

**USER GUIDE**

*Enrolling Fingerprints*

# **OVERS User Guide**

*Oregon Vital Events Registration System*

**County Vital Records Edition**

***Fingerprint enrollment***

Last Revised: April 1, 2014



Oregon Health Authority  
Office of Disease Prevention & Epidemiology,  
Public Health Division  
Center for Health Statistics

## Table of Contents

<b>Chapter 3: Enrolling Fingerprints .....</b>	<b>64</b>
Before enrolling fingerprints .....	64
After enrolling fingerprints .....	64
Steps for enrolling fingerprints.....	65
Add A Finger.....	66
Tips for Creating a Reliable Fingerprint Template .....	66
Test a Finger .....	67
Appendix 1: Sample OVERS Enrollment Form .....	68

# 3

## *Enrolling Fingerprints*

From time to time, it may be necessary to enroll or re-enroll fingerprints for birth clerks, midwives, funeral directors, physicians, physicians' assistants or nurse practitioners who use Oregon Vital Events Registration System to sign birth or death certificates electronically in your county. Fingerprints are used in the OVERS application as a digital signature for signing birth and death certificates. Only users who are approved to sign records may have their fingerprints enrolled.

**All users enrolling their fingerprints must first provide you with picture identification and their professional license number.**

In order for a user to digitally sign a record, a template of their fingerprint must first be stored in the OVERS database and associated with their user account. At the time of signing a record, the fingerprint template is compared to the signer's fingerprint. If the template matches the signer's fingerprint then OVERS will accept the signature as a valid certification of the record. For certifiers who are new to using OVERS, a template will need to be created for several of their fingers. The template is created by enrolling the user's fingerprints in OVERS.

### **Before enrolling fingerprints**

If an individual comes to your office to enroll their fingerprints for using OVERS, they must have:

- A copy of their OVERS enrollment form,
- Two forms of identification,
- Professional license number.

### **After enrolling fingerprints**

Once you enroll their fingerprints, complete the bottom portion of the OVERS enrollment form. (See Appendix 1 for an example.) Enter the following information on the form:

- List the two types of identification shown,
- Enter the date that fingerprints were registered,
- Sign the bottom signature line on the form,
- Fax the form to the OVERS team at 971-673-1201.

## Steps for enrolling fingerprints

The **Table Maintenance** feature of the **OVERS** application is used for enrolling fingerprints. The term “**Table Maintenance**” refers to the fact that all of this system information is stored in the **OVERS** database tables.

Only administrative personnel have access to the **Table Maintenance** features of the **OVERS** application. To access the fingerprint enrollment feature, select **Table Maintenance > Security > Biometric Enrollment**.



The **Biometric Enrollment** page (shown below) will display. From this page, the user can enter their username and password to access their fingerprint enrollment screen. After the user enters their username and password, click the **Search** button.

The screenshot shows the 'Biometric Enrollment' page. It includes a 'Search' button circled in red, a text input field, and two form fields for 'Username' and 'Password'.

You will be directed to the fingerprint enrollment page for the individual whose username and password were entered. You can verify that you are in the correct user account by checking the username that appears on the top of the screen.

The screenshot shows the 'Biometric Enrollment for birthclerk' page. The username 'for birthclerk' is circled in red. At the bottom, there are buttons for 'Add a Finger', 'Test a Finger', 'Biometric Setup Files', and 'Return'.

**Be sure to enter fingerprints only for users who have signing authority (identified on the enrollment form). The username on the biometric enrollment page must belong to the user who is enrolling their fingerprints.**

If a user is new to OVERs, no fingerprints will be listed on their account. If you are **re-enrolling** fingerprints for a user, a listing for each enrolled finger will appear on the Biometric Enrollment page.

The screenshot shows the 'Biometric Enrollment for birthclerk' page with a table of enrolled fingerprints. The table has columns for 'Finger', 'Chipset', and 'Enrollment Date'. Each row also has a 'Delete' button.

