



DEPARTMENT OF HEALTH

**VITAL RECORDS ISSUANCE
MANAGEMENT SYSTEM
(VRIMS)**

User's Guide for Town Clerks

TABLE OF CONTENTS

Page

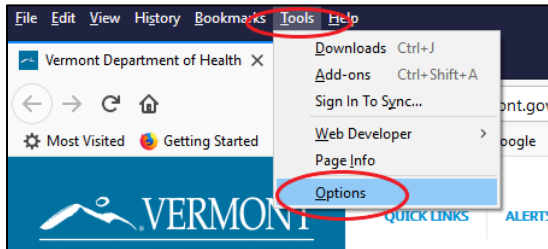
I.	Setting Up Adobe for VRIMS in FIREFOX.....	2
II.	Logging In and Out of the System/ Password Reset.....	3
III.	Printing Certified Copies of Birth and Death Certificates.....	4
IV.	Printing Noncertified Copies of Birth and Death Certificates.....	11
V.	Printing File Copies of Birth and Death Certificates.....	15
VI.	Reporting Pre-1909 Birth and Death Certified Copies.....	19
VII.	Generating Lists of Birth and Death Records.....	21
VIII.	Reporting Other Certified Copies (Marriages).....	25
IX.	Reporting Voided Security Paper.....	27
X.	Running the CPA Numbers Report.....	29

Appendices:

1.	Printing Record Not Found Letter.....	31
2.	Printing Do Not Issue Letter.....	35
3.	Printing Incomplete Applicant Letter.....	37
4.	Return to CPA Numbers.....	39

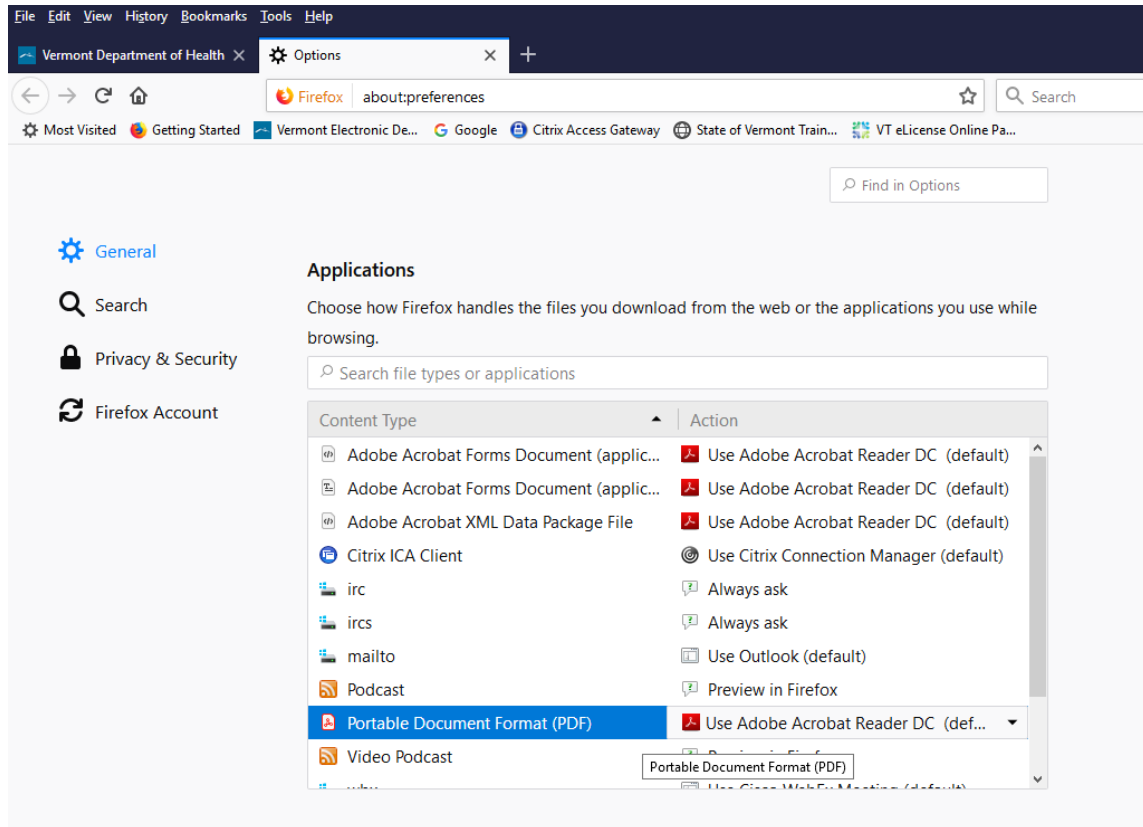
I. Setting Up Adobe Reader DC for VRIMS in FIREFOX

- Vital Records strongly recommends using Firefox as the default browser to access VRIMS.
- Open FIREFOX and click on Tools and then Options.



or

- In the Options window, under General, go to the Applications section



- Scroll down to Portable Document Format (PDF) and select “Use Adobe Acrobat Reader (default)”
- Close Options Tab

II. Logging In and Out of the System/ Password Reset

Log in to VRIMS directly from our website.

<https://www.healthvermont.gov/stats/vital-records/information-town-and-city-clerks>

- Click the blue “VRIMS LOGON” box and the Windows Security appears below.
- Enter username and password and click *OK*.

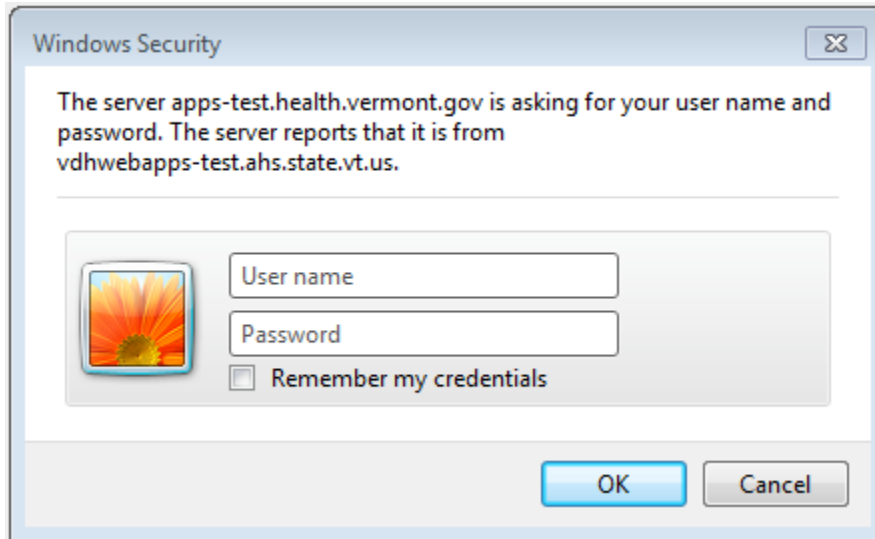


Figure 2-1. Windows-Security Login Window.

The VRIMS main page will open (see Figure 3-1).

Logging Out

- Click on the *Logout* button as seen in Figure 2-2.
- The system will say, “*You have been logged out. Please close the browser.*”

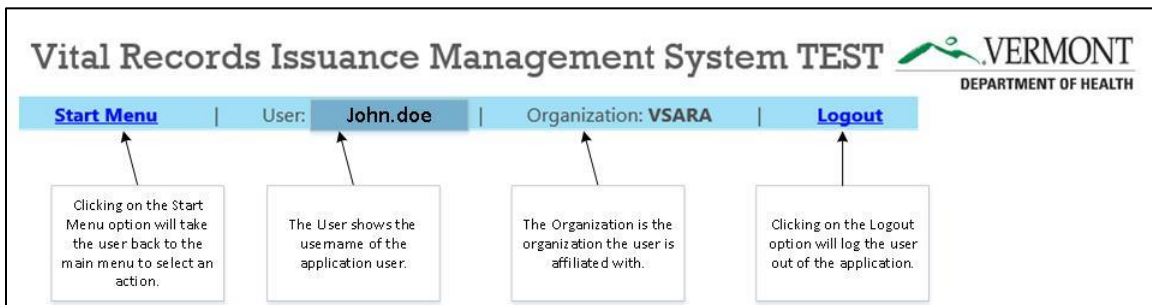


Figure 2-2. Top Bar Navigation.

Resetting your VRIMS password

- Click on the *forgot password link* located below the VRIMS LOGON box.
- Passwords expire every 180 days. We recommend you set a reminder on your calendar.
- Passwords cannot be reset more than once within a 24 period.
- Five unsuccessful attempts to log in to VRIMS will lock your account. Wait 30 minutes and try again.

III. Printing Certified Copies of Birth and Death Certificates

In order to print a certified copy or copies of a birth or death certificate dated January 1, 1909, and later, you will need to enter information from an application that has been completed by a person eligible to request a copy.

