



TxEVER Local Registrar User Guide

Rev. 3/2024

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Burial Transit Permit Process

Log into TxEVER via the web

<https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>

The screenshot shows the TxEVER website interface. At the top left is the Texas Department of State Health Services logo. A blue banner reads "Welcome to the Texas Department of State Health Services!". Below this is a photograph of a woman smiling at a baby. A yellow arrow points to the "LOG IN to TxEVER" button. A red-bordered callout box with a white background and a red arrow points to the button, containing the text "Step 1: Click here to open the TxEVER log in". Below the photo is a paragraph of text about TxEVER. Further down is a section titled "Contacting the Texas Department of State Health Services(DSHS)" which contains a table of telephone numbers and a mailing address. At the bottom, a yellow arrow points to "Log on to Texas Department of State Health Services". Below that is a link for "User Enrollment Report TxEVER Issue(s)". A dashed-line callout box with a white background and a dashed arrow points to this link, containing the text "Click here to report any issues with TxEVER".

Step 1: Click here to open the TxEVER log in

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Contacting the Texas Department of State Health Services(DSHS)

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756 Ph. (512) 776-7111
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

[User Enrollment Report TxEVER Issue\(s\)](#)

Click here to report any issues with TxEVER

[Skip to main content](#)



Texas Department of State
Health Services



TxEVER Terms of Use

WARNING: THIS IS A TEXAS HEALTH AND HUMAN SERVICES INFORMATION RESOURCES SYSTEM THAT CONTAINS STATE AND/OR U.S. GOVERNMENT INFORMATION. BY USING THIS SYSTEM YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE NO RIGHT OF PRIVACY IN CONNECTION WITH YOUR USE OF THE SYSTEM OR YOUR ACCESS TO THE INFORMATION CONTAINED WITHIN IT. BY ACCESSING AND USING THIS SYSTEM YOU ARE CONSENTING TO THE MONITORING OF YOUR USE OF THE SYSTEM, AND TO SECURITY ASSESSMENT AND AUDITING ACTIVITIES THAT MAY BE USED FOR LAW ENFORCEMENT OR OTHER LEGALLY PERMISSIBLE PURPOSES. ANY UNAUTHORIZED USE OR ACCESS, OR ANY UNAUTHORIZED ATTEMPTS TO USE OR ACCESS, THIS SYSTEM MAY SUBJECT YOU TO DISCIPLINARY ACTION, SANCTIONS, CIVIL PENALTIES, OR CRIMINAL PROSECUTION TO THE EXTENT PERMITTED UNDER APPLICABLE LAW.

Are you in agreement with above stated terms & conditions?

Step 2: Click Yes to agree to the terms and conditions and gain access to TxEVER.





Login

The screenshot shows a login form with the following elements:

- User Name:** A text input field containing the username "komeatty1".
- Password:** A text input field with masked characters ".....".
- Forgot Password?:** A link located below the password field.
- Log In:** A button located to the right of the password field.

Annotations on the screenshot:

- A red callout box points to the User Name and Password fields with the text: **Step 3:** Type your TxEVER username and password.
- A red callout box points to the "Forgot Password?" link with the text: Forgot your password? Click here to reset password.
- A red callout box points to the "Log In" button with the text: **Step 4:** Click "Log In"



[Skip to main content](#)

 |  | [LogOut](#)



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Location

SELECT LOCATION

Location:

REGISTRAR - AUSTIN COUNTY CLERK - (Local Office) 

OK

Step 5: Select the right location, then press "OK"



[Skip to main content](#)

[GLOBAL](#) [BIRTH](#) [DEATH](#) [FETAL DEATH](#) [FEE](#) [MARRIAGE](#)

[📍](#) | [👤](#) | [🏠](#) | [✉️](#) | [LogOut](#)



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Step 6: Navigate to the "DEATH" module



FUNCTION ▾ **TOOLS** ▾ **REPORTS** ▾ **HELP** ▾

- [General Data Entry](#)
- [Legal View](#)
- [Local Print Queue](#)
- [In-Progress Record View](#)
- [Local Burial Transit Permit Queue](#)
- [Local Acceptance Queue](#)
- [Local Processes](#)
- [Switch Location](#)
- [Exit Application](#)

