VITAL STATISTICS SECTION

DEATH DISINTERMENT PERMIT – TxEVER HOW TO GUIDE

TEXAS
Health and Human Services

Texas Department of State Health Services
**Introduction**

This How-To Guide walks funeral homes through processing an online disinterment permit for death certificates released to the state.

A death certificate is a permanent legal record of an individual's death and is extremely important to the family of the deceased person. The information recorded on the death certificate is used to apply for insurance benefits, to settle pension claims, and to transfer title of real and personal property. Information recorded on a death certificate provides evidence of the fact of death and can be produced as evidence in a court of law.

**How-To Steps**

1. Log in to TxEVER ([https://txever.dshs.texas.gov/TxEverUI/Welcome.htm](https://txever.dshs.texas.gov/TxEverUI/Welcome.htm))

2. Select Death at the top, click on Function, and then Funeral Home Processes
3. Search for the record by clicking Record and then Search

4. Enter the EDR number or name and date of death of the decedent, click Search

Note: If you cannot locate the record electronically in TxEVER, you will have to complete the disinterment through the manual process.
5. Click on the record and then press Select Record

![Image of Death Search interface]

6. Click on Record and then Request Disinterment Permit

![Image of Record and Request interface]

7. Click on the wrench icon next to the field(s) requiring edits and make corrections.

![Image of Disinterment Permit Request interface]

8. Make corrections and enter comments as appropriate; select Confirm Changes after each section being updated.

![Image of Disinterment Permit Request interface]
Note: Do not enter anything in the Supplemental Documents section; this is for State use only

9. Click on Process and View Corrections/Supporting Documents to see a list of changes

Click the X next to any change you wish to discard if needed
If you want to cancel the disinterment, select Process and then Abandon

10. You can print the consent form by clicking on Process and then Print Consent Form.
11. **Upload the signed consent form: click on Process and then Upload/Scan Consent Form**

After scanning a document, open it as a PDF. Click on File, Export To, Image, and then TIFF to convert it to a TIFF file.
12. When you are ready to submit, select Process and Submit

13. Click Yes if you want to submit the changes
14. Enter your PIN, click the box affirming the changes, and click Ok

15. The payment screen will open as a new browser window; fill out the payment information. After filling out the top section, click “Save Amendment Request Detail”

Click the box next to “Please add death certificates” and enter how many copies you want to order if applicable. Select how you want the copies mailed (USPS First Class Mail, USPS Express Mail, Expedited Delivery) and click Add/Update Certificate Order.
Confirm the number of copies you want to order and click Ok.

Click Pay Now

Please note: Texas.gov adds a courtesy fee automatically and is included in your total.

**NOTE: IF YOU DO NOT PROCESS A PAYMENT WHEN THE WINDOW OPENS, THE CHANGES WILL NOT BE SAVED; THE AMENDMENT WILL NEED TO BE RESTARTED**

16. Submit the payment. A confirmation email will be sent to the email address indicated on the order.
Note: Within the confirmation, while there will be two duplicate transaction amounts, the credit card was only charged once.
17. **Print the PDF version of the receipt offered by TxEVER.** This contains the remit number starting with an X so your order can be found if customer service is needed later.

The receipt PDF can be accessed and printed during another TxEVER session by following steps 1-6, clicking Record, Print, and then Death Order Receipt.
**Conclusion**

Once submitted, the amendment is not immediately available. It will be entered into a State Review Queue. The disposition information on the death certificate will be amended once the disinterment permit is approved.

If the disinterment permit is rejected, it will be sent to the State Rejection Queue. You will receive a message through TxEVER advising you of the reason for the rejection. The notification will only pop up for a few seconds. You can access your messages by clicking the envelope next to the LogOut link.

If the disinterment permit is accepted, you can print the disinterment permit directly from TxEVER.

Log in, click on Death, Functions, and then Permit Print Queue.

Change the Permit Filter to Disinterment Permit
The status should be Accepted

All Previously Not Printed should be marked; Click submit.

Once the permit is displayed click on it, and then click Print.
DEPARTMENT OF STATE HEALTH SERVICES  TEXAS VITAL STATISTICS

NAME OF DECEASED:

JOHN KING TOHRANCE

DATE OF BIRTH:

JUNE 5, 2015

PLACE OF BIRTH:

EASTON, MASSACHUSETTS

MOTHER'S NAME:

CHARLOTTE HAMILTON

FATHER'S NAME:

WILLIAM TOHRANCE

LIMITED LOCATION:

MEXICAN CEMETERY-SAN ANTONIO

COUNTY:

BEXAR

FROM:

MINTO FUNERAL DIRECTOR

FUNERAL DIRECTOR:

12500

AUSTIN REFUND HOME 6005 BURNET ROAD  AUSTIN  TEXAS 78756

DATE:

PERMISSION IS GRANTED TO MOVE THE BODY FROM THE PRESENT PLACE OF INTERIAL TO

MEXICAN CEMETERY-SAN ANTONIO

Decision: 405 8th Ave. N, Lot 1 Spaced 23

SAN ANTONIO, TEXAS

NOTE:

This notice shall be placed immediately after the body is removed from the site, or within 24 hours after being removed from the site, whichever is sooner. If the body is removed from the site prior to the issuance of the permit, the permit shall be issued immediately after the body is moved to the new site.
It's recommended to check daily for approvals and rejections.