

Birth Amendment/Correction – Correct Service Selection

On the Services page you will need to add two services for the event requested:

1. First add 'Birth Amendment Correction Fee'

The screenshot shows a form titled 'Add Service'. It has four main sections: 'Service' with a dropdown menu set to 'Birth Amendment Correction Fee'; 'Quantity' with a text input set to '1'; 'Priority' with a dropdown menu set to 'REGULAR'; and 'Delivery' with a dropdown menu set to 'COUNTER'. Below these are 'Request Reason' and 'Other Specify' text input fields. At the bottom right are 'Save' and 'Cancel' buttons.

2. Click on the 'Add Service' button

Add Service

3. Second add 'Birth Certified no fee' (Enter the quantity requested on this service)

The screenshot shows the 'Add Service' form with the 'Service' dropdown set to 'Birth Certified no fee'. The 'Quantity' is '1', 'Priority' is 'REGULAR', and 'Delivery' is 'COUNTER'. The 'Request Reason' and 'Other Specify' fields are empty. 'Save' and 'Cancel' buttons are at the bottom right.

Your Services should look like this:

3	Birth Amendment Correction Fee	1	REGULAR	COUNTER			\$30.00	Edit Reverse
4	Birth Certified no fee	1	REGULAR	COUNTER			\$0.00	Edit Reverse

4. On the Summary page you will complete the Fee Service (Note: This is not a print product and only a fee)

The screenshot shows a window titled 'Issuance' with a sub-header 'Issuances'. It contains a table with columns: All, Applicant Name, Service, Date Received, Priority, Delivery, Registrant, SFN, Security Paper Number, and Date Printed. The first row is checked and shows 'Test Test', 'County Birth Amendment Correction Fee Noncertified', '10/04/2017 12:00:00 AM', 'REGULAR', and 'COUNTER'. Below the table is a 'Total Records : 1' label. At the bottom, there are 'Actions' (Print Issuance, Edit Image, Delete), 'Void Complete' (with a red arrow pointing to it), and 'Numbering' (AutoNumber Ascending, AutoNumber Descending, Beginning Number). 'Save' and 'Close' buttons are at the bottom right.

5. Once the Fee is 'Complete' follow the steps to issue the Certified Copy of the Birth record

Death Amendment/Correction – Correct Service Selection

On the Services page you will need to add two services for the event requested:

1. First add 'Death Amendment Correction Fee'

The screenshot shows a form with the following fields: Service (dropdown menu with 'Death Amendment Correction' selected), Quantity (input field with '1'), Priority (dropdown menu with 'REGULAR'), Delivery (dropdown menu with 'COUNTER'), Request Reason (dropdown menu), and Other Specify (input field). There are 'Save' and 'Cancel' buttons at the bottom right.

Add Service

2. Click on the 'Add Service' button
3. Second add 'Death Certified w fee' (Enter the quantity requested on this service)

The screenshot shows the same form as before, but with 'Death Certified w fee' selected in the Service dropdown menu. All other fields and buttons remain the same.

Your Services should look like this:

Id	Service	Quantity	Priority	Delivery	Request Reason	Other	Fee	
1	Death Amendment Correction	1	REGULAR	COUNTER			\$10.00	Edit Reverse
2	Death Certified w fee	1	REGULAR	COUNTER			\$20.00	Edit Reverse

4. On the Summary page you will complete the Fee Service (Note: This is not a print product and only a fee)

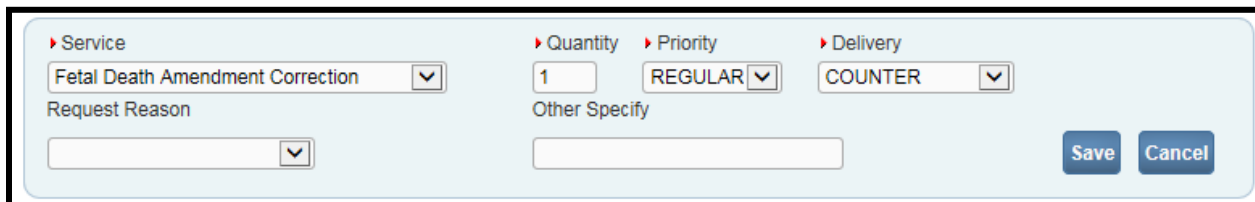
The screenshot shows a window titled 'Issuance' with a table of records. The table has columns: All, Applicant Name, Service, Date Received, Priority, Delivery, Registrant, SFN, Security Paper Number, and Date Printed. There is one record with a checked checkbox in the 'All' column. Below the table, there are 'Actions' (Print Issuance, Edit Image, Delete), 'Void Complete' (with a red arrow pointing to it), and 'Numbering' (AutoNumber Ascending, AutoNumber Descending, Beginning Number). There are 'Save' and 'Close' buttons at the bottom right.