Step 7: Navigate to "FUNCTION" menu, then select "Local Burial Transit Permit Queue"

RACHEL DIAZ , welcome to the Texas Department of S



[Skip to main content](#) GLOBAL **BIRTH** DEATH FETAL DEATH FEE MARRIAGE | | | | [LogOut](#)

TEXAS Health and Human Services | Texas Department of State Health Services [FUNCTIONS](#) ▾ [RECORD](#) ▾ [TOOLS](#) [HELP](#) ▾

Step 8: Input a date range

LOCAL BURIAL TRANSIT PERMIT QUEUE

Date Permit Requested

From Date: * To Date: *

Funeral Home Name

Funeral Home Name:

Step 9: Press "Search"

Date Permit Requested

From Date: * 01/01/2023 To Date: * 06/30/2023

Funeral Home Name

Funeral Home Name:

Step 10: Select the first record to review

Request Date	Funeral Home Name	Manner Of Death	Date Of Death	Decedent Name	Notes
--------------	-------------------	-----------------	---------------	---------------	-------

Manner Of Death: NATURAL

Request Date: 01/23/2023

Step 12: Once you've printed the permit, click "Accept"

If the record is not acceptable, hit "Reject"

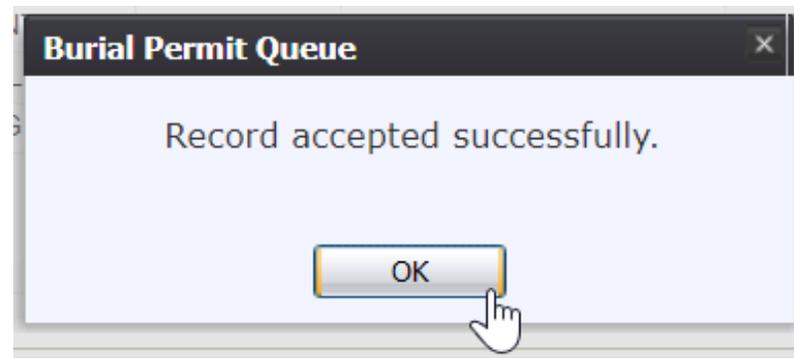
Step 11: If the permit is acceptable, press "Print"

It is important to print the Burial Transit Permit before accepting. Once accepted, the permit cannot be printed.

Manner Of Death:	NATURAL	Resubmit Notes:	
Request Date:	01/23/2023		

Accept Reject Print

Step 13: Once accepted, you will receive a notice that the permit has been accepted successfully. Click "OK"



Continue will all the Burial Transit Permits in the queue.

Local Acceptance Queue

The screenshot displays the Texas Health and Human Services website interface. At the top, there is a navigation bar with links for [Skip to main content](#), [GLOBAL](#), [BIRTH](#), [DEATH](#), [FETAL DEATH](#), [FEE](#), and [MARRIAGE](#). On the right side of this bar are icons for location, user profile, home, and email, along with a [LogOut](#) link. Below the navigation bar is the Texas Health and Human Services logo and a blue banner with the text "RACHEL DIAZ, welcome to the Texas Department of Services!". A "FUNCTION" dropdown menu is open, showing options: [Legal View](#), [Local Acceptance](#), [Birth Registration](#), [Pre/Post Birth AOP Registration](#), [Local Print Queue](#), [View In-progress Records](#), [Switch Location](#), and [Exit Application](#). Two callout boxes provide instructions: "Step 1: Navigate to the 'BIRTH' module" and "Step 2: Under the 'FUNCTION' menu, select 'Local Acceptance'".

[Skip to main content](#) GLOBAL BIRTH DEATH FETAL DEATH FEE MARRIAGE

TEXAS Health and Human Services

RACHEL DIAZ, welcome to the Texas Department of Services!

FUNCTION TOOLS HELP REPORTS

Legal View
Local Acceptance
Birth Registration
Pre/Post Birth AOP Registration
Local Print Queue
View In-progress Records
Switch Location
Exit Application

Step 1: Navigate to the "BIRTH" module

Step 2: Under the "FUNCTION" menu, select "Local Acceptance"

Current Date: 27-Feb-2024 | Build Number: 2.0.7.5

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Skip to main content GLOBAL BIRTH DEATH FEE

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FUNCTIONS RECORD TOOLS HELP

LOCAL ACCEPTANCE QUEUE

PLEASE SELECT RECORD TO PROCEED.