To print a certified birth or death certificate, perform the following steps:

- On the main page, click on the **Print Birth Certificate** or **Print Death Certificate** buttons as seen in Figure 3-1 below (*Process for Birth and Death are the same except for where shown*):

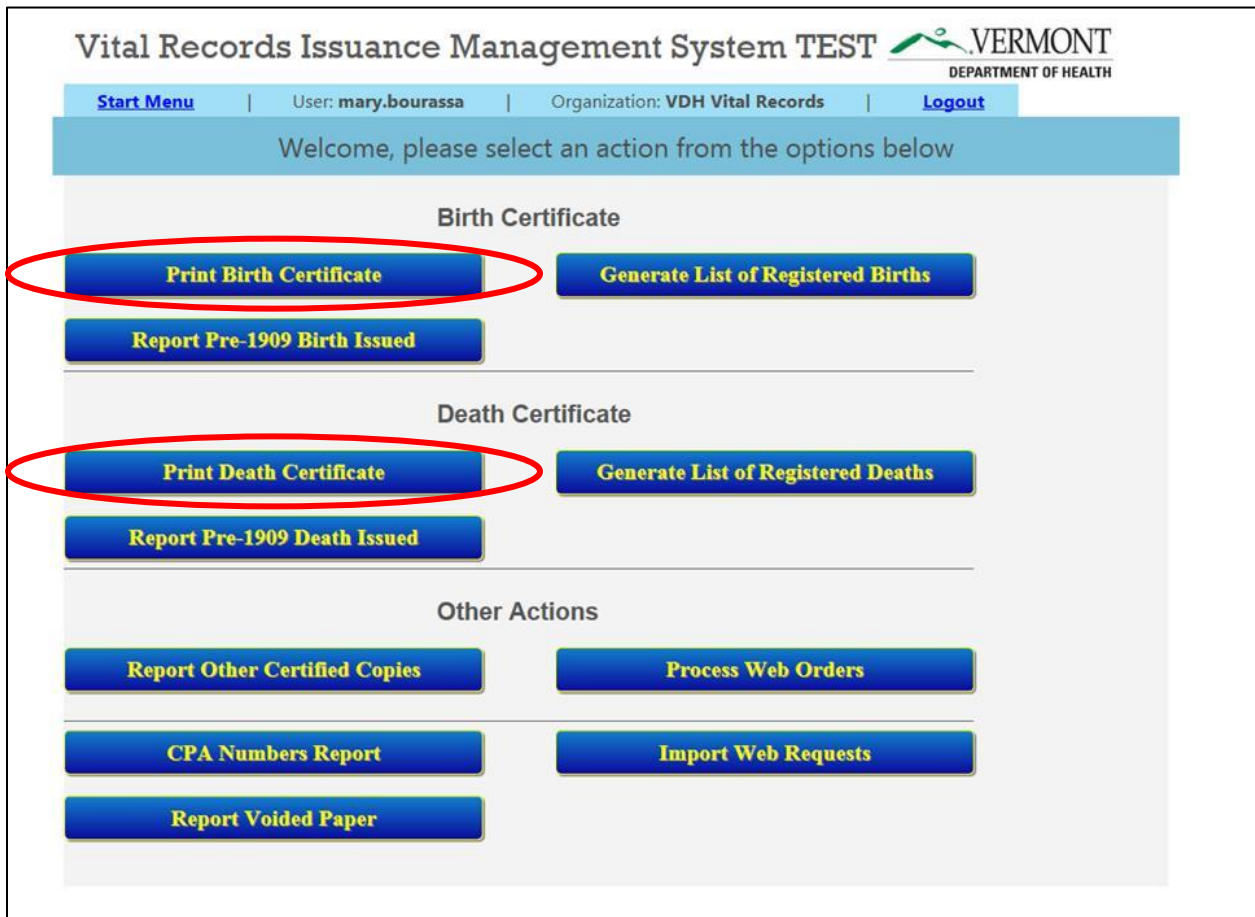


Figure 3-1. Home Screen.

- The *Certified Request* window will open.
- Required Fields are indicated with a red Asterisk.
 - Select from *Certificate Type: Birth (or Death) Certified*
 - Enter *Number of Copies*
 - *Town of Birth for Foreign Born Adoption Indicator* for Birth Certificates

- If certificate is a foreign-born adoption certificate, select checkbox for Foreign Born Adoption, otherwise enter the name of the Town of Birth.
- See figure 3-2 below.

Print Birth Certificate

Certificate Type: * Number of Copies: *

Birth Certified 1

Fill out all required fields.

Child's Information

First Name: Middle Name: Last Name: *

Date of Birth

Month: * Day: * Year: * Sex: *

Clicking this will make Town of Birth grayed out and N/A.

Foreign Born Adoption Town of Birth: *

Mother's/Parent's Name

First: Middle: Last Name at Birth:

Father's/Parent's Name

First: Middle: Last:

Proceed

Click Proceed to continue

Cancel

Click Cancel to return back to the Main Action Menu.

Figure 3-2. Certified Request Screen.

- Enter other required information and click *Proceed*. (Click *Cancel* to cancel this search and return to the **Main** screen.)

Figure 3-3. Search Screen for Record.

- The search screen, figure 3-3, shows the items that were specified in the certificate request screen.
- To search for the certificate click Find.
 - When searching for death records, the user may also search by a date range
- The application will return search results, as seen in Figure 3-4, or a message indicating that no records were found.
 - **If death record not found, remove date of death and search by first and last name.**
 - If the desired record was not found, go to **Appendix 1: Printing Record Not Found Letter.**

Certificate #	Last	First	Middle	Sex	Date of Birth	Town of Birth	Town of Residence	Date Registered	Details
1442001843477	Doe	Jane	Mary	F	01/01/2001	Randolph (Town of)	Randolph	01/01/2001	Details

Figure 3-4. Search Results found.

- If the search does not produce the desired result, the user may click on *New Search* and the user will be presented with the search screen in Figure 3-3 above.

- Clicking on the Details link (birth certificates only) for a specific record will display the parents' names.
- If desired record is found, Click on the **Certificate #**.
 - 1) Once selected, the user will be taken to an Applicant Information screen. See Figure 3-5.

Figure 3-5. Applicant Information Screen.

- If this certificate has been indicated as “Do Not Issue,” the system will present a message stating that this certificate cannot be issued. See Figure 3-6.
 - 2) Go to **Appendix 2: Print Do Not Issue Letter**.

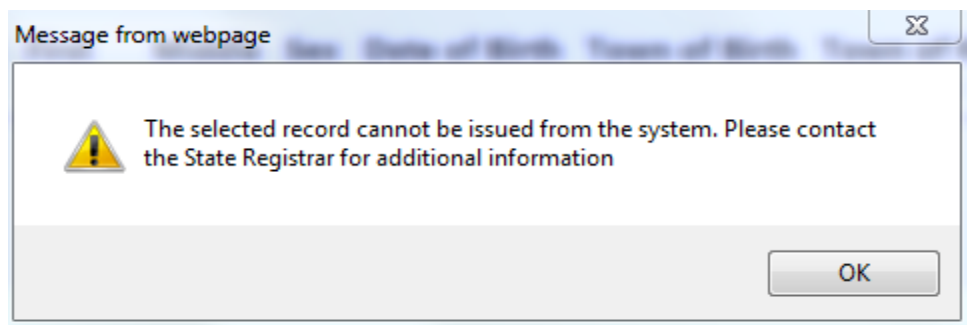


Figure 3-6. Do Not Issue warning message.

- Required Fields on the Applicant Information Screen are marked with a red Asterisk.
- **For Death Certificates only:** if applicant is a **Funeral Director**, most information will be prepopulated in the system when applicant's facility name and applicant's name are chosen from drop down lists. See Figure 3-5-2.

Print Death Certificate

Certificate Type: **Certified Copy**
 Decedent Name: **Doe** | Date of Death: **01/01/2018** | Sex: **Male** | Town of Death: **Monkton** Fill out all required fields.

Is applicant a Funeral home employee: **Yes** ▼

Funeral Home: **marys act46 funeral facility (Randolph)** ▼ Applicant: **marys common funeraldirector** ▼

Applicant Information

First Name: * Middle Name: Last Name: * Suffix: Date of Birth: *

Address:

Street 1: * Street 2:

City/Town: * State: * Zip: *

Country: *

Phone: * Email:

Relationship to Registrant: *

Applicant Organization:

Identification Document: *

ID Number: * Expiration Date: *

Applicant Attestation * Date of Attestation: *

Print Certificate **Incomplete Applicant Information letter** **Cancel**

Click Print Certificate to print the Certified Copy.
 Click Incomplete Applicant Information Letter if required information is not available.
 Click Cancel to return back to the Main Action Menu.

Figure 3-5-2. Applicant Information Screen (Funeral Home Employee).

- All required fields must be entered for the user to proceed to printing of the certificate.
 - If application is incomplete, go to **Appendix 3: Print Incomplete Applicant Letter**.
- Click *Print Certificate* to proceed to entering CPA numbers, see Figures 3-7.

Print Birth Certificate

Print Certified Copy Step 1: Enter Certified Paper Audit (CPA) Numbers

Printing a Certified Copy requires that you enter the Certified Paper Audit (CPA) Numbers from the security paper you will be using. Please enter the numbers below and then proceed to Step 2.

1	VT 0777777	<input type="checkbox"/> Printed	Set CPA Numbers
2	VT 0777778	<input type="checkbox"/> Printed	
3	VT 0777779	<input type="checkbox"/> Printed	
4	VT 0777780	<input type="checkbox"/> Printed	

Enter CPA number in top line, click Set CPA Numbers, and sequential numbers will fill in.

Proceed

Cancel

Click Save Request to record the issuance of this certificate.


Click Cancel to return back to the Main Action menu.

Figure 3-7. Step 1 Print Certified Copy - Enter Multiple CPA Numbers (for multiple copies).

