



Minnesota Registration & Certification

## Death Module for Funeral Directors and Funeral Director Staff Assistants

### Using the SEARCH DEATH RECORD to Print Disposition Permit

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**\*\* NOTE: ALL FIELDS MARKED WITH A RED ASTERISK (\*) MUST BE COMPLETED\*\***

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1. Select **Search Death Record** from the *Tasks* menu.
2. Enter decedent's first and last name and date of death or enter data in other Search criteria data fields.
3. Scroll down the page and click **Search**. The screen will refresh with a summary at the top of the page displaying detailed information about the record you selected or the first decedent's record in a list of decedents matching the search criteria at the bottom of the page.
4. Scroll to bottom of the page to view list of search results and click on the name of the record you want. Record details will appear in the Request summary.
5. Click the arrow to the right of the **Select a Follow-on action** menu and select "**Print disposition permit**." Decedent's required information will auto-populate.
6. Click **Generate Report**. A PDF Download page will prompt you to Open or Save the file.
7. Select Open.
8. Select Print.