Unresolved Work Queue: 2

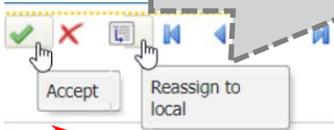
- TESTRECORD, MOM (M), 2020/10/01
- TEST, BABY (C), 2022/01/01

Current Date: 27-Feb-2024 | Build Number: 2.0.7.5

Step 3: Select a record one at a time to review.
The indicator shows how many records are in the queue.

Please do not reject records. You can reassign the record to another Local Registrar if the record is not in your district.

Accept the record and ask the person who registered the birth to process a demographic amendment to correct the Local Registrar if you are unable to reassign to the right registrar.



LOCAL ACCEPTANCE QUEUE

Unresolved Work Queue: TEST, BABY (C), 2022/01/01 2

Step 4: After review, you can "Accept" or "Reassign" the record.

State File Number: 0000052022
Paternity Affidavit Number:

MOTHER LEGAL NAME	
Mother's First Name:	JANE
Mother's Middle Name:	
Mother's Last Name:	TEST
Mother's Suffix:	

FATHER LEGAL NAME	
Father's First Name:	
Father's Middle Name:	
Father's Last Name:	
Father's Suffix:	

CHILD'S NAME	
Child's First Name:	BABY
Child's Middle Name:	
Child's Last Name:	TEST
Child's Suffix:	

CHILD'S INFORMATION	
Child's Date Of Birth:	01/01/2022
Child's Plurality:	SINGLE
Child's Birth Order:	SINGLE
Place Of Birth:	NORTH AUSTIN MEDICAL CENTER

Printing Documents – Listing Report

Skip to main content GLOBAL BIRTH DEATH FETAL DEATH FEE MARRIAGE

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Step 1: Navigate to the "BIRTH" module

RACHEL DIAZ , welcome to the Texas Department of S... es!

FUNCTION TOOLS HELP REPORTS

- Legal View
- Local Acceptance
- Birth Registration
- Pre/Post Birth AOP Registration
- Local Print Queue
- View In-progress Records
- Switch Location
- Exit Application

Step 2: Under the "FUNCTION" menu, select "Local Print Queue"

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- Print
- Listing
- Replacement Report

Step 3: Under the "RECORD" menu, select "Listing"

LOCAL PRINT QUEUE

Document Filter --Select a value-- ▾

- All Previously Not Printed.
- All Previously Printed.

LFN Range SFN Range

* Year

* From

* To

Submit

Select All Page(s)

Select All Records On Current Page

The Listing Report allows you to be able to find records that you have previously printed in case the printer malfunctions or for some other reason need to know which certificates were printed on a given day.

It is advised to print the Listing Report before printing items in the queue.

Print

Clear

Windows Download

Apple Download



Texas Department of State Health Services

FUNCTIONS ▾ RECORD ▾ TOOLS HELP ▾



Listing Report [X]

Report Format

EXCEL PDF

Step 4: Select a format and hit "Generate"

All Previously P

* Ye

* Fr

* To

Select All Page(s) Select All Records On Current Page

Select	View Details	Void?	Do Not Issue?	Document Type	State File Number	State File Date	Local File Number	Local File Date	State Print	Local Print	Facility Name
No records to display.											

Page 1 of 1

Printing Documents – Ready to Print

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FUNCTIONS - RECORD - TOOLS HELP -

- Print
- Listing
- Replacement Report

Step 3: Under the "RECORD" menu, select "Print"

LOCAL PRINT QUEUE

Once the Listing Report has been printed, you are ready to print the documents.

Document Filter: NEWLY REGISTERED RECORDS

All Previously Not Printed.
 All Previously Printed.