- Enter *CPA number* (7-digit number, including leading zero, from back of security paper).
 - For multiple copies, enter first *CPA number* and then click “Set CPA Numbers” for the system to generate remaining sequential numbers
- Click Proceed.
- The screen in Figure 3-8 will appear.
- Click *Print*.
 - The certificate appears in separate .PDF window for printing, as seen in Figure 3-9.
 - Print the document out of Adobe directly onto the CPA Paper.
 - “X” (close) out of the Adobe window to get back to VRIMS to complete the process.
 - Click *Printing Complete* when certificates are successfully printed.
 - 1) **If printing was not successful** on any of the CPA sheets used, the user may click *Return to CPA Numbers* and print again. Go to **Appendix 4: Return to CPA Numbers**.

Print Birth Certificate

Print Certified Copy Step 2: Generating PDF



REMINDER: PLEASE LOAD APPROPRIATE PAPER IN PRINTER BEFORE PRINTING

Print

Return to CPA Numbers

Printing Complete

Click 'Print' to generate PDF file ... please wait.

If printing was not successful and you need to update the CPA Numbers of the paper being used before printing again select Return to CPA Numbers.

If all printing was successful select Printing Complete.

Click Print to print certified copy.

Click Return to CPA Numbers if printing is unsuccessful to update CPA Numbers to print again.

Click Printing Complete when finished printing.

Figure 3-8. Step 2 Print Certified Copy-Generate PDF.

VERMONT CERTIFICATE OF LIVE BIRTH

1442001-843477
STATE FILE NUMBER

Child's Name: Jane Mary Doe Jr. Time of Birth: 11:11 AM Sex: Female
 Date of Birth: January 01, 2001 Birth Order: None applicable
 Plurality: Single

Type of Birthplace: Hospital City or Town of Birth: Randolph
 Facility Name (if not in facility, street address and number): Gifford Medical Center

Parent's Name: Mary Doe Sr. Date of Birth: July 11, 1970
 Last Name at Birth: Rae Birthplace: Vermont

Residence Address: 1 Elm Street State: Vermont
 City or Town: Randolph

Parent's Name: Michael Doe Sr. Date of Birth: December 21, 1970
 Birthplace: Vermont

Certifier: Hannah C. Allen Title: Licensed Midwife
 Date Certified: January 01, 2001
 Attendant: Glenn B. Adams Title: DO

Registration: *Jean DeCell* Jean DeCell, State Registrar Date Registered: January 01, 2001

Printed from the Vermont Electronic Birth Registration System on: December 11, 2018

Figure 3-9. Sample Certified Birth Certificate

IV. Printing Noncertified Copies of Birth and Death Certificates

Noncertified copies of birth and death certificates dated on or after July 1, 2019, must be issued from VRIMS and noncertified copies of birth and death certificates dated between January 1, 1909, and June 30, 2019, may be issued from VRIMS. A noncertified copy is printed on plain paper. The copy will contain a “Noncertified” watermark and a statement that it was issued from the Electronic Birth Registration System (EBRS) or the Electronic Death Registration System (EDRS).

To print a noncertified copy of a birth or death certificate, perform the following steps:

- On the main page click on the **Print Death Certificate** or **Print Birth Certificate** button.
- The *Print Death Certificate* or *Print Birth Certificate* window opens.
- Required Fields are:
 - *Certificate Type* - use the drop-down to select *Noncertified*.
 - *Number of Copies*
- Click *Proceed*. (Click *Cancel* to cancel this search and return to the **Main** screen.)

The screenshot shows a web interface for searching for noncertified death certificates. The title is "Print Death Certificate". The certificate type is set to "Noncertified Copy". The search criteria include First Name, Last Name, Date of Death, Death Certificate Number, and Date Registered. There are checkboxes for "Search in date range" for both Date of Death and Date Registered. At the bottom, there are "Find" and "Cancel" buttons. A callout box next to the "Find" button says "Click Find to continue." and a callout box next to the "Cancel" button says "Click Cancel to return back to the Main Action Menu."

Figure 4-1. Search Screen for Noncertified Death Certificate.

- The screen reflected in Figure 4-1 shows the items that were specified in certificate request screen.
 - If nothing was entered in the certificate request screen, these boxes will be blank.
- To search for the certificate the user must Enter at least two of the *Name* or *Date* variables, including date ranges (available for death certificates only).
- Click *Find*. (Clicking *Cancel* returns the user to the **Main** screen).
- The application will return with search results or a message indicating that no records were found.

Print Death Certificate

Certificate Type: **Noncertified Copy**

First Name: Last Name: Date of Death: Search in date range

Death Certificate Number: Date Registered: Search in date range

Number of records found: 3

Certificate #	Last	First	Middle	Sex	Date of Death	Town of Residence	Town of Death	Father's Last Name	Mother's Last Name
1441954200759	Doe	John		Male	12/19/1954	Grafton	Waterbury		
1441953200765	Doe	John		Male	6/12/1953	Brattleboro	Brattleboro		
1442018204158	Doe	John	James	Male	1/1/2018	Randolph	Randolph		

Figure 4-2. Search Results found.

- If desired record is found, Click on the desired Certificate #. See Figure 4-2.
 - If initial search does not produce the desired results, the user may click on New Search and the user will be presented with the search screen in Figure 4-1.
 - If this certificate has been flagged by the State Registrar as “Do Not Issue”, the system will present a message stating that this certificate cannot be issued (Figure 4-3).
 - 1) Click OK and the Applicant Information screen opens.
 - 2) Go to **Appendix 2: Print Do Not Issue Letter**.

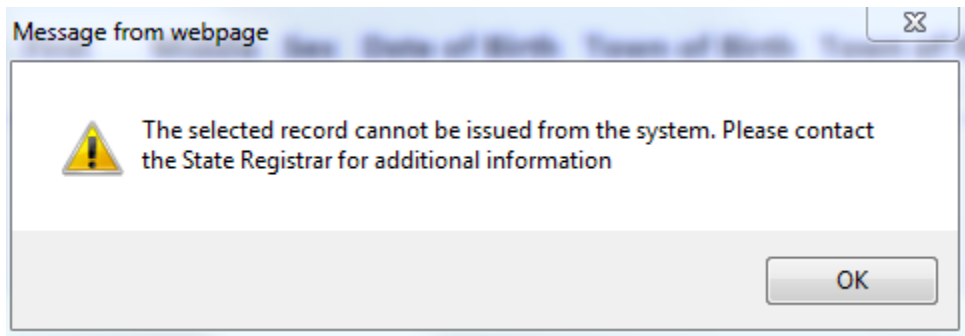


Figure 4-3. Do Not Issue warning message.

Print Death Certificate

Certificate Type: **Noncertified Copy**

Is applicant a Funeral home employee: No Applicant data is required.

Applicant Information

First Name: Middle Name: Last Name: Suffix: Date of Birth:

Address:

Street 1: Street 2:

City/Town: State: Zip:

Country:

Phone: Email:

Relationship to Registrant:

Identification Document:

ID Number: Expiration Date:

Applicant Attestation Date of Attestation:

Click Print Certificate to print.

Click Cancel to return back to the main Select Action Menu.

Figure 4-4. Applicant Information Screen (Non-Funeral Home Employee)

- Applicant Information is not required for a noncertified copy.
- Click *Print Certificate* to proceed (Figure 4-4).
 - The certificate appears in separate .PDF window for printing, as seen in Figure 4-5. To *Print*, click on the print icon within Adobe.

- “X” out of the .PDF document window to get back to VRIMS after printing.
- Click on *Printing Complete return to Start.*

VERMONT CERTIFICATE OF DEATH *AMENDED*

John James Doe, II
Aliases: johnny

Date of Death: January 01, 2018 Time of Death: 11:00 AM Age: 58 Years 1442018204158
State File Number

Date of Birth: January 01, 1960 Birthplace: Randolph, VT Sex: Male

Mother's/Parent's Birth Name:
Father's/Parent's Birth Name:
Marital Status: Never married or in Civil Union Spouse/Civil Union Partner:
Residence: 1 Main St, P.O. Box 99, Randolph, VT

Hispanic Origin: Unknown Race: Asian Indian
Occupation: unknown Business/Industry: unknown
Education: High school graduate or GED completed
Ever in U.S. Armed Forces: No Veteran of Any War: No

Hospice Care (in past 30 days): No
Place of Death: Gifford Medical Center, Randolph, VT
Informant: Jane Doe; 2 Main St, Randolph, VT 05060 Relationship: Sister

Disposition Date: Place of Temporary Storage: Ascumey Cemetery Vault, Windsor, VT
Method: Temporary Storage Place of Final Disposition:
Funeral Director/Authorized Person:
Address: Gifford Medical Center, 44 South Main Street, Randolph, VT 05060

Cause of Death and Interval (Onset to Death): Manner of Death: Natural
A. failing health (1)

Other Contributing Conditions:

Did Tobacco Use Contribute to Death: Yes Pregnant at Time of Death: Not applicable
Date Pronounced Dead: January 01, 2018 Time Pronounced Dead: 11:00 AM
Medical Examiner Contacted: No Autopsy Performed: No

Injury Date/Time: Injury at Work: Transportation Injury:
Injury Place: Injury Location:
How Injury Occurred:

Medical Certifier: Kylie Abe; 111 Colchester Avenue, 222WP2, Burlington, VT 05401
Title of Certifier: Medical Examiner Date Certified: January 01, 2018 Other Attending Physician:

Registration: *Jean DeCell* Jean DeCell, State Registrar Date Registered: September 27, 2018

Printed from Vermont Electronic Death Registration System on: January 02, 2019

Date Amended
1/1/2018

This is a noncertified copy of a death certificate issued from the Vermont Electronic Death Registration System and shall not serve as prima facie evidence of the facts stated therein. 18 V.S.A. § 5016 (c) (2).

