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

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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.

Yes   No

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![Texas Health and Human Services, Texas Department of State Health Services logo]

Login

User Name: komieatty1

Password: ••••••••

Forgot Password?

Log In

Step 3: Type your TxEVER username and password.

Step 4: Click "Log In"

Forgot your password?

Click here to reset password.

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Location

SELECT LOCATION

Location:

REGISTRAR - AUSTIN COUNTY CLERK - (Local Office) ▼

OK

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

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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

RACHEL DIAZ , welcome to the Texas Department of S   s!

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

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FUNCTIONS ▾   RECORD ▾   TOOLS   HELP ▾

Step 8: Input a date range

ᵒCAL BURIAL TRANSIT PERMIT QUEUE

Date Permit Requested

From Date: * 01/01/2023   To Date: * 01/03/2023

Funeral Home Name

Funeral Home Name: [   ]

Search   Clear

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

[Search] [Clear]

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

---

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

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

[Accept] [Reject] [Print]

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"

Burial Permit Queue   ✕

Record accepted successfully.

OK
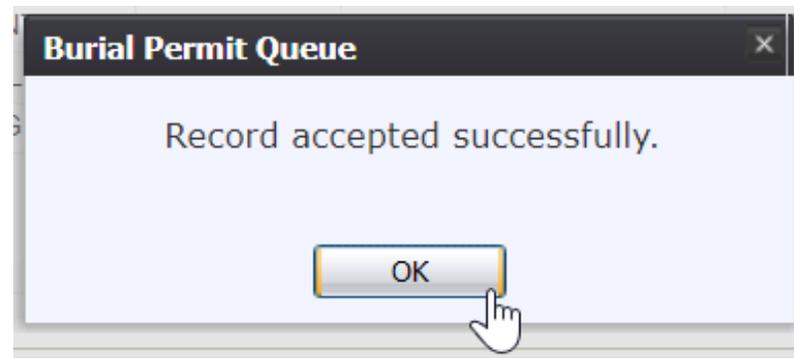
Continue will all the Burial Transit Permits in the queue.

Local Acceptance Queue

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✓ ✗ ▣ ⏮ ◀ ▶ ⏭

LOCAL ACCEPTANCE QUEUE

Unresolved Work Queue:

--Select a value-- ▾   ⟳ 2

TESTRECORD, MOM (M), 2020/10/01

TEST, BABY (C), 2022/01/01

PLEASE SELECT RECORD TO PROCEED.

Step 3: Select a record one at a time to review.

The indicator shows how many records are in the queue.

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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.

Accept

Reassign to local

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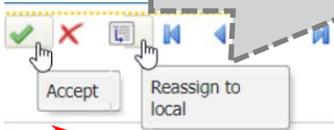
LOCAL ACCEPTANCE QUEUE

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

2

State File Number:	0000052022
Paternity Affidavit Number:	

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

CHILD'S NAME		CHILD'S INFORMATION	
Child's First Name:	BABY	Child's Date Of Birth:	01/01/2022
Child's Middle Name:		Child's Plurality:	SINGLE
Child's Last Name:	TEST	Child's Birth Order:	SINGLE
Child's Suffix:		Place Of Birth:	NORTH AUSTIN MEDICAL CENTER

Printing Documents – Listing Report

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Print
Listing
Replacement Report

LOCAL PRINT QUEUE

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

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 incase 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
GEN PRINT PLUGIN: 0.0.0   CONNECTION: WAITING

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Listing Report   ✕

Report Format
◉ EXCEL   ○ PDF

[Generate]   [Close]

○ All Previously P...

⊙

* Ye

Step 4: Select a format and hit "Generate"

* Fr

* To

[Submit]

☐ 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

|◀ ◀ | Page 1 of 1 | ▶ ▶| ⟳   No records to display.