LFN Range SFN Range

* Year:
* From:
* To:

Select All (0) Select All Records On Current Page

Step 1: Select a document filter:

- ALL BIRTH DOCUMENTS
- NEWLY REGISTERED RECORDS
- BIRTH AMENDMENTS
- REPLACEMENT RECORDS
- VOID NOTICES
- NOTICE OF DO NOT ISSUE
- BIRTH AUTHORIZATION CORRECTION (FORM 111.3)
- BIRTH AUTHORIZATION CORRECTION (FORM 161)

Select	View Details	Void?	Do Not Issue?	Document Type	State File Number	State File Date	Local File Number	Local File Date	State Print	Local Print	Facility Name
<input checked="" type="checkbox"/>	View Details	NO	NO	NEWLY RELEASED RECORDS	1830502023	06/29/2023	02010476	02/20/2024	Unprinted	Unprinted	OTHER

Page 1 of 1  Displaying Records 1 - 1 of 1

Local Batch File Extract and Downloader

The screenshot shows the web application interface for the Texas Department of State Health Services. At the top, there is a navigation bar with links for 'Skip to main content', 'GLOBAL', 'BIRTH', 'DEATH', 'FETAL DEATH', 'FEE', and 'MARRIAGE'. The 'DEATH' module is highlighted. On the right side of the navigation bar, there are icons for location, user profile, home, email, and a 'LogOut' link. Below the navigation bar, the Texas Department of State Health Services logo is on the left, and the text 'RACHEL DIAZ, welcome to the Texas Department of State Health Services' is displayed. The main content area shows a 'FUNCTION' dropdown menu, a 'TOOLS' dropdown menu, and 'REPORTS' and 'HELP' dropdown menus. The 'TOOLS' dropdown menu is open, showing options for 'Utilities', 'Imports', and 'Extract'. The 'Extract' option is selected, and a sub-menu is open showing 'Local Batch File', 'Interstate Jurisdiction Exchange (IJE) Extract', and 'Voter Abstract Extract'. A red callout box points to the 'DEATH' module with the text: 'Step 1: Navigate to the "DEATH" module'. Another red callout box points to the 'Local Batch File' option in the 'Extract' sub-menu with the text: 'Step 2: Under "TOOLS" select "Extract", then "Local Batch File"'. A dashed box contains the text: 'The Local Batch File Downloader will allow you to review birth and death records completed within your registration district.' At the bottom of the page, there is a footer with the text 'Current Date: 28-Feb-2024 | Build Number: 2.0.7.5' on the left, '©2017 | Genesis Systems, Inc.' in the center, and the Genesis Systems logo on the right.

Step 1: Navigate to the "DEATH" module

The Local Batch File Downloader will allow you to review birth and death records completed within your registration district.

Step 2: Under "TOOLS" select "Extract", then "Local Batch File"



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Step 3: Select a date type. Either "Date of Death" or "Registration Date"

Step 4: Select a date range

Step 6: Select "Save"

LOCAL EXTRACT CONFIGURATION

Extract Criteria
Date Type: * From Date: * To Date: *

Extract Format
File Type: * Include headers Include Extracted Record(s)

Email Notification
 Notify on extract generation Email Address:

Date Type	From Date	To Date	File Type	Include Headers	Include Extracted Record(s)	Notify on Generation	Er
Registration Date	01/01/2023	06/03/2023	Excel	true	true	false	
Date Of Death	01/01/2023	06/03/2023	Excel	false	false	false	

Step 5: Select a format. Either "CSV", "Fixed-Width", or "Excel"



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Once you have saved the criteria, you are ready to execute the report.

FUNCTION ▾

TOOLS ▾

REPORTS ▾

HELP ▾

- Utilities ▾
- Imports
- Extract ▾

- Local Batch File Downloader
- Voter Abstract File Downloader



LOCAL EXTRACT CONFIGURATION

Extract Criteria

Date Type: * From Date: * To Date: *

Extract Format

File Type: * Include headers Include Extracted Record(s)

Email Notification

Notify on extract generation Email Address:

Step 7: Under the "TOOLS" menu, select "Utilities", then "Local Batch File Downloader"

[Save](#) [DeActivate](#) [Clear](#)

Date Type	From Date	To Date	File Type	Include Headers	Include Extracted Record(s)	Notify on Generation	En
Registration Date	01/01/2023	06/01/2023	Excel	true	true	false	
Date Of Death	01/01/2023	06/01/2023	Excel	false	false	false	





Texas Department of State Health Services

EXTRACT FILE DOWNLOADER

[Refresh File List](#)