Figure 4-5. Sample Noncertified Death Certificate

V. Printing File Copies of Birth and Death Certificates

A file copy of a birth or death certificate is printed to replace an original, filed certificate with an updated (corrected or amended) version.

To print a birth or death certificate file copy, perform the following steps:

- On the main page, click on the **Print Birth Certificate** or **Print Death Certificate** button.
- The *Print Birth/Death Certificate* window opens (Figure 5-1).
- Required Fields are:
 - *Certificate Type* - use the drop-down to select *Birth File Copy*.
 - *Number of Copies* - this will automatically be entered as “1” copy and will not be editable.

Figure 5-1. File Copy Request Screen.

- Enter registrant’s name and date of event.
- Click *Proceed*. (Click *Cancel* to cancel this search and return to the **Main** screen.)

Print Birth Certificate

Certificate Type: **File Copy**

Child First Name: Child Last Name: Date of Birth:

Birth Certificate Number:

Find ← Click Find to continue. **Cancel** ← Click Cancel to return back to the Main Action Menu.

Figure 5-2. Search Screen for Birth File Copy.

- The page reflected in Figure 5-2 shows the items that were specified in certificate request screen.
- To search for the certificate the user must Enter a at least *Last Name* and *DOB/DOD*.
- Click *Find* (Clicking *Cancel* returns the user to the **Main** screen).
- The application will return with search results, as seen in Figure 5-3, or a message indicating that no records were found.

Print Birth Certificate

Certificate Type: **File Copy**

Child First Name: Child Last Name: Date of Birth:

Birth Certificate Number:

Find **New Search** ← Click New Search to search for a different certificate. **Cancel** ← Click Cancel to return back to the Main Action Menu.

Number of records found: 1

Certificate #	Last	First	Middle	Sex	Date of Birth	Town of Birth	Town of Residence	Date Registered	Details
1442001843477	Doe	Jane	Mary	F	01/01/2001	Randolph (Town of)	Randolph	01/01/2001	Details

Click Certificate# to proceed to printing. Click Details for more information.

Figure 5-3. Search Results Found.

- If the desired results are not found, the user may click on *New Search* and the user will be presented with the search screen in Figure 5-2.

- If this certificate has been flagged by the State Registrar as “Do Not Issue”, the system will present a message stating that this certificate cannot be issued and will return the user to Main Menu. See Figure 5-4.

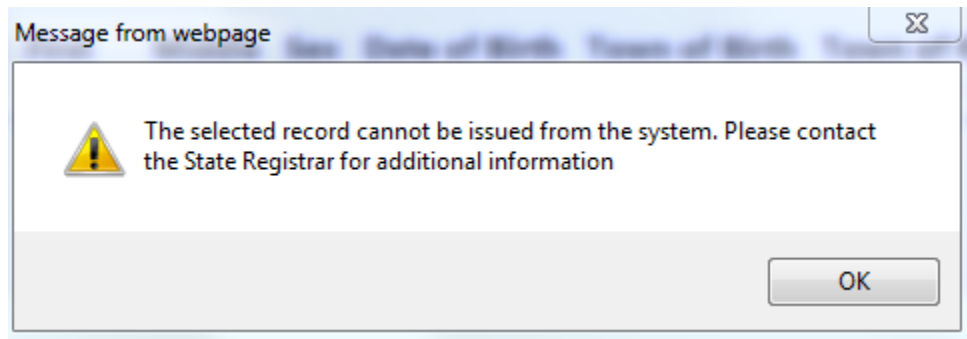


Figure 5-4. Do Not Issue Warning Message.

- Otherwise, the user will be taken to the print screen. See Figure 5-5.



Figure 5-5. Print Screen.

- Click *Print* and the file copy opens as a PDF for printing. See Figure 5-6.
- Print the certificate directly from Adobe.
- “X” (close) out of Adobe document to return to VRIMS to complete the process.

- Click *Printing Complete* after PDF has been printed.

VERMONT CERTIFICATE OF LIVE BIRTH

1442001-843477
STATE FILE NUMBER

Child's Name: Jane Mary Doe Jr.

Date of Birth: January 01, 2001
Plurality: Single

Type of Birthplace: Hospital
Facility Name (if not in facility, street address and number): Gifford Medical Center

Parent's Name: Mary Doe Sr.
Last Name at Birth: Rae

Residence Address: 1 Elm Street
City or Town: Randolph

Parent's Name: Michael Doe Sr.
Birthplace: Vermont

Certifier: Hannah C. Allen
Date Certified: January 01, 2001
Attendant: Glenn B. Adams

Registration: *Jean DeCell* Jean DeCell, State Registrar

Time of Birth: 11:11 AM
Birth Order:

City or Town of Birth: Randolph

Date of Birth: July 11, 1970
Birthplace: Vermont

State: Vermont

Date of Birth: December 21, 1970

Title: Licensed Midwife

Title: DO

Date Registered: January 01, 2001

Figure 5-6. Sample File Copy.

VI. Reporting Pre-1909 Birth and Death Certified Copies

This function is used to report the issuance of a certified copy of a Pre-1909 Birth or Death certificate. These certificates are not maintained in VRIMS and are issued by copying a record onto engraved security paper. The user enters a full request record containing information provided to them by the applicant into VRIMS and reports the security paper used to issue the copy and the date the request was filled.

To record the issuance of a pre-1909 birth or death certificate, perform the following steps:

- On the main page click on the **Report Pre-1909 Birth Issued** or **Report Pre-1909 Death Issued** button.
 - The *Report Pre-1909 birth/death Issued* window opens (Figure 6-1).
 - Required Fields are highlighted with red asterisks.

The screenshot shows a web form titled "Issue Pre-1909 Death Certificate". At the top, there are two fields: "Certificate Type:" with a dropdown menu showing "Pre-1909 Death" and "Number of Copies: *" with a text input field containing "1". A callout box on the right says "Fill out all required fields." Below this is the "Decedent's Information" section with fields for "First Name:" (Jane), "Middle Name:" (empty), and "Last Name: *" (Doe). The "Date of Death" section has fields for "Month: *" (01), "Day: *" (01), "Year: *" (1901), "Sex: *" (Female), and "Town of Death: *" (Manchester). Below that are sections for "Mother's/Parent's Name" and "Father's/Parent's Name", each with "First:", "Middle:", and "Last:" fields. At the bottom, there are two buttons: "Proceed ->" and "Cancel". Callout boxes point to these buttons with instructions: "Click Proceed to continue" and "Click Cancel to return back to the Main Action Menu."

Figure 6-1. Pre-1909 Request Screen.

- Click *Proceed*. (Click *Cancel* to cancel and return to the **Main** screen.)
- The user will be taken to an *Applicant Information* entry screen.

- Required Fields are highlighted with a red asterisk.
- If all required fields are not entered, the user may not proceed to printing of the certificate.
- Click *Proceed* to proceed to entering CPA numbers, see Figure 6-2

Figure 6-2. Report Issuance of multiple copies of a Pre-1909 Certificate.

- Enter *CPA Number/s* and *Date Request Filled*.
- Click *Save Request* and user will be taken to the confirmation screen. See Figure 6-3.

Figure 6-3. Confirmation message.

- Click *Back to Start Menu*.

The Issuance of a Pre-1909 Birth or Death Certificate has been recorded.

VII. Generating Lists of Birth and Death Records

To generate a list of registered births or deaths for your town, perform the following steps:

- On the main page, click on the *Generate List of Registered Births* or *Generate List of Registered Deaths* button.
- The *Generate List of Registered Births/Deaths* screen appears. See Figure 7-1.
- Required Fields are:
 - *Town Office* - This will be set to the town to which the user is associated.
 - *Search Option* – Select one.

The screenshot shows a web form titled "Generate List of Registered Births". At the top, there is a blue header with the title. Below the header, the form contains the following elements:

- A label "Town Office: *" followed by a dropdown menu. A callout box "Select Town Office." points to the dropdown.
- Six radio button options for search criteria:
 - Specific Date of Birth
 - Specific Date of Registration
 - Date of Birth in Range
 - Date of Registration in Range
 - Year of Birth
 - Year of RegistrationA callout box "Search options. Select only one at a time." points to these options.
- Two buttons at the bottom: "Generate List" and "Clear".

Figure 7-1. Main Search Screen.

- *Specific Date Searches*
 - Required Fields are the specified date
- *Range Search*
 - Required Fields are:
 - 1) Start Date
 - 2) Specified Range – Select from drop-down (1 Week, 1 Month, 3 Months, 6 Months or 1 Year). (End Date will be calculated by the system.)
- *By Year Searches*
 - Required Fields are the Specified Year.
- Once search method has been selected and required fields entered, Click *Generate List*.

- Search results should reflect content of birth/death certificate with the exception that unknown dates will be presented as 99(month), 99(day), 9999(year).
- See Figure 7-2, Sample of *Generated List*.

