|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester’s Information** | | | | |
| Requester’s First Name, Middle Initial, and Last Name: | | | Title: | |
| Professional Title: MD ME DO RN PA Funeral Director    APRN Registrar Other: | | | Connecticut License Number: | |
| Facility Name: | | | | |
| Facility Street Address: | | | | |
| City: | County: | State: | | Zip Code: |
| Work Phone: | | Fax: | | |
| Work Email: | | | | |
| I facilitate the completion of death certificates at additional facilities: Yes No | | | | |
| If yes, list the additional facilities where death certificates are completed below. | | | | |
| 1. Facility Name: | | 1. Facility Name: | | |
| Facility Address: | | Facility Address: | | |
| City/County/State/Zip: | | City/County/State/Zip: | | |
| Telephone: | | Telephone: | | |
| 1. Facility Name: | | 1. Facility Name: | | |
| Facility Address: | | Facility Address: | | |
| City/County/State/Zip: | | City/County/State/Zip: | | |
| Telephone: | | Telephone: | | |
| **Check the box next to your user type below.** | | | | |
| **Funeral Home User:** Funeral Director Funeral Home Clerk Funeral Home Manager **CT-Vitals Registration Application** Send completed CT-Vitals application to:  Email:  [elizabeth.frugale@ct.gov](mailto:elizabeth.frugale@ct.gov)  or  Fax: (860) 509-7964  **Medical Examiner:** Medical Examiner Medical Examiner Clerk Death Investigator  **Medical Certifier:** Medical Certifier Medical Facility Clerk  **Town Registrar:** Local Registrar Assistant Local Registrar Local Office User | | | | |
| **Acknowledgement of Responsibilities** | | | | |
| Only users authorized by the Connecticut Department of Public Health may have access to the CT-Vitals Electronic Death Registry. Any attempt to file fraudulent certificates is punishable in accordance with Connecticut statutes. By accessing the CT-Vitals system, the User agrees to use this system only for the purpose for which it is intended. The User understands that all information is confidential and revealing this information to unauthorized persons would be inappropriate and/or illegal. Any unauthorized access, misuse, and/or disclosure of information may result in disciplinary action including loss of access, civil, or criminal charges. | | | | |
| **Signature** | | **Date** | | |



**CT-Vitals**

**User Levels of Access**

**Funeral Home**

Funeral Home Clerk: This levels allows the individual to create a death record, enter demographic information, verify the deceased’s Social Security Number, and request cremation clearance but they cannot sign death records. Funeral Home Clerks are also allowed to request amendments to the demographic portion of the record after registration, refer the record to the Medical Examiner, and request medical certification.

Funeral Home Director: This level allows the individual to perform the same functions as the Funeral Home Clerk role as well as the ability to sign the death record.

Funeral Home Manager: This level allows the individual to pay for and print disposition permits.

**Medical Facility**

Medical Facility Clerk: This level allows the individual to create a death record, enter cause of death information and pronouncement information, but they cannot certify a death record. Medical Facility Clerks are also allowed to request certain amendments to the medical portion of the record after registration, refer to the Medical Examiner, request medical certification, and request a funeral home.

Medical Certifier: This level allows the individual to perform the same functions as the Medical Facility Clerk role as well as the ability to certify the death record.

**Medical Examiner Office**

Medical Examiner Clerk: This levels allows the individual to create a death record, enter cause of death information, pronouncement and injury information, but they cannot certify a death record. Medical Examiner Clerks are also allowed to request certain amendments to the medical portion of the record after registration.

Death Investigator: This levels allows the individual to create a death record, enter cause of death, pronouncement, and injury information, but they cannot certify a death record. Death Investigators are also allowed to request amendments to the medical portion of the record after registration and authorize cremations.

Medical Examiner: This level allows the individual to perform the same functions as the Medical Examiner Clerk and Death Investigator roles as well as the ability to certify the death record.

**Town Registrar**

Local Registrar: This level allows the individual to register death records, issue death certificates, print disposition permits, and initiate and approve amendments to a record.