Created On	File Name	Download
06-14-2022 03:30:18 PM	REGISTRAR - BURNET COUNTY CLERK_DEATH_061420	Download
06-14-2022 03:05:31 PM	REGISTRAR - BURNET COUNTY CLERK_DEATH_061420	Download
08-04-2020 10:48:13 AM	REGISTRAR - BURNET COUNTY CLERK_DEATH_080420	Download
07-11-2019 10:28:11 AM	REGISTRAR - BURNET COUNTY CLERK_DEATH_071120	Download

Step 8: Select "Download"

Voter Abstract Extract and Downloader

The screenshot shows the website's navigation bar with tabs for GLOBAL, BIRTH, DEATH, FETAL DEATH, FEE, and MARRIAGE. The DEATH tab is highlighted with a red box and a callout box that says "Step 1: Navigate to the 'DEATH' module". Below the navigation bar is a blue banner with the user's name "RACHEL DIAZ" and a welcome message. To the right of the banner are menu items: FUNCTION, TOOLS, REPORTS, and HELP. The TOOLS menu is open, showing a sub-menu with options: Utilities, Imports, and Extract. The Extract option is highlighted with a red box and a callout box that says "Step 2: Under the 'TOOLS' menu, select 'Extract', then 'Voter Abstract Extract'". The Extract sub-menu is also open, showing options: Local Batch File, Interstate Jurisdiction Exchange (IJE) Extract, and Voter Abstract Extract.

The Voter Abstract File Extract and Downloader allows you to export death record information from TxEVER to send to the Secretary of State and voter registrar of the decedent's county of residence.

Step 2: Under the "TOOLS" menu, select "Extract", then "Voter Abstract Extract"



Texas Department of State Health Services



RACHEL DIAZ , welcome to the Texas Department of State Health Services!

Voter Abstract Extract

Extract Criteria

Select Month & Year to Extract:

--Select a value-- 2023

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL

Generate Close

Step 3: Select a month and year, then select "Generate"



Skip to main content GLOBAL BIRTH DEATH FETAL DEATH FEE MARRIAGE     LogOut

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FUNCTION ▾ TOOLS ▾ REPORTS ▾ HELP ▾ 

VOTER ABSTRACT FILE DOWNLOADER

[Refresh File List](#)

Created On	File Name	Download
02-28-2024 09:30:32 AM	666_012023.txt	

Alert ✕

Extract generated successfully.

Step 4: Select 'OK'

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[Skip to main content](#) GLOBAL BIRTH DEATH FETAL DEATH FEE MARRIAGE 📍 👤 🏠 ✉️ [LogOut](#)

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FUNCTION ▾ TOOLS ▾ REPORTS ▾ HELP ▾ 

RACHEL DIAZ , welcome to the Texas Department of State Health

- Utilities ▸
 - Local Batch File Downloader
 - Voter Abstract File Downloader
- Imports
- Extract ▸

Once you have extracted the data, you are ready to execute the report.

Step 5: Under the "TOOLS" menu, select "Utilities", then "Voter Abstract File Downloader"



Texas Department of State Health Services



VOTER ABSTRACT FILE DOWNLOADER

[Refresh File List](#)

Created On	File Name	Download
02-28-2024 09:31:00 AM	666_012023.txt	Download

Step 6: Select "Download"



Birth Reports

Rejected Records Report

[Skip to main content](#) GLOBAL **BIRTH** DEATH FETAL DEATH FEE MARRIAGE 📍 | 👤 | 🏠 | ✉️ | [LogOut](#)

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Step 1: Navigate to the "BIRTH" module

FUNCTION ▾ TOOLS ▾ HELP ▾ **REPORTS ▾**

Rejected Records Report Reports ▾

RACHEL DIAZ , welcome to the Texas Department of State Health Services!

Step 2: Navigate to the "REPORTS" menu, hover over "Reports", and select "Rejected Records Report"

Skip to main content GLOBAL BIRTH DEATH FETAL DEATH FEE MARRIAGE

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RACHEL DIAZ , welcome to the Texas Health Services!

TOOLS HELP REPORTS

Step 3: Insert a date range, select your registration district, and choose a format

Rejected Records

Date Of Birth (From):* 01/01/2023 Date Of Birth (To):* 06/30/2023

Select Registration District: REGISTRAR - CITY OF AUSTIN Select Facility: --Select a value--

Report Format: EXCEL PDF

Generate Close

It is not necessary to input a facility, unless you would like to view records specifically from the facility chosen.