Generate List of Registered Births

Town Office: *

Burlington City Clerk

Specific Date of Birth Specific Date of Registration
 Date of Birth in Range Date of Registration in Range
 Year of Birth Year of Registration

Date of Birth: *

5/5/2005

Number of records found: 10

Date Registered	Date of Birth	Last Name	First Name	Middle Name	Suffix	Sex	Town of Birth	Town of Residence	State File Number
5/13/2005	5/5/2005	Ant	Ann	Anita		F	Burlington	Colchester	1442005987635
5/13/2005	5/5/2005	Bee	Bob	Brian		M	Burlington	Milton	1442005834773
5/13/2005	5/5/2005	Cat	Carl	Charles		M	Burlington	Hinesburg	1442005343434
5/13/2005	5/5/2005	Dog	Darlene	Diane		F	Burlington	Colchester	1442005534564
5/13/2005	5/5/2005	Elephant	Ed	Enos		M	Burlington	Burlington	1442005562352
5/13/2005	5/5/2005	Grub	Gab	Gina		F	Burlington	Shelburne	1442005874757
5/13/2005	5/5/2005	Hornet	Heien	Heather		F	Burlington	Brandon	1442005780708
5/16/2005	5/5/2005	Insect	Irma	Irene		F	Burlington	Essex	1442005876049
5/13/2005	5/5/2005	Jag	Jackie	Jenny		F	Burlington	Underhill	1144200565436
5/13/2005	5/5/2005	Kangaroo	Ken	Kam		M	Burlington	S. Burlington	1442005235276

Figure 7-2. Specific Date of Birth Search Results.

- User can click on the blue *Date Registered*, *Date of Birth/Death* or *Last Name* header to sort the columns in ascending or descending order.
- To generate report, click *Create Report* button, See Figure 7-2.
 - The report appears in a separate tab or window where it can be Viewed, Printed or Downloaded (Figure 7-3).
 - This report contains the same data as seen above from *Generate List*, but it is in a report form and can be exported in various formats.

File Edit View Favorites Tools Help

11 1 of 1 Find | Next

Births Registered for Burlington City Clerk

Date Generated: January 09, 2019
 Selection: Date of Birth
 Date of Birth: 5/5/2005

Date Registered	Date of Birth	Last Name	First Name	Middle Name	Suffix	Sex	Town Of Birth	Town of Residence	Residence Street	State File Number
5/13/2005	5/5/2005	Ant	Ann	Anita		F	Burlington	Colchester	45 Maple Drive	1442005987625
5/13/2005	5/5/2005	See	Bob	Brian		M	Burlington	Milton	86 Oak Street	1442005934773
5/13/2005	5/5/2005	Cat	Carl	Charles		M	Burlington	Hinesburg	77 Pine Street	1442005943434
5/13/2005	5/5/2005	Dog	Darlene	Diane		F	Burlington	Colchester	910 Cedar Street	1442005934064
5/13/2005	5/5/2005	Elephant	Ed	Edos		M	Burlington	Burlington	55 Elm Street	1442005962352
5/13/2005	5/5/2005	Grub	Geo	Gina		F	Burlington	Shelburne	777 Lotus Lane	1442005974737
5/13/2005	5/5/2005	Homet	Heen	Hester		F	Burlington	Brandon	32 Cherry Street	1442005980708
5/16/2005	5/5/2005	Insect	Irma	Irene		F	Burlington	Essex	8 Oak Street	1442005976048
5/13/2005	5/5/2005	Jag	Jackie	Jenny		F	Burlington	Underhill	2334 Birch Street	1442005959436
5/13/2005	5/5/2005	Kangaroo	Ken	Kam		M	Burlington	S. Burlington	476 Cherry Street	1442005932576

Page 1 of 1

Figure 7-3. Specific Date of Birth Generated Report.

- In the top, gray bar in the report, there are several different buttons. See Figure 7-4 below.

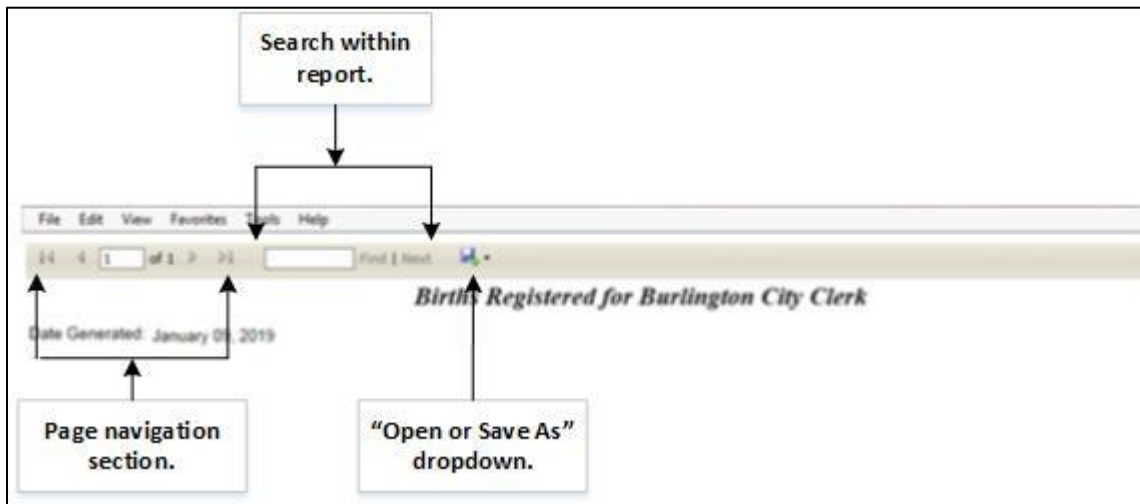


Figure 7-4. Report Top Navigation Bar.

- This button will take the user back to the first page of the report if they are on any other page.
- This button will take the user back one page from any page they are on.
- of 68 The user enters desired page number.




-  This button will take the user forward one page from any page they are on.
-  This button will take the user to the final page of the report if they are on any other page.
- Find | Next In this field, the user can add anything they want to search for in the white search box.
-  This drop-down box reveals several options as seen in Figure 7-5 below.



Figure 7-5. Report Open and Save File Options.

- When finished with the list, close out of the tab or window that the report was opened into.
- Click *Cancel* or *Return to Start Menu*.

VIII. Reporting Other Certified Copies (Marriages)

This function is used to report security paper that was used to issue certified copies of marriage and civil union certificates on file in your office. These certificates are not maintained in VRIMS and are issued by copying a certificate onto security paper.

To report the security paper, perform the following steps:

- On the main page click on the **Report Other Certified Copies** button.
- The *Report Other Certified Copies* window opens (Figure 8-1).
- Required Fields are:
 - *Certificate Type* – Marriage or Civil Union.
 - *Number of Copies* – enter the number copies issued.

Figure 8-1. Data Entry Screen for Other Certificates Issued.

- Click *Proceed*. (Click *Cancel* to cancel and return to the **Main** screen.)
- User will be taken to the CPA Numbers screen. See Figure 8-2.

Figure 8-2. Report Issuance of multiple pieces of Security Paper.

- Enter *CPA Number/s* and *Date Request Filled*.
- Click *Save Request* and user will be taken to the confirmation screen. See Figure 8-3.



Figure 8-3. Confirmation message.

- Click *Back to Start Menu*.
- The Issuance of a security paper has been recorded.

IX. Reporting Voided Security Paper

This function is used to report security paper that has been voided. This function serves only the means to report the action that occurred outside the system (physically marking and/or destroying the paper). It's the clerk's responsibility to ensure the paper is destroyed after entering the number(s).

To record the security paper as voided, perform the following steps:

- On the main page click on the **Report Voided Paper** button.
- The *Voided Paper* window opens (Figure 9-1).
 - *Certificate Type* defaults to "Voided Paper" and cannot be changed.
 - *Number of Copies* – enter the number of pieces of security paper that you need to void.

Figure 9-1. Voided Paper Request Screen.

- Click *Proceed*. (Click *Cancel* to cancel and return to the **Main** screen.)
- A new screen will appear for the user to enter the serial number of security paper that was voided. If more than a single sheet was indicated, the *Set CPA Numbers* button will be present. See Figure 9-2.

Voided Paper

Please enter the Certified Paper Audit (CPA) Numbers of the paper you have voided

1	VT	0777777	<input type="button" value="Set CPA Numbers"/>	
2	VT	0777778		<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;"> Step 1: Enter CPA number in top line, click CPA Numbers, and sequential numbers will fill in. </div>
3	VT	0777779		
4	VT	0777780		
5	VT	0777781		

Date Voided: *

6/2/2018	<div style="border: 1px solid #ccc; padding: 2px; font-size: small;">Enter the date that the security paper was voided.</div>
----------	---

Important – Voiding of the security paper requires that you follow appropriate steps to mark/destroy the paper per direction of the Vital Records Office. By submitting the number you are simply notifying Vital Records that you have taken this action.

Click Save to record the voiding of this security paper.

Click Cancel to return back to the Main Action Menu.

Figure 9-2. Report Void of Multiple Pieces of Security Paper.

- Required Fields are:
 - *Paper Number* – Enter from the back of the voided paper the seven-digit number, including leading zero. If multiple sequentially numbered papers are to be voided, click the *Set CPA Numbers* and the system will generate the remaining numbers.
 - *Date Voided* – Enter the date the paper was voided.
- Click *Save*. The screen in Figure 9-3 will appear.

Message

You have successfully reported that you have voided paper containing the following CPA Number(s) 0777777

[Back to Start Menu](#) ←

Click here to return to Start Menu

Figure 9-3. Confirmation message.

- Click *Back to Start Menu* to return to main menu.

