criteria. Not all fields are required, but keep in mind the more fields you enter the more narrow and refined your results will be.

Either Partner A Last Name or Partner B Last Name is required.

Searching for a Divorce Record

Event Search ⓘ

Partner A First: Middle: Last:

Partner B First: Middle: Last:

Date of Divorce Start:  End: 

Place of Event County

Number of rows to be returned: 

Fill in two to three fields to search for a record.

Do not change the “Number of rows to be returned”.

Searching for a Divorce Record

Event Search ⓘ

Partner A First: Middle: Last:

Partner B First: Middle: Last:

Date of Divorce Start:  End: 

Place of Event County

Number of rows to be returned:

Unsure of correct spelling or formatting? Use the wildcard symbol:
%



Click either “Search” or “Soundex”.

(Soundex will search names that *sound like* the name(s) you entered)

(Enter) DEPARTMENT (ALL CAPS)
(Enter) Division or Office (Mixed Case)

Searching for a Divorce Record

Results will then display under “**Select Matching Event**”.

If after performing a search you see “**No Matching Event**”, this means that OVERS could not find any records that matched your search criteria. Consider modifying your search and entering less criteria.

Select Matching Event



No Matching Event



Remember: OVERS only contains records occurring in Oregon

Searching for a Divorce Record

Here is an example of when events matched the search criteria entered.

Date of Event:
Date of Divorce

Select Matching Event

Select	Date of Event	SFN	Registrant Name	Place of Event
<input type="radio"/>			No Matching Event	
<input checked="" type="radio"/> Preview	SEP-01-2015	2015005930	Michaels, Mary Mindy; Michaels, Matthew Marcus	Multnomah

Total records : 1

SFN (State File Number):
Divorce Decree Number
SFN must be shown in order to use the record

Searching for a Divorce Record

Click **Preview**. Either ① a preview of record information will be displayed (for records converted from the Mainframe) or ② a preview of the certificate will open (for 2016 records on). **Either view can be used to verify record information.**

Select Matching Event

Select	Date of Event	SFN	Registrant Name	Place of Event
<input type="radio"/>			No Matching Event	
<input checked="" type="radio"/>	SEP-01-2015	2015005930	Michaels, Mary Mindy; Michaels, Matthew Marcus	Multnomah
				Total records : 1

Preview

Case Id: 6629310

File Number: 2015005930

Partner A Name: Mary Mindy Michaels

Partner A Legal Name at Birth: Mary Mindy Michaels

Partner B Name: Matthew Marcus Michaels

Partner B Legal Name at Birth: Matthew Marcus Michaels

County of Decree: Multnomah

Date Entered: Sep-15-2016

Status: /Divorce Decree Valid/NA/Registered/Converted

Date Filed:

Partner A Birthplace:

Partner A Date of Birth:

Partner B Birthplace:

Partner B Date of Birth:

Date of Decree: SEP-01-2015

Last Updated By: Registration Specialist

1

Preview of record converted from Mainframe (has limited information)

2

Preview of Divorce Decree

Searching for a Divorce Record

Preview

Case Id: 6629310
File Number: 2015005930
Partner A Name: Mary Mindy Michaels
Partner A Legal Name at Birth: Mary Mindy Michaels
Partner B Name: Matthew Marcus Michaels
Partner B Legal Name at Birth: Matthew Marcus Micha
County of Decree: Multnomah
Date Entered: Sep-15-2016
Status: /Divorce Decree Valid/NA/Registered/Converted

Date Filed:
Partner A Birthplace:
Partner A Date of Birth:
Partner B Birthplace:
Partner B Date of Birth:
Date of Decree: SEP-01-2015
Last Updated By: Registration Specialist

'Legal Name at birth' field is a duplicate of 'Name' field

Some fields are blank

Status shows "Converted"

Record is before 2016

Preview Screen Legend for Converted Records:

File Number/State File Number: Divorce Certificate Number; if there is none listed, the record has not been registered as a vital record.

Partner A & B information: Previously referred to as Husband/Wife in Mainframe.

County of Decree: County where divorce decree was issued.

Date Filed/Partner A & B Birthplace/Date of Birth: These fields will be left blank because they didn't appear in the Mainframe.

Date of Decree: Divorce date.

Status: "Registered" indicates the record has been registered with the State. "Converted" indicates the record was converted from the Mainframe.