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Death Reports

Birth Death Matching

The screenshot shows the Texas Department of Health Services website interface. At the top, there is a navigation bar with links for [Skip to main content](#), [GLOBAL](#), [BIRTH](#), [DEATH](#), [FETAL DEATH](#), [FEE](#), and [MARRIAGE](#). On the right side of this bar are icons for location, user profile, home, and email, along with a [LogOut](#) link. Below the navigation bar is the Texas Department of Health Services logo and a welcome message for Rachel Diaz. A red callout box points to the 'DEATH' menu item, with the text: **Step 1:** Navigate to the "DEATH" module. Below the logo, there are navigation tabs for [FUNCTION](#), [TOOLS](#), [REPORTS](#), and [HELP](#). The 'REPORTS' tab is active, and its dropdown menu is open, showing several report options. A second red callout box points to the 'Birth Death Matching-Matched Records' option in the dropdown, with the text: **Step 2:** Under the "REPORTS" menu, hover over "Reports" and select "Birth Death Matching-Matched Records".

[Skip to main content](#) GLOBAL BIRTH DEATH FETAL DEATH FEE MARRIAGE

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RACHEL DIAZ , welcome to the Texas Department of Health Services!

FUNCTION TOOLS REPORTS HELP

Reports ▾

- [Birth Death Matching-Matched Records](#)
- [Death Records - Filed By Local Registrar Location](#)
- [Facility Delinquent Report \(Uncertified\)](#)
- [Fatalities By County by Month Report](#)
- [Local Registration-Suicide Reporting](#)
- [Pending Cause Of Death Listing](#)
- [Productivity Report - Local Registrars](#)
- [Record Status Report](#)
- [Rejected Records Report](#)

Step 1: Navigate to the "DEATH" module

Step 2: Under the "REPORTS" menu, hover over "Reports" and select "Birth Death Matching-Matched Records"

Skip to main content GLOBAL BIRTH DEATH FETAL DEATH FEE MARRIAGE     LogOut

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FUNCTION ▾ TOOLS ▾ REPORTS ▾ HELP ▾ 

RACHEL DIAZ , welcome to the Texas Department of State Health Services!

Step 3: Input a date range

Birth Death Matching-Matching records

Date Of Death (From): * 01/01/2023 Date Of Death (To): * 01/31/2023

SFN (From): SFN (To):

Select Filter Type:

Local of Death/Birth County of Death/Birth

Report Format

EXCEL PDF

Step 4: Filter by "Local of Death/Birth location", or by "County of Death/Birth"

Step 5: Select "Generate"

The "Local Name" column reflects the Local Registrar for the decedent's place of birth.

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Facility Delinquent Report

The screenshot displays the Texas Department of Health and Human Services website interface. At the top, there is a navigation bar with tabs for GLOBAL, BIRTH, DEATH, FETAL DEATH, FEE, and MARRIAGE. The DEATH tab is selected. To the right of the navigation bar are icons for location, user profile, home, email, and a LogOut link. Below the navigation bar is the Texas Department of Health and Human Services logo and a welcome message for Rachel Diaz. A dropdown menu is open under the REPORTS tab, listing various report options. A red box highlights the DEATH tab with the text "Step 1: Navigate to the 'DEATH' module". Another red box highlights the "Facility Delinquent Report (Uncertified)" option in the dropdown menu with the text "Step 2: Under the 'REPORTS' menu, hover over 'Reports', and select 'Facility Delinquent Report (Uncertified)'".

[Skip to main content](#) GLOBAL BIRTH **DEATH** FETAL DEATH FEE MARRIAGE 📍 👤 🏠 ✉️ [LogOut](#)

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RACHEL DIAZ , welcome to the Texas Department

FUNCTION **TOOLS** **REPORTS** **HELP**

- [Birth Death Matching-Matched Records](#)
- [Death Records - Filed By Local Registrar Location](#)
- [Facility Delinquent Report \(Uncertified\)](#)
- [Fatalities By County by Month Report](#)
- [Local Registration-Suicide Reporting](#)
- [Pending Cause Of Death Listing](#)
- [Productivity Report - Local Registrars](#)
- [Record Status Report](#)
- [Rejected Records Report](#)

Step 1: Navigate to the "DEATH" module

Step 2: Under the "REPORTS" menu, hover over "Reports", and select "Facility Delinquent Report (Uncertified)"

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RACHEL DUE Welcome to the Texas Department of State Health Services!

