



Minnesota Registration & Certification


Death Module for Funeral Directors and Funeral Director Staff Assistant

How to ISSUE A DISINTERMENT/RE-INTERMENT PERMIT

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

1. From the **Death** tab, select **Search death record** from the *Tasks* list.
2. Enter the decedent's first name and last name in the appropriate data fields.
Please note: You may choose any data field to complete for your search criteria.
3. Scroll down the page and click the **Search** button. The refreshes and displays a summary of a decedent's record at the top of the page. If this is the decedent's record you want, Skip to Step 6.
4. Scroll down the page to view the entire list of records and to make your selection if there are multiple records matching your search criteria and the record summary displayed is not the record you want.
5. Click on the decedent's name.
6. Click the **Select a Follow-on Action** arrow and select **Issue disinterment permit** from the drop down menu. The Issue disinterment permit page opens.
7. Scroll down the page to complete the Re-interment information section. Click in the box to select re-interment type. The page refreshes and opens the additional fields to be completed.
8. Click on the arrow to select name from the drop down menus to complete the additional fields. For example, if Burial or Entombment is selected, the cemetery fields display.
9. Click **Add legal representative** to display the fields and type next-of-kin information authorizing the disinterment/re-interment of the deceased.
10. Type name(s) of legal representative(s) and the relationship to decedent. The system allows you to enter up to three legal representatives.
11. Complete **Expected date of disinterment** and **Expected date or re-interment** fields.
12. Click **Save**. The page refreshes and the system displays the message "Permit added successfully."
13. The system also assigns a Disinterment/Re-interment Permit # and prints the current date (date permit was created) on the Disinterment/Re-interment Permit.

14. Click **Print**. The PDF pop-up prompt displays; click **OK** to Open the Disinterment/Re-interment Permit.

15. Click the  icon to print the Permit.