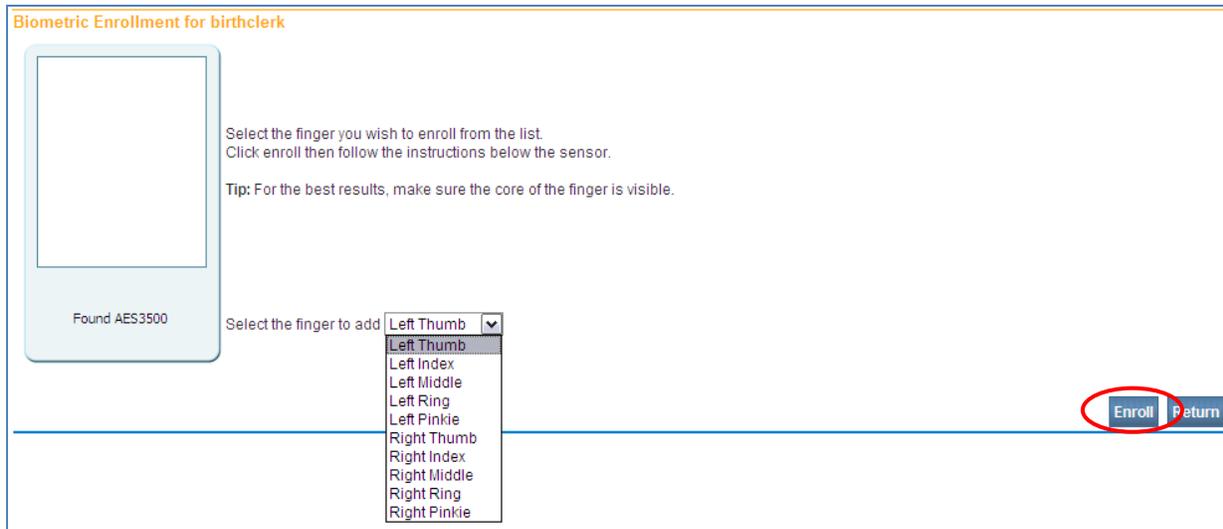
Finger	Chipset	Enrollment Date	
Left Thumb	AES3500	3/22/2013 3:42:55 PM	Delete
Right Index	AES3500	3/22/2013 3:36:32 PM	Delete
Right Ring	AES3500	3/22/2013 3:43:16 PM	Delete

At the bottom of the page, there are buttons for 'Add a Finger', 'Test a Finger', 'Biometric Setup Files', and 'Return'.

## Add A Finger

To enter a fingerprint template for a new user, click on the **Add a Finger** button. You will be directed to a new page. From the 'Select the finger to add' dropdown box, select the finger you wish to enroll. Next, click on the **Enroll** button.

Biometric Enrollment for birthclerk



Select the finger you wish to enroll from the list.  
Click enroll then follow the instructions below the sensor.

Tip: For the best results, make sure the core of the finger is visible.

Found AES3500

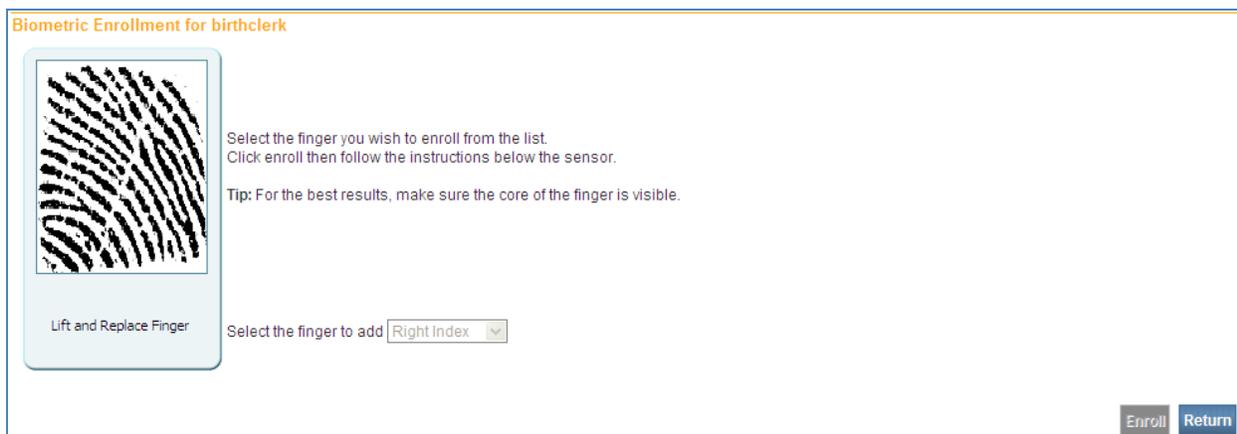
Select the finger to add

- Left Thumb
- Left Index
- Left Middle
- Left Ring
- Left Pinkie
- Right Thumb
- Right Index
- Right Middle
- Right Ring
- Right Pinkie

Enroll Return

You will be prompted to place the appropriate finger on the biometric reader. To create a template of a finger, the finger will need to be placed on the reader approximately 6-9 times.

