

# Quick Reference

## 24-Hour Notice - County

### Summary:

The 24-Hour Notice begins when the funeral home creates a new death record or assumes ownership of a death record. The 24-Hour Notice status is then assigned to the death record. Each record with a 24-Hour Notice will appear in the **Special Registration Processing Work Queue** in OVERS. Select the 24-Hour Notice-Death option from the drop-down and click **Search**. Once a disposition permit is received at the county it must be matched to the 24-Hour notice in OVERS.

### Step by Step Process:

#### Special Registration

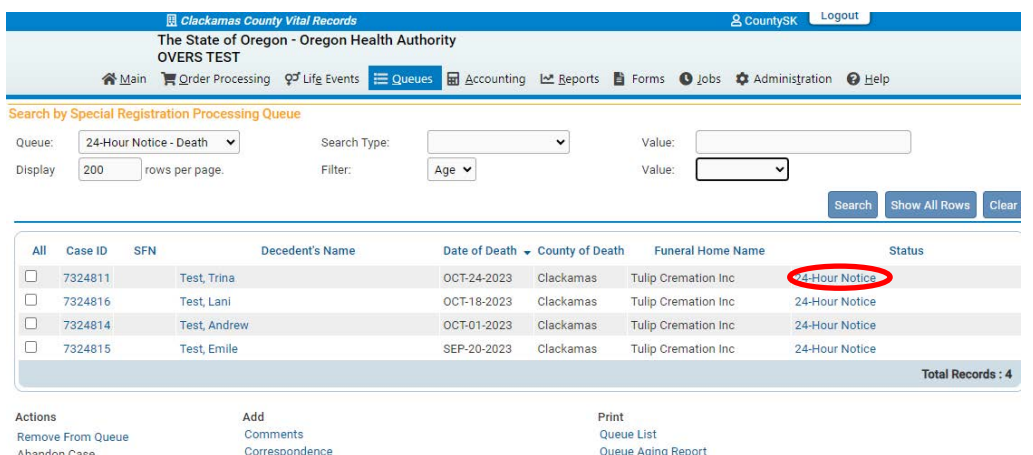
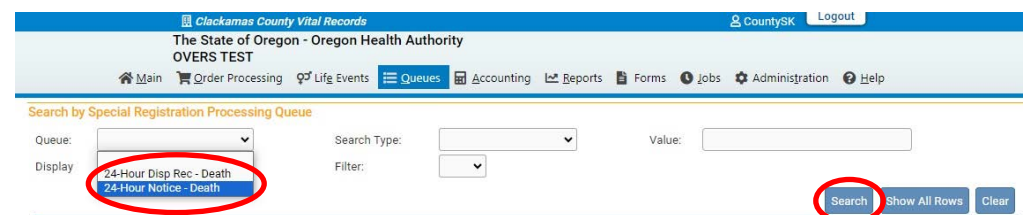
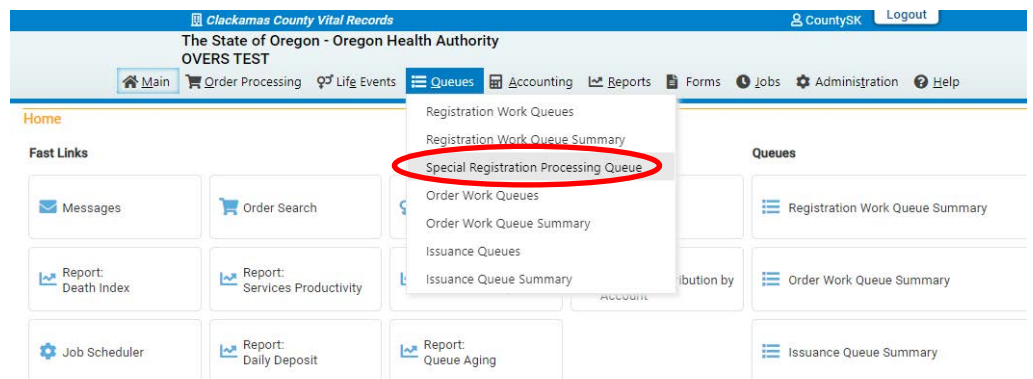
**Processing Queue:** To find the 24-Hour Notice for either fully electronic or drop-to-paper records go to the Special Registration Processing Queue.

**24-Hour Notice Queue:** Select the **24 Hour Notice** option then click **Search**.

This will bring up a list of 24-Hour Notices to process.

#### 24-Hour Notice Status:

To process the record, click the **24 Hour Notice** link under the "Status" column of the individual record. An electronic 24-Hour Notice will pop up.



Actions: Remove From Queue, Abandon Case  
Add: Comments, Correspondence  
Print: Queue List, Queue Aging Report

**24 Hour Notice**

**24-Hour Notice**

**Full Name of Deceased:** Trina Test

**Date of Death:** 10-24-2023    **County of Death:** Clackamas

**Place of Death:** Oregon

**Funeral Home Name and Phone Number:** Tulip Cremation Inc

**State File Number:**    **I.D. tag number:**

**Disposition permit received?**  Yes  No    **Record Received at the County?**  Yes  No

**If yes, date received**  MMM-dd-yyyy

**Save** **Cancel**

### 24-Hour Notice: Fully Electronic

Find record in the 24-Hour Notice queue after receiving the disposition permit. Select the **Yes** button next to the **Disposition permit received?** question and the **Record Received at the county?** question. Enter the date received, if known, and Click **Save**. Remember the county gets an electronic record in the this case. The record will then be removed from the queue an placed in the 24-Hour Disposition Received queue until registered with the state.

### 24-Hour Notice: Drop-to-Paper

Once the drop-to-paper copy is received at the county, select the **Yes** button next to the **Record Received at the County?** question. Click **Save**.

When the disposition permit has been received select **Yes** next to the Disposition permit received? question. Enter the date received, if known and click **Save**. The record will then be removed from the queue and placed in the 24-Hour Disposition Received queue until registered with the state.

**Note:** Records will be moved to the 24-Hour Disposition Received queue until they are registered at the state. They will then be automatically be removed from the queue.

You will need to regularly monitor the 24-Hour Notice - Death queue to ensure that disposition permits are being received in a timely manner.