Step 3: Select a date range

Facility Delinquent Report (Uncertified)

Date Of Death (From): * Date Of Death (To): *

Record Status

Pending Dropped to paper Complete but not yet registered

Pending Cause of Death

Select County: ▾

Select Facility: ▾

Report Format

EXCEL PDF

Step 4: Select a record status

The facility selection may be left blank. If blank, the report will list all delinquent facilities.

Step 5: Select a format type and press "Generate"

Fatalities by County by Month Report

The screenshot shows the website's navigation bar with tabs for GLOBAL, BIRTH, DEATH, FETAL DEATH, FEE, and MARRIAGE. The DEATH tab is selected. Below the navigation bar is the Texas Department of State Health Services logo and a welcome message for Rachel Diaz. A dropdown menu is open under the REPORTS tab, listing various reports. Two red callout boxes provide instructions: Step 1 points to the DEATH tab, and Step 2 points to the 'Fatalities by County by Month Report' option in the dropdown menu.

[Skip to main content](#) GLOBAL BIRTH **DEATH** FETAL DEATH FEE MARRIAGE 📍 👤 🏠 ✉️ [LogOut](#)

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RACHEL DIAZ , welcome to the Texas Department of State Health Services!

FUNCTION ▾ TOOLS ▾ **REPORTS ▾** HELP ▾

- [Birth Death Matching-Matched Records](#)
- [Death Records - Filed By Local Registrar Location](#)
- [Facility Delinquent Report \(UnCertified\)](#)
- [Fatalities By County by Month Report](#)**
- [Local Registration-Suicide Reporting](#)
- [Pending Cause Of Death Listing](#)
- [Productivity Report - Local Registrars](#)
- [Record Status Report](#)
- [Rejected Records Report](#)

Step 1: Navigate to the "DEATH" module

Step 2: Navigate to the "REPORTS" menu, hover over "Reports" and select "Fatalities by County by Month Report"



RACHEL DIAZ , welcome to the Texas Department of State Health Services!

Step 3: Select a date range in MM/00/YYYY format

Step 4: Select a county type and county.

Note: You will only be able to see deaths that are within your region.

Fatalities By County By Month Report

Month Of Death (From): * Month Of Death (To): *

Please use following format to enter Month of Death - 01/00/2014 - for the month of January of year 2014.

Select County Type:

County of Death County of Residence

Select County:

Report Format

EXCEL PDF

Step 5: Select a report format and press "Generate"



Pending Cause of Death Listing

The screenshot shows the website's navigation bar with tabs for GLOBAL, BIRTH, DEATH, FETAL DEATH, FEE, and MARRIAGE. The DEATH tab is selected. A dropdown menu is open under the REPORTS tab, listing various reports. The 'Pending Cause Of Death Listing' option is highlighted. A red box highlights the DEATH tab with the text 'Step 1: Navigate to the "DEATH" module'. Another red box highlights the 'Pending Cause Of Death Listing' option with the text 'Step 2: Under the "REPORTS" menu, hover over "Reports" and select "Pending Cause of Death Listing"'. The website header includes the Texas Health and Human Services logo and the text 'Texas Department of State Health Services'. A welcome message for Rachel Diaz is visible.

Step 2: Under the "REPORTS" menu, hover over "Reports" and select "Pending Cause of Death Listing"



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Pending Cause of Death Listing Report [X]

Date Of Death (From):* Date Of Death (To):*

Select Local:

Select Facility:

Report Format
 EXCEL PDF

Step 3: Select a date range

Note: The facility dropdown may be left blank. If blank, the report will return all applicable facilities.

