

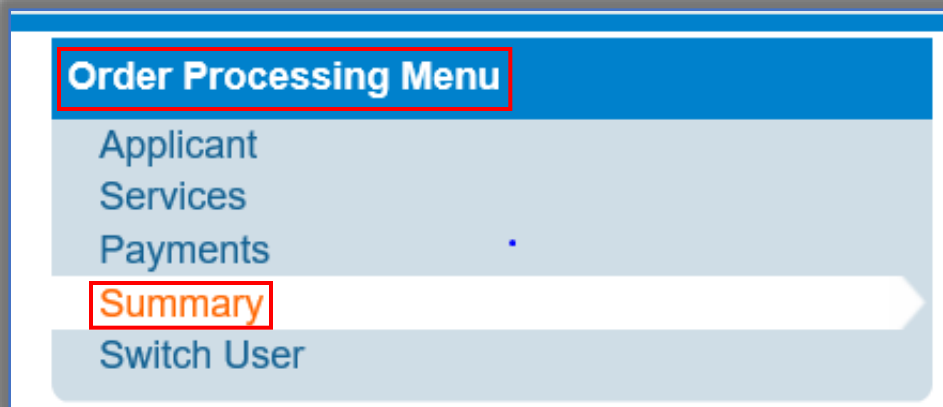
Adding Comments to a Death Certificate Order

The following information should be entered in “Comments” when placing an online order:

- **Names of Funeral Home Representatives:** If requesting “Pickup” at a public office, enter the names of all funeral home representatives that may pick up the certificates.
- **Mailing Address:** If you selected “MAIL” as your delivery method and the pre-populated facility address in the order is incomplete or incorrect, enter the complete facility mailing address and state that the certificates should be mailed to this address.
- **Veteran Information:** If you are requesting a Veteran Fee Waiver, enter the following: 1-Name of the Veteran, 2-Service Number, 3-Rank & Branch, 4-Relationship of the Veteran to the Decedent.
- **Contact Information for Appt. Scheduling:** If you selected “Pickup” as your delivery method, type your name, phone number and email address in the comments so that a Vital Records representative may contact you to schedule an appointment.

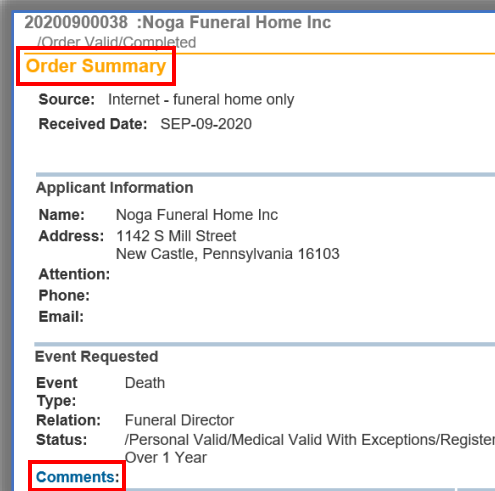
1

While entering an order, click **Summary** under the **Order Processing Menu** on the left.



2

On the **Order Summary** page, click **Comments**.



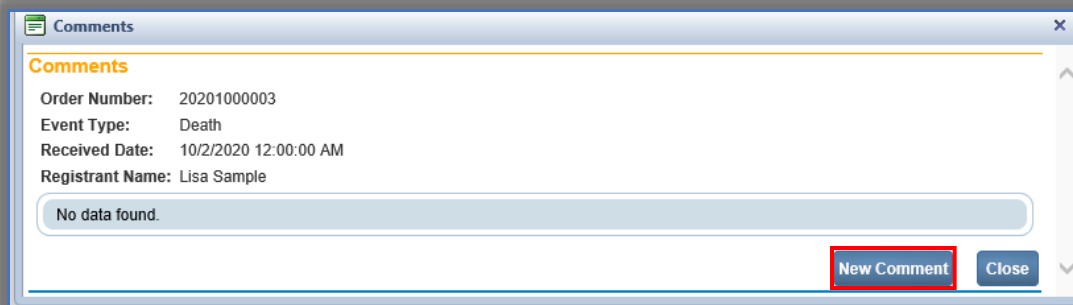
The image shows a screenshot of the 'Order Summary' page for order 20200900038. The page includes the following information:

- Order ID: 20200900038 :Noga Funeral Home Inc
- Status: /Order Valid/Completed
- Source: Internet - funeral home only
- Received Date: SEP-09-2020
- Applicant Information:
 - Name: Noga Funeral Home Inc
 - Address: 1142 S Mill Street, New Castle, Pennsylvania 16103
 - Attention:
 - Phone:
 - Email:
- Event Requested:
 - Event: Death
 - Type:
 - Relation: Funeral Director
 - Status: /Personal Valid/Medical Valid With Exceptions/Registered Over 1 Year

The 'Comments:' field at the bottom of the page is highlighted with a red box.