Biometric Enrollment for birthclerk



Select the finger you wish to enroll from the list.  
Click enroll then follow the instructions below the sensor.

Tip: For the best results, make sure the core of the finger is visible.

Lift and Replace Finger

Select the finger to add

- Right Index

Enroll Return

## Tips for Creating a Reliable Fingerprint Template

- Use the ridge at the top of the biometric device as a guide for placing the finger. The finger should lie flat on the reader and the top of the finger should rest just below the ridge. This ensures a 'cleaner' image of the print and is a reminder for the user where to place their finger when signing.

- Instruct the user to place their finger on the biometric device using moderate pressure and holding it in place long enough for the device to acquire a clear image (about 1 second).
- Lift and replace the finger about 9 times trying to place it in the same location each time. When the fingerprint has been registered, text will appear below the display window prompting the user to lift and replace their finger.



When the enrollment is complete, a note will appear beneath the fingerprint image that says, "Enrollment Finished". You will automatically be directed back to the listing of fingerprints.

Instruct the user to make templates of 2-4 fingers (at least one finger on each hand). To add another finger, click on the [Add a Finger](#) button and repeat the process.

## Test a Finger

To test the fingerprints that you've just enrolled, click on the Test a Finger button located on the page that lists the enrolled fingerprints. On the Test a Finger page, you will be prompted to place a finger on the biometric reader. Make sure to only to test fingers that have already been enrolled.

If the fingerprint is tested successfully, the screen will display a message that states, "Finger was identified as Left Index", for example. If the finger was not successfully identified the screen will display a message that says either, "unable to identify finger", "fingerprint verification failed" or "bad image".



For help troubleshooting fingerprint enrollment contact our helpdesk at 971-673-0279.

# Appendix

## Appendix 1: Sample OVERS Enrollment Form



**OVERS Registration Application**  
Send completed OVERS enrollment form to:  
FAX: 971-673-1201

---

Name: \_\_\_\_\_

Professional Title:  MD  DO  ND  PA  NP  CNM  LDM

Professional License Number (Oregon Licenses only): \_\_\_\_\_

Facility Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Work Email: \_\_\_\_\_

Facility Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Facility Mailing Address (if different): \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*I attest that the above information is true and correct to the best of my knowledge.*

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Below, check the box next to your User Type/OVERS Role. (\* Indicates signing authority)

**DEATH REGISTRATION**

Funeral Home User:  Funeral Director\*  Funeral Home Staff

Medical Certifier:  Medical Certifier\*  Medical Certifier Staff  Facility Administrator

Medical Examiner:  Medical Examiner\*  Medical Examiner Staff

**BIRTH REGISTRATION**

Birth User Type:  Birth Certificate Clerk\*  Birth Clerk Assistant  Hearing Screener   Midwife\* *If midwife, licensed in Oregon?*  Yes  No

(Midwives not licensed in Oregon must register with the Center for Health Statistics before receiving an OVERS account.)

Birth Clerk Work Schedule: What Days?  M  T  W  Th  F  S  Su What hours? \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Manager's Phone: \_\_\_\_\_

**COUNTY STAFF**

County User Type:  County Registrar  Deputy Registrar

**CHS USE ONLY**

State Official: \_\_\_\_\_ Date Account Created: \_\_\_\_\_ Username: \_\_\_\_\_

**COUNTY OR CHS USE ONLY**

Two Types of Identification Shown: Photo ID) \_\_\_\_\_ and) \_\_\_\_\_

Date fingerprints registered: \_\_\_\_\_

*(County officials: read and sign) I have reviewed the identification documents of the above-named \_\_\_\_\_ and they appear to be genuine. To the best of my knowledge, the participant named above is eligible to sign and certify vital records in Oregon.*

Signature of County or State Official: \_\_\_\_\_ Print Name: \_\_\_\_\_

*County Officials - Fax this form to the State office after fingerprint enrollment is complete.*

Info. Complete  Setup in OVERS  Check CHS Database  Added to Listserve  Send email  Add to CHS email

Dec-2012

Sign your name

Print your name.

Fax the completed form to OVERS at 971-673-1201.

List two types of identification shown.

Enter date fingerprints were registered.