5. Once the Fee is 'Complete' follow the steps to issue the Certified Copy of the Death record.

Fetal Death Amendment/Correction – Correct Service selection

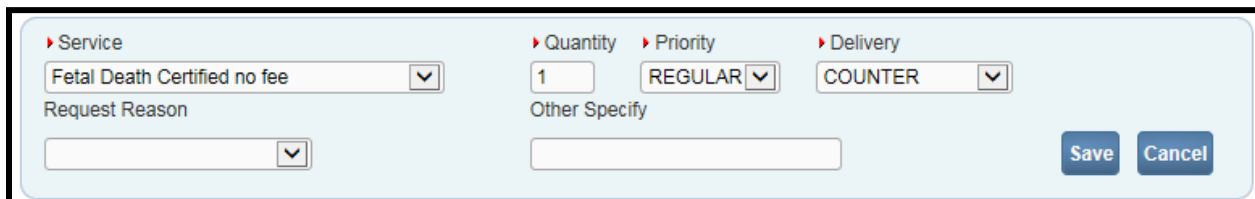
On the Services page you will need to add two services for the event requested:

1. First add 'Fetal Death Amendment Correction' and Save the Service added.



Add Service

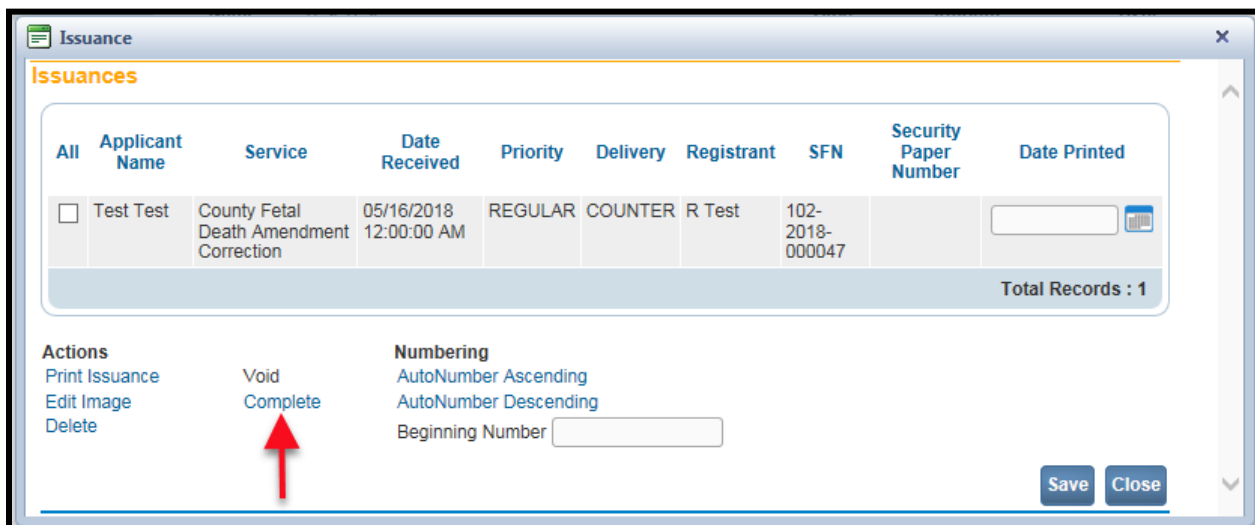
2. Click on the 'Add Service' button
3. Second add 'Fetal Death Certified no fee' (Enter the quantity requested on this service)



Your Services should look like this:

1	Fetal Death Amendment Correction	1	REGULAR	COUNTER		\$30.00	Edit Reverse
2	Fetal Death Certified no fee	1	REGULAR	COUNTER		\$0.00	Edit Reverse

4. On the Summary page you will complete the Fee Service (Note: This is not a print product and only a fee)



5. Once the Fee is 'Complete' follow the steps to issue the Certified Copy of the Fetal Death record.