3

Click **New Comment**.



Comments

Order Number: 20201000003
Event Type: Death
Received Date: 10/2/2020 12:00:00 AM
Registrant Name: Lisa Sample

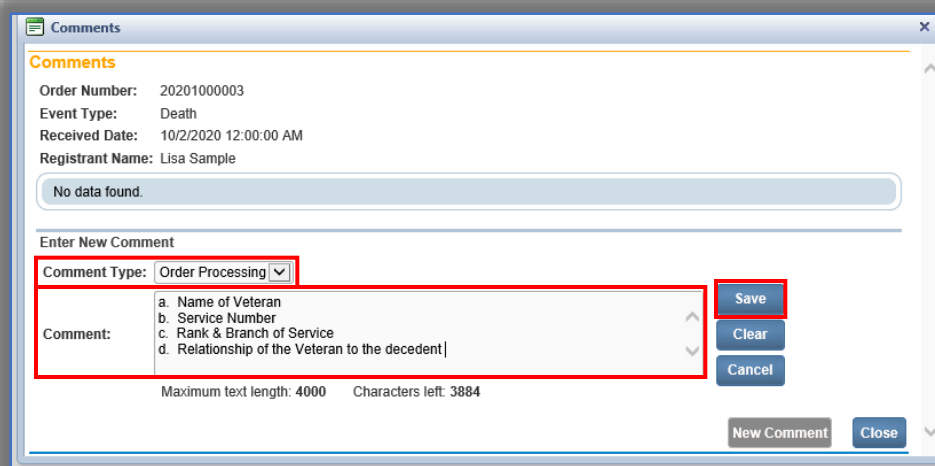
No data found.

New Comment Close

4

From the **Comment Type** drop down menu, select **Order Processing**. Enter any necessary information into the **Comment** box. Then click **Save**.

Below is an example of the type of information that you would enter if you had selected the Veteran Fee Waiver.



Comments

Order Number: 20201000003
Event Type: Death
Received Date: 10/2/2020 12:00:00 AM
Registrant Name: Lisa Sample

No data found.

Enter New Comment

Comment Type: Order Processing

Comment: a. Name of Veteran
b. Service Number
c. Rank & Branch of Service
d. Relationship of the Veteran to the decedent |

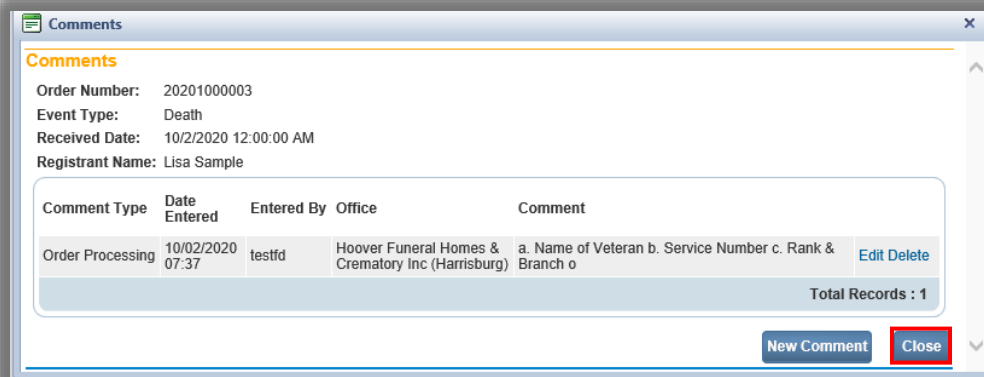
Maximum text length: 4000 Characters left: 3884

Save Clear Cancel

New Comment Close

5

Click **Close** to return to the Order Summary page.



Comments

Order Number: 20201000003
Event Type: Death
Received Date: 10/2/2020 12:00:00 AM
Registrant Name: Lisa Sample

Comment Type	Date Entered	Entered By	Office	Comment	
Order Processing	10/02/2020 07:37	testfd	Hoover Funeral Homes & Crematory Inc (Harrisburg)	a. Name of Veteran b. Service Number c. Rank & Branch o	Edit Delete

Total Records : 1

New Comment **Close**