X. Running the CPA Numbers Report

This function is used to run reports for your town of certified engraved paper used and reported in the VRIMS Application.

To get a report of Security Paper Used, perform the following steps:

- On the main page click on the **CPA Numbers Report** button
- The *CPA Numbers Report* window opens. See Figure 10-1.
- Required fields are (both dates reflect the date the transaction was recorded):
 - *Start Date*
 - *End Date*

CPA Numbers Report

Please indicate the date range for which you want to run the report.
The report will include all CPA numbers reported (saved in VRIMS) within this date range.
Note: the Date Reported may be different than the Date Request Filled (date when the certificate was issued).

Start Date: * End Date: *

12/10/2018 12/11/2018

Enter Start Date and End Date Range for report.

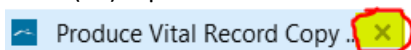
Create Report Cancel

Click Create Report to create the CPA Numbers Used Report.

Click Cancel to return back to the Main Action Menu.

Figure 10-1. Data Entry Screen for CPA Numbers Report.

- Click *Create Report*. (Click *Cancel* to cancel and return to the **Main** screen.)
- The user will be taken to the *Report* screen, which is opened in a new tab. See Figure 10-2.
 - To print or save a copy of the report, see Figure 10-3.
- Close ('X') report window when finished to return to application.



CPA Paper Used
Start Date: 12/10/2018 End Date: 12/11/2018

CPA Number	User	Organization	Date Request Filled	Certificate Type Requested	Date Reported
VT0000001	Cynthia Hooley	VDH Vital Records	12/07/2018	Civil Union	12/10/2018
VT0000002	Cynthia Hooley	VDH Vital Records	12/07/2018	Civil Union	12/10/2018
VT0000002	Cynthia Hooley	VDH Vital Records	12/10/2018	Birth Certified	12/10/2018
VT0000003	Cynthia Hooley	VDH Vital Records	12/07/2018	Civil Union	12/10/2018
VT0000004	Cynthia Hooley	VDH Vital Records	12/06/2018	Marriage	12/10/2018
VT0000005	Cynthia Hooley	VDH Vital Records	12/06/2018	Marriage	12/10/2018
VT0000006	Cynthia Hooley	VDH Vital Records	12/01/2018	Divorce	12/10/2018
VT0000007	Cynthia Hooley	VDH Vital Records	12/01/2018	Divorce	12/10/2018
VT0000008	Cynthia Hooley	VDH Vital Records	12/01/2018	Divorce	12/10/2018
VT0000008	Cynthia Hooley	VDH Vital Records	12/10/2018	Birth Certified	12/10/2018
VT0000009	Cynthia Hooley	VDH Vital Records	12/03/2018	Civil Union Dissolution	12/10/2018
VT0000010	Cynthia Hooley	VDH Vital Records	12/03/2018	Civil Union Dissolution	12/10/2018
VT0000011	Cynthia Hooley	VDH Vital Records	12/10/2018	Birth Certified	12/10/2018
VT0000016	Cynthia Hooley	VDH Vital Records	12/10/2018	Pre-1909 Birth	12/10/2018
VT0000017	Cynthia Hooley	VDH Vital Records	12/10/2018	Pre-1909 Birth	12/10/2018
VT0000018	Cynthia Hooley	VDH Vital Records	12/10/2018	Pre-1909 Birth	12/10/2018
VT0000019	Cynthia Hooley	VDH Vital Records	12/10/2018	Pre-1909 Birth	12/10/2018
VT0000050	Cynthia Hooley	VDH Vital Records	11/30/2018	Voided Paper	12/11/2018
VT0000051	Cynthia Hooley	VDH Vital Records	11/30/2018	Voided Paper	12/11/2018
VT0000052	Cynthia Hooley	VDH Vital Records	11/30/2018	Voided Paper	12/11/2018
VT0000053	Cynthia Hooley	VDH Vital Records	11/30/2018	Voided Paper	12/11/2018
VT0000054	Cynthia Hooley	VDH Vital Records	11/30/2018	Voided Paper	12/11/2018
VT0000055	Cynthia Hooley	VDH Vital Records	11/30/2018	Voided Paper	12/11/2018
VT0000111	Cynthia Hooley	VDH Vital Records	12/10/2018	Pre-1909 Birth	12/10/2018
VT0000112	Cynthia Hooley	VDH Vital Records	12/10/2018	Pre-1909 Birth	12/10/2018
VT0000113	Cynthia Hooley	VDH Vital Records	12/10/2018	Pre-1909 Death	12/10/2018
VT0000114	Cynthia Hooley	VDH Vital Records	12/10/2018	Pre-1909 Death	12/10/2018
VT0000115	Cynthia Hooley	VDH Vital Records	12/10/2018	Pre-1909 Death	12/10/2018
VT0123456	Robert Martin	VDH Vital Records	12/11/2018	Death Certified	12/11/2018
VT0123456	Cynthia Hooley	VDH Vital Records	12/10/2018	Birth Certified	12/10/2018
VT0552233	Robert Martin	VDH Vital Records	12/11/2018	Birth Certified	12/11/2018
VT0555123	Robert Martin	VDH Vital Records	12/10/2018	Voided Paper	12/10/2018
VT0555124	Robert Martin	VDH Vital Records	12/10/2018	Voided Paper	12/10/2018
VT0555125	Robert Martin	VDH Vital Records	12/10/2018	Voided Paper	12/10/2018
VT0555126	Robert Martin	VDH Vital Records	12/10/2018	Voided Paper	12/10/2018

December 27, 2018 Report Date Page 1 of 2 Page Number

Figure 10-2. Sample Report of CPA Numbers Used.

- To Print or Save report, use file options at top of screen as shown in figure 10-3:

The results of the search may include several pages of information. The user may move through the pages by entering either the desired Page Number or using the arrows to go to the next or last page.

The user may also use Find to search for specific information.

To print a copy of the report, select File/Print.

To save a copy of this report, click here for available formats (as seen below).

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Figure 10-3. CPA Report file options.

Appendices:

Appendix 1 - Printing Record Not Found Letter

If a search results in the requested record not being able to be found, the user can print a Record Not found letter which can be given/mailed to the applicant.

- Click on the *Record Not Found (print letter)* (Figure A-1).
 - The system will present the Applicant Information screen, see Figure A1-2, for entering information to generate the Record Not Found Letter.

Print Birth Certificate

Certificate Type: **Certified Copy**
Child Name: **Doe** | Date of Birth: **1/1/2001** | Sex: **Female** | Town of Birth: **Monkton**
Mother Name: **Mary Doe** Father Name: **Michael Doe**

Child First Name: Child Last Name: Date of Birth:

Birth Certificate Number:

Number of records found: 1

Certificate #	Last	First	Middle	Sex	Date of Birth	Town of Birth	Town of Residence	Date Registered	
1442001843477	Doe	Jane	Mary	F	01/01/2001	Randolph (Town of)	Randolph	01/01/2001	Details

←

Figure A-1. Record Not Found.

Print Birth Certificate

Certificate Type: **Certified Copy**
 Child Name: **Doe** | Date of Birth: **1/1/2001** | Sex: **Female** | Town of Birth: **Monkton**
 Mother Name: **Mary Doe** | Father Name: **Michael Doe**

Applicant Information

First Name: * Middle Name: Last Name: * Suffix: Date of Birth: *

Address:

Street 1: * Street 2:

City/Town: * State: * Zip: *

Country: *

Phone: * Email:

Relationship to Registrant: *

Identification Document: *

ID Number: Expiration Date:

Applicant Attestation * Date of Attestation: *

Figure A1-2. Record Not Found Applicant Information.

- Enter appropriate fields for generating letter.
- Click *Print Record Not Found Letter*.
- The system may present an informational warning message of fields not entered. See Figure A1-3.