Step 4: Select a format

Step 5: Select "Generate"



Productivity Report – Local Registrars

The screenshot shows the web application interface for the Texas Department of Health and Human Services. At the top, there is a navigation bar with links for [Skip to main content](#), [GLOBAL](#), [BIRTH](#), [DEATH](#), [FETAL DEATH](#), [FEE](#), and [MARRIAGE](#). On the right side of the navigation bar are icons for location, user profile, home, email, and a [LogOut](#) link. Below the navigation bar is the Texas Department of Health and Human Services logo and a welcome message for Rachel Diaz. A red callout box points to the [DEATH](#) module in the navigation bar, with the text: **Step 1:** Navigate to the "DEATH" module. In the main content area, there is a menu with options: [FUNCTION](#), [TOOLS](#), [REPORTS](#), and [HELP](#). A sub-menu is open under [REPORTS](#), listing several report options. A red callout box points to the [Productivity Report - Local Registrars](#) option, with the text: **Step 2:** Navigate to the "REPORTS" menu, hover over "Reports", and select "Productivity report – Local Registrars".

[Skip to main content](#) GLOBAL BIRTH DEATH FETAL DEATH FEE MARRIAGE

TEXAS Health and Human Services | Texas Department of Health and Human Services

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FUNCTION TOOLS REPORTS HELP

Reports ▾

- [Birth Death Matching-Matched Records](#)
- [Death Records - Filed By Local Registrar Location](#)
- [Facility Delinquent Report \(UnCertified\)](#)
- [Fatalities By County by Month Report](#)
- [Local Registration-Suicide Reporting](#)
- [Pending Cause Of Death Listing](#)
- [Productivity Report - Local Registrars](#)
- [Record Status Report](#)
- [Rejected Records Report](#)

Step 1: Navigate to the "DEATH" module

Step 2: Navigate to the "REPORTS" menu, hover over "Reports", and select "Productivity report – Local Registrars"



Texas Department of State Health Services



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Local Registrar Productivity Report

Date Of Death (From): * 01/01/2023 Date Of Death (To): * 01/31/2023

Select Local: REGISTRAR - CITY OF AUSTIN

Report Format
 EXCEL PDF

Generate Close

Step 3: Select a date range

Step 4: Select a format

Step 5: Select "Generate"



Record Status Report



Texas Department of State Health Services

Step 1: Navigate to the "DEATH" module

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- FUNCTION ▾
- TOOLS ▾
- REPORTS ▾
 - [Birth Death Matching-Matched Records](#)
 - [Death Records - Filed By Local Registrar Location](#)
 - [Facility Delinquent Report \(UnCertified\)](#)
 - [Fatalities By County by Month Report](#)
 - [Local Registration-Suicide Reporting](#)
 - [Pending Cause Of Death Listing](#)
 - [Productivity Report - Local Registrars](#)
 - [Record Status Report](#)**
 - [Rejected Records Report](#)
- HELP ▾

Step 2: Navigate to the "REPORTS" menu, hover over "Reports", and select "Record Status Report"



TEXAS
Health and Human
Services

Texas Department of State
Health Services



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Step 3: Input a date range

Step 4: Select a record status

Step 5: Select a format

Step 6: Select "Generate"

Record Status Report

Date Of Death (From): * Date of Death (To): *

Select Record Status: *

Report Format:
 EXCEL PDF

Record status options:

- ALL LOCAL PENDING
- CAUSE OF DEATH NOT RELEASED
- CAUSE OF DEATH PENDING
- GENERAL DATA ENTRY NOT RELEASED
- LOCAL NOT RELEASED
- MANNER OF DEATH PENDING
- POSSIBLE DUPLICATE



Local Registration – Suicide Reporting

The screenshot shows the top navigation bar of the Texas Department of State Health Services website. The 'DEATH' module is selected in the top menu. A red box highlights the 'DEATH' module with the text: **Step 1: Navigate to the "DEATH" module**. Below the navigation bar, the 'REPORTS' dropdown menu is open, showing a list of report options. A red box highlights the 'Local Registration - Suicide Reporting' option with the text: **Step 2: Under the "REPORTS" menu. Hover over "Reports" and select "Local Registration – Suicide Reporting"**. The website header includes the Texas Department of State Health Services logo and the text 'RACHEL DIAZ , welcome to the Texas Department of State Health Services'.



Texas Department of State Health Services



RACHEL DIAZ , welcome to the Texas Department of State Health Services!

Step 3: Select a date range

Step 4: Select a format

Local Registration Suicide Report [X]

Date Of Death (From): * Date Of Death (To): *

Report Format

EXCEL PDF

Step 5: Press "Generate"