Printing Documents – Ready to Print

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

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

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) |

Step 2: Select the records to be printed

Local Batch File Extract and Downloader

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"

LOCAL EXTRACT CONFIGURATION

Step 4: Select a date range

Extract Criteria

| Date Type: | * Date Of Death ▾ | From Date: | * 01/01/2023 | To Date: | * 06/03/2023 |

Extract Format

| File Type: | * Excel ▾ | ☑ Include headers | ☐ Include Extracted Record(s) |

Email Notification

☐ Notify on extract generatio   Email Address: [   ]

Step 6: Select "Save"

Save DeActivate Clear

Date Type	From Date	...ate	File Type	Include Headers	Include Extracted Record(s)	Notify on Generation	En...
Registration Date	01/01/2023	/2023	Excel	true	true	false	
Date Of Death	01/01/2023	023	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 ▶ | Local Batch File Downloader
Imports | Voter Abstract File Downloader
Extract ▶

LOCAL EXTRACT CONFIGURATION

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

Extract Criteria

Date Type: * Date Of Death ▾   From Date: * 01/01/2023   To Date: * 06/03/20

Extract Format

File Type: * Excel ▾   ☑ Include headers   ☐ Include Extracted Reco

Email Notification

☐ Notify on extract generation   Email Address: [   ]

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	

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Step 8: Select "Download"

Voter Abstract Extract and Downloader

Step 1: Navigate to the "DEATH" module

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

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FUNCTION ▾   TOOLS ▾   REPORTS ▾   HELP ▾

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Voter Abstract Extract   ✕

Extract Criteria
    Select Month & Year to Extract:

--Select a value-- ▾   2023 ▾

JAN
FEB
MAR   Generate   Close
APR
MAY
JUN
JUL

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

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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.

[OK]

Step 4: Select 'OK"

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Utilities ▶   Local Batch File Downloader
Imports   Voter Abstract File Downloader
Extract ▶

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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"

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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"

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Birth Reports

Rejected Records Report

Step 1: Navigate to the "BIRTH" module

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

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TOOLS ▾   HELP ▾   REPORTS ▾

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

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Rejected Records   ×

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

01/01/2023   06/30/2023

Select Registration District: Select Facility:

REGISTRAR - CITY OF AUSTIN   ▾   --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

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Step 3: Input a date range

Birth Death Matching-Ma... Records   ×

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

SFN (From):   SFN (To):

Select Filter Type:
⦿ Local of Death/Birth   ◯ County of Death/Birth

Report Format
◯ EXCEL   ⦿ PDF

[Generate]   [Close]

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.

Facility Delinquent Report

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Step 3: Select a date range

Facility Delinquent Report (Uncertified)   ✕

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

[01/01/2024]   [01/31/2024]

Record Status

⦿ Pending   ◯ Dropped to paper   ◯ Complete but not yet registered

◯ Pending Cause of Death

Step 4: Select a record status

Select County:

[TRAVIS   ▾]

Select Facility:

[--Select a value--   ▾]

Report Format

◯ EXCEL   ⦿ PDF

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

[Generate]   [Close]

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

Fatalities by County by Month Report

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Step 1: Navigate to the "DEATH" module

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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

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

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Fatalities By County By Month Report   ✕

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

01/00/2023   02/00/2023

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:

WILLIAMSON ▼

Report Format

◉ EXCEL   ○ PDF

[Generate]   [Close]

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.

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

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Pending Cause of Death Listing

Step 1: Navigate to the "DEATH" module

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   ✕

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

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

Select Local:
REGISTRAR - CITY OF AUSTIN

Select Facility:
--Select a value--

Report Format
◉ EXCEL   ○ PDF

[Generate]   [Close]

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"

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Productivity Report – Local Registrars

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Local Registrar Productivity Report   ✕

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

01/01/2023   01/31/2023

Select Local:

REGISTRAR - CITY OF AUSTIN   ▼

Report Format
◉ EXCEL   ○ PDF

Step 3: Select a date range

Step 4: Select a format

Step 5: Select "Generate"

Generate   Close

Record Status Report

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Step 1: Navigate to the "DEATH" module

FUNCTION ▾ | TOOLS ▾ | REPORTS ▾ | HELP ▾

Reports ▷

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Fatalities By County by Month Report
Local Registration-Suicide Reporting
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Rejected Records Report

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

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Record Status Report   ×

Step 3: Input a date range

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

Date of Death (To): *
01/31/2023

Select Record Status: *
POSSIBLE DUPLICATE ▾

Step 5: Select a format

Step 4: Select a record status

Report Format:
◉ EXCEL   ○ PDF

Generate   Close

Step 6: Select "Generate"

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

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Local Registration – Suicide Reporting

Step 1: Navigate to the "DEATH" module

Step 2: Under the "REPORTS" menu. Hover over "Reports" and select "Local Registration – Suicide Reporting"

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Local Registration Suicide Report   ×

Step 3: Select a date range

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

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

Report Format

⦿ EXCEL

○ PDF

Step 4: Select a format

Generate   Close

Step 5: Press "Generate"

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