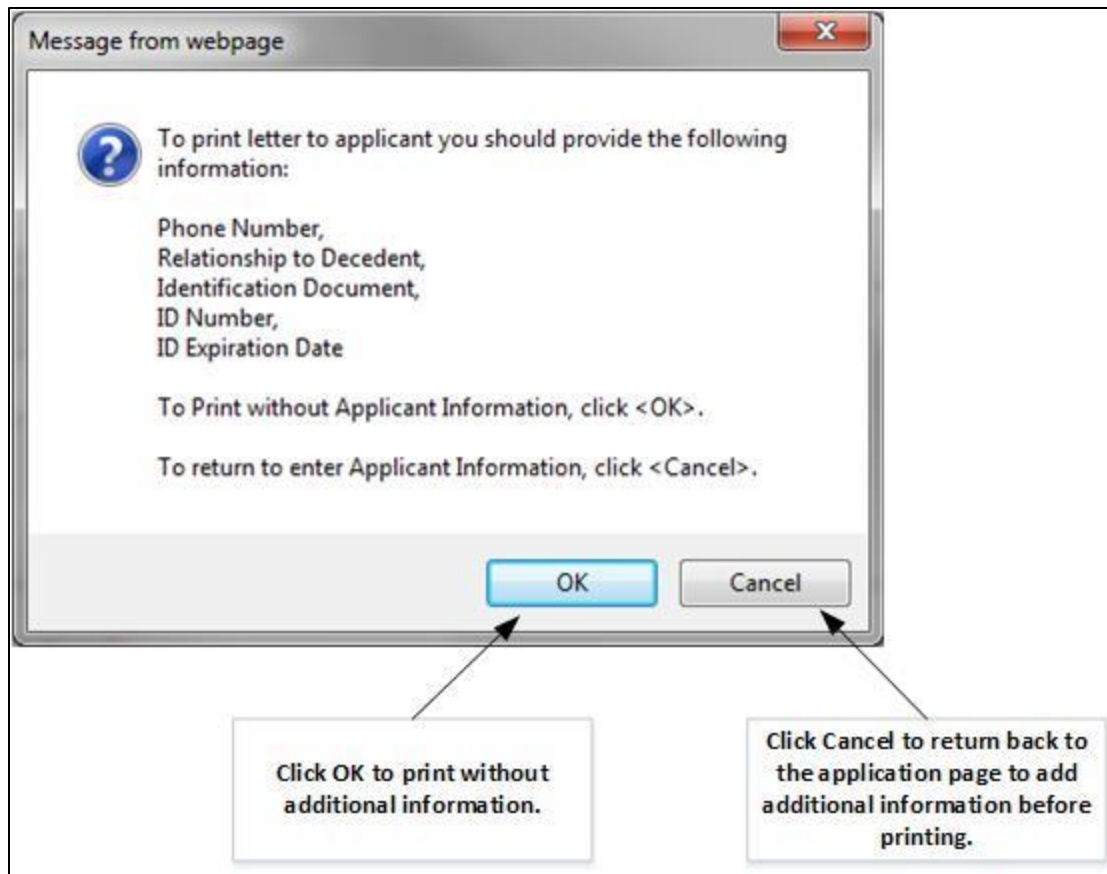


Figure A1-3. Applicant Information Warning.

- Click *OK* to continue to printing letter without additional information.
- Click *Cancel* to return to Applicant Information page to enter additional information.
- See sample letter in Figure A1-4.

December 19, 2018

James Jones

1 Elm Street

Suite 205

Monkton, VT 05469

Dear James:

We received your request for a certified copy of a vital record but unfortunately, we were unable to locate a matching record within the statewide registration system.

Please find enclosed your payment and your request.

Sincerely,

Enclosure

Figure A1-4. Sample Record Not Found Letter.

Appendix 2 - Printing Do Not Issue Letter

If this certificate has been indicated as “Do Not Issue,” the system will present a message stating that this certificate cannot be issued. See Figure A2-1.

The screenshot shows a web form titled "Print Birth Certificate". At the top, it displays certificate details: "Certificate Type: Certified Copy", "Child Name: Donald Doe | Date of Birth: 5/5/2005 | Sex: Male | Town of Birth: Monkton", "Mother Name: Mary Doe", and "Father Name: Michael Doe". A red error message states: "The selected record cannot be issued from the system. Please contact Vital Records Manager for additional information". A white callout box with a black border and an arrow pointing to the error message contains the text "Cannot be issued message." Below the error message is the "Applicant Information" section, which includes fields for First Name (James), Middle Name, Last Name (Jones), Suffix (Jr.), and Date of Birth. The "Address" section includes Street 1 (1 Elm Street), Street 2 (Suite 205), City/Town (Monkton), State (VT), Zip (05469), and Country (UNITED STATES). There are also fields for Phone, Email, Relationship to Registrant, and Identification Document. At the bottom, there are fields for ID Number, Expiration Date, Applicant Attestation (checkbox), and Date of Attestation. The form concludes with three buttons: "Print Do Not Issue letter", "Click Print Do Not Issue Letter to print.", and "Cancel". An arrow points from the "Click Print Do Not Issue Letter to print." button to the "Print Do Not Issue letter" button.

Figure A2-1. Applicant information for Do Not Issue Letter.

- Enter appropriate fields for generating letter.
- Click *Print Do Not Issue Letter* to proceed to printing letter. See Figure A2-2.
 - The system may present an informational warning message of fields not entered. See Figure A1-3 above.

- VRIMS will issue a Print Reminder page
- Click *Print* to generate letter. See sample in Figure A2-3.

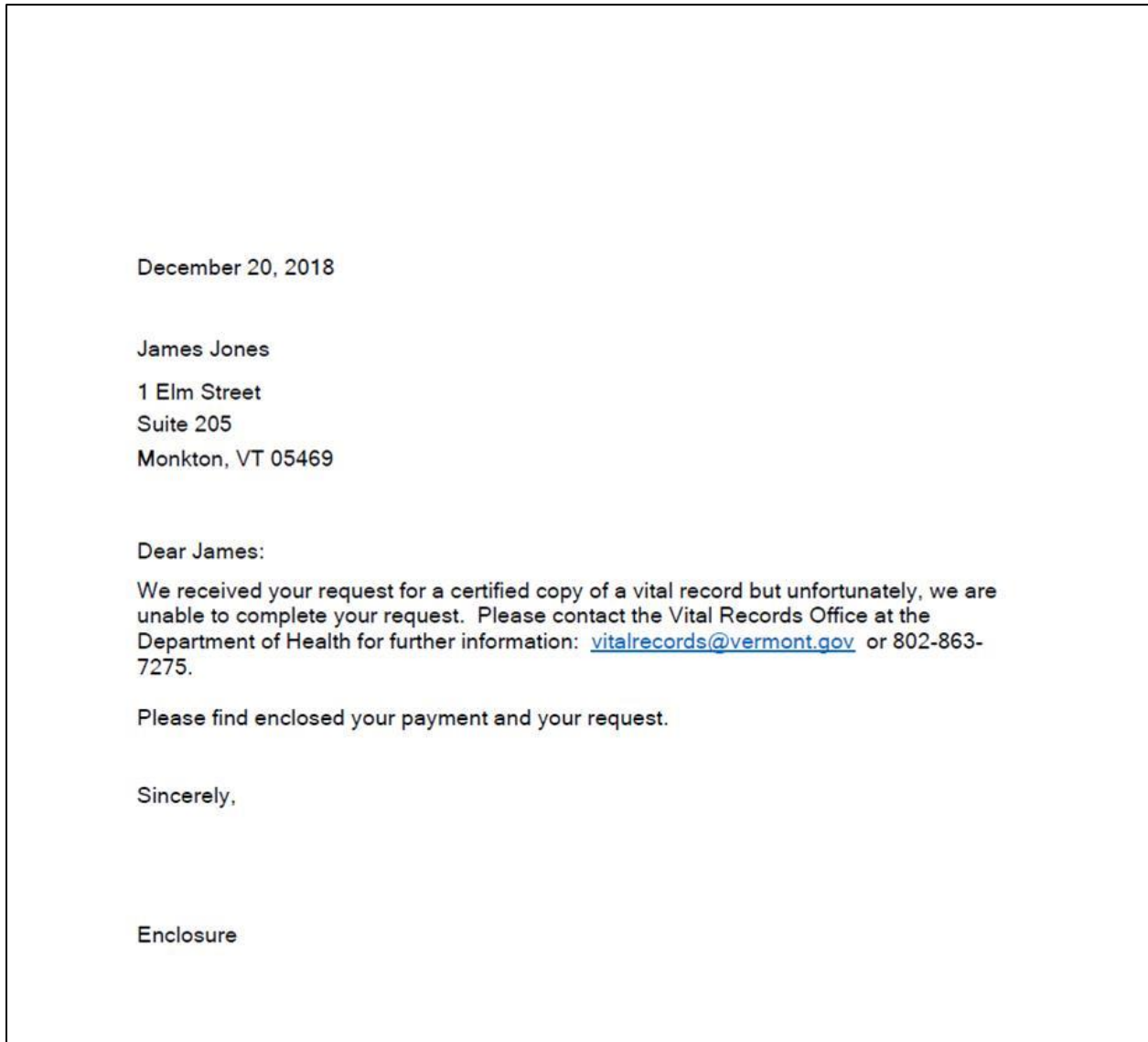


Figure A2-3. Do Not Issue Letter sample.

Appendix 3 - Printing Incomplete Applicant Letter

When processing a Certified Copy order with incomplete Applicant Information, the certificate cannot be printed. The user may elect to print an Incomplete Applicant Information Letter.

- Click *Incomplete Applicant Information Letter* as in figure A3-1

The screenshot shows a web form titled "Print Birth Certificate". At the top, it displays "Certificate Type: Certified Copy" and "Child Name: Jane Doe | Date of Birth: 1/1/2001 | Sex: Female | Town of Birth: Monkton". Below this, it shows "Mother Name: Mary Doe" and "Father Name: Michael Doe". A box on the right says "Fill out all required fields.".

The "Applicant Information" section contains several fields: "First Name: *" (James), "Middle Name:" (empty), "Last Name: *" (Jones), "Suffix:" (dropdown), and "Date of Birth: *" (7/7/1975).

The "Address:" section includes "Street 1: *" (1 Elm Street), "Street 2:" (Suite 205), "City/Town: *" (Monkton), "State: *" (VT), "Zip: *" (05469), and "Country: *" (UNITED STATES).

Other fields include "Phone: *" (8021112222), "Email:" (empty), "Relationship to Registrant: *" (dropdown with "Required" label), "Identification Document: *" (dropdown with "Required" label), "ID Number:" (empty), "Expiration Date:" (empty), "Applicant Attestation * ", and "Date of Attestation: *" (empty with "Required" label).

At the bottom, there are three buttons: "Print Certificate", "Incomplete Applicant Information letter", and "Cancel". A callout box with an arrow points to the "Incomplete Applicant Information letter" button, containing the text: "Click Incomplete Applicant Information Letter to generate letter."

