OVERS User Guide
Oregon Vital Events Registration System

County Vital Records Edition
Fingerprint enrollment
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Oregon Health Authority
Office of Disease Prevention & Epidemiology,
Public Health Division
Center for Health Statistics
Enrolling Fingerprints

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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.

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.

**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.
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.

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.

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 1: Sample OVERS Enrollment Form

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