Searching for a Divorce Record

To go back to a previously viewed record

Events Requested

Id	First	Middle	Last	Event Type	
1			Sho%	Divorce	Preview
2	Charles		Allen	Divorce	Preview

Eligibility

Applicant Relationship:

Event Search ⓘ

Partner A First: Middle: Last:

Partner B First: Middle: Last:

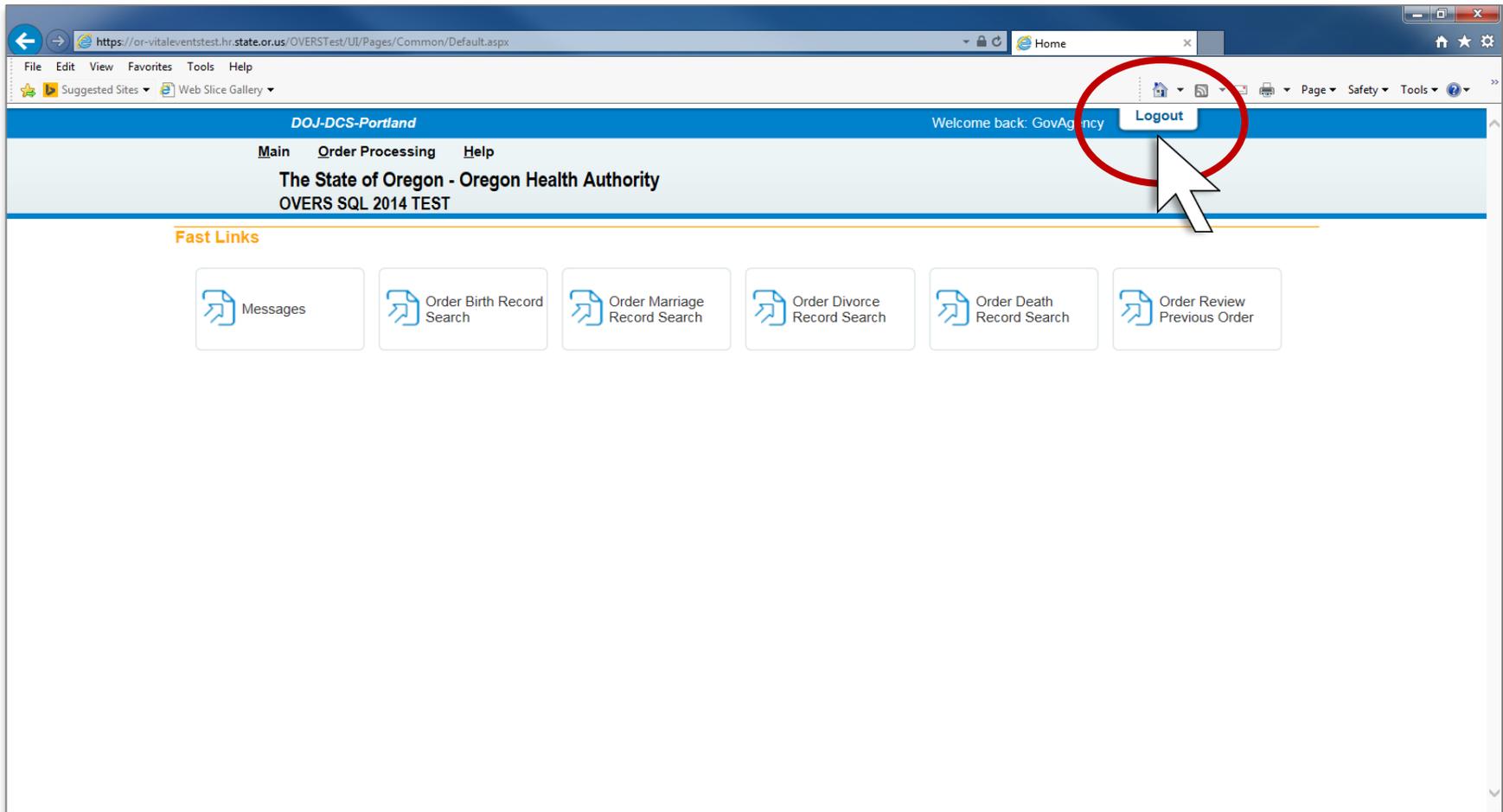
Date of Divorce Start: End:

Place of Event County

Number of rows to be returned:

To perform a new search

Logging Out



Resources

- OVERS Informational website for State Employees:
<http://bit.ly/OVERsstateuser>
 - Enrollment forms, quick reference guides, Frequently Asked Questions
- Link to OVERS secure website:
<http://bit.ly/overslogon>
- OVERS Help Desk:
 - Phone 971-673-0279
 - 8:00 am – 5:00 pm, Monday – Friday
 - Phone number is also located in the upper left-hand corner of every page in OVERS



Thank you!