Figure A3-1. Incomplete Applicant Information letter function.

- The system will present a Print Reminder screen
- Click *Print*.
- See sample letter in Figure A3-2.

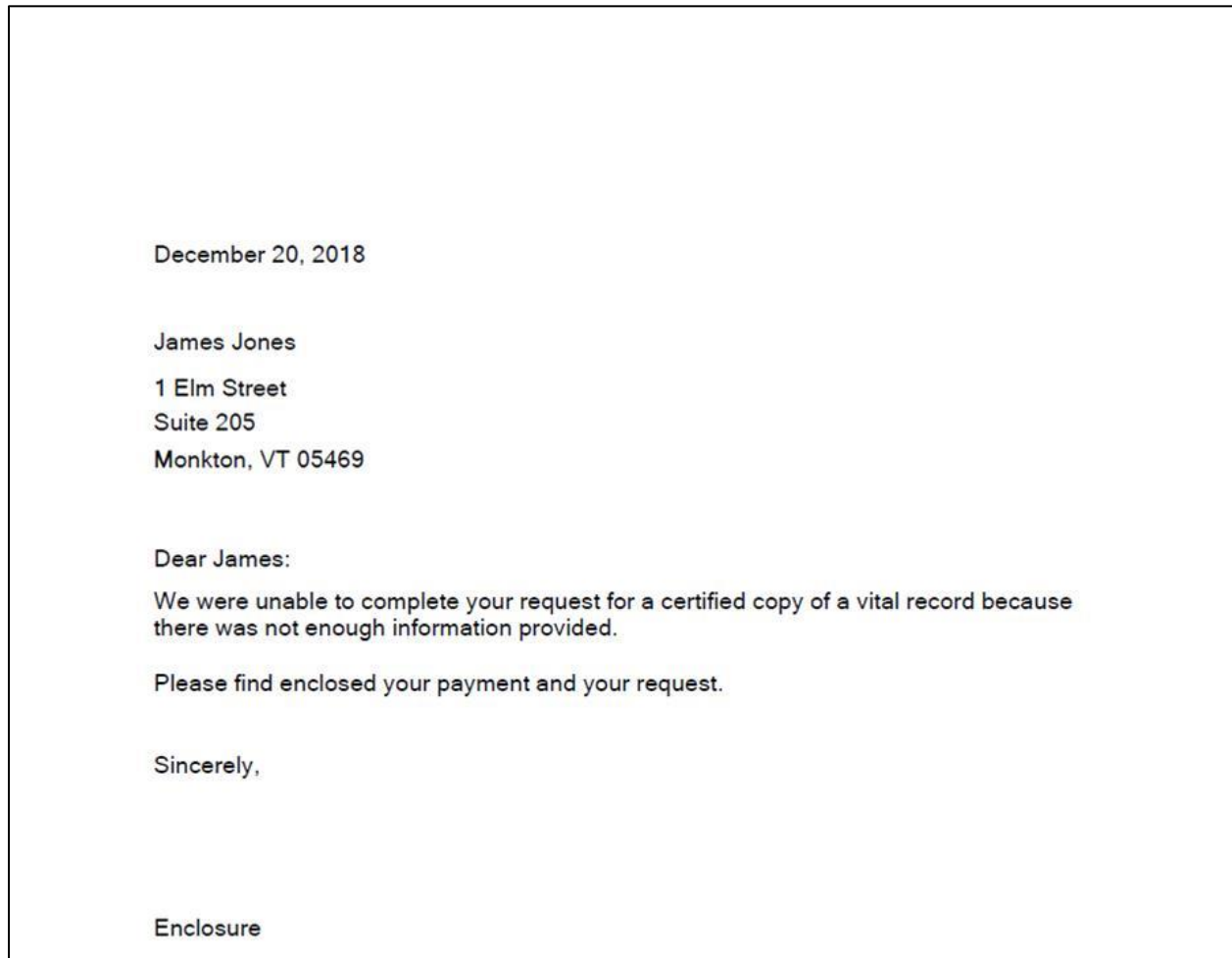


Figure A3-2. Incomplete Applicant Information letter.

Appendix 4 - Return to CPA Numbers

If there is a printing error or some other factor that requires a certified copy to be printed again, the user can change the CPA numbers associated with this order.

- Click on *Return to CPA Numbers* as seen in figure A4-1

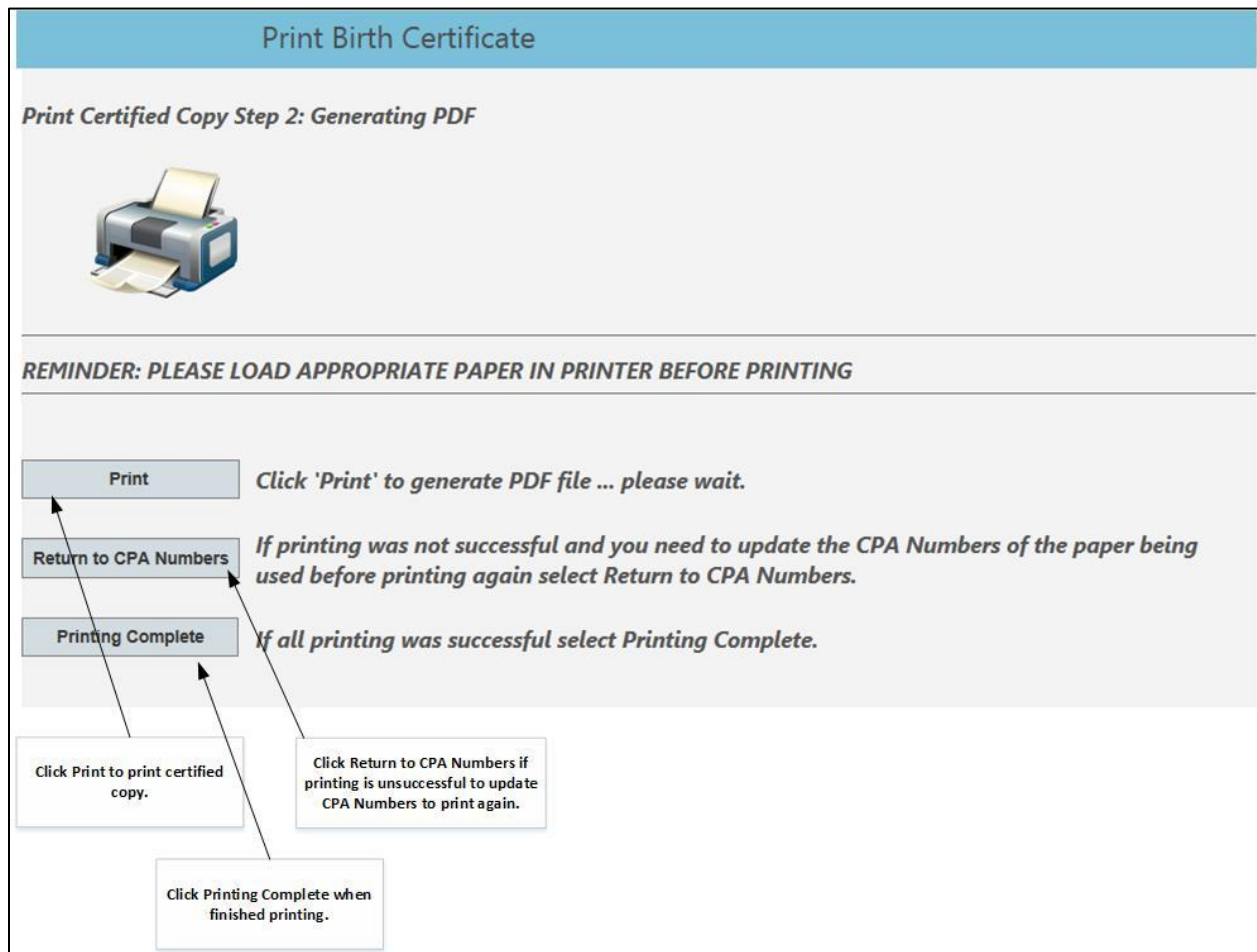


Figure A4-1 – Return to CPA Numbers

- VRIMS will return to the CPA number selection screen as seen in figure A4-2.
- Uncheck the *Printed* checkbox for the sheet that need reprinting.
- Edit the *CPA Number* where additional paper is needed.
- Click *Print Again* and user will again be presented again with the print screen, see Figure A4-1.

Print Birth Certificate

If you need to reprint due to an error, UNCHECK the box next to each CPA number that was not successfully printed. If different paper will be used, overwrite the CPA number(s) with the new number(s). Then, select Print Again. The system will record this updated information and bring you back to the page for generating the PDF. If all printing was successful select Printing Completed.

1	VT	0777777	<input checked="" type="checkbox"/>	Printed	<input type="button" value="Set CPA Numbers"/>	
						1: Uncheck Printed checkbox.
2	VT	0777778	<input checked="" type="checkbox"/>	Printed		2: If additional paper is needed, enter new CPA number.
3	VT	0777779	<input checked="" type="checkbox"/>	Printed		
4	VT	0777780	<input checked="" type="checkbox"/>	Printed		3: Click Print Again

Figure A4-2. Print Again screen.

- **If CPA sheet cannot be used** (*is damaged, misprinted*), the paper must be voided, and the void reported through this system. See **Section IX. Reporting Voided Paper**.
- When all pages have printed successfully, click on *Printing Complete* to be brought back to the Select Action screen.