



# Using the Illinois Vital Records System (IVRS)

County Clerks Manual

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# Table of Contents

<b>What Is the Illinois Vital Records System?</b> .....	1
<b>What Does the Illinois Vital Records System Do?</b> .....	1
<b>What Is the Process to Certify a Death Certificate?</b> .....	1
<b>Who can use the Illinois Vital Records System?</b> .....	3
<b>User Administration</b> .....	3
County Clerk Roles in IVRS .....	3
<b>Searching for Records</b> .....	4
Using Wildcards in a Search .....	7
Using Parameters in a Search.....	7
<b>Printing</b> .....	7
Completed Short Form Death Certificate .....	7
Completed Long Form Death Certificate .....	7
Completed Short Form Birth Certificate.....	8
Completed Long Form Birth Certificate .....	8
<b>IVRS Help Desk Support</b> .....	9
Record Corrections Contact .....	9

## List of Figures

Figure 1: Funeral Director Initiated Online Death Record Flow Chart.....	2
Figure 2: Search Criteria Tab on the Death Record Search Screen .....	4
Figure 3: Search Criteria Tab on the Death Record Search Screen .....	5
Figure 4: Search Result Tab on the Death Record Search Screen.....	6

## List of Tables

Table 1: County Clerk Capabilities in IVRS by Role .....	3
Table 2: Parameters.....	7

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## What Is the Illinois Vital Records System?

The Illinois Vital Records system (IVRS) is a web-based application to create and process death certificates. IVRS streamlines the paper process of creating and issuing certified death certificates. Once you request and receive your login information, you can access the system from any computer with internet access. IVRS runs in a standard web browser.

## What Does the Illinois Vital Records System Do?

The system allows the electronic registration of all deaths and births in the State of Illinois. All applicable permits and forms are printable from within the system. The IVRS automatically assigns a State File Number when the record is registered. Records are available for issuance once accepted by the Local Registrar and can be printed at the funeral home. The records in the system are identified by their city or county of occurrence, and access is limited to users within that city or county. In addition, the system tracks a new certificate in the registration process and routes it to the appropriate authority(ies), as required. Records are routed electronically, eliminating any driving or mailing of a certificate to the certifier or registrar for their signature. You can locate death records using its fully functional search feature. Amendments to records are performed and available in real-time.

## What Is the Process to Certify a Death Certificate?

The basic electronic process is similar to the paper one – except the steps will be done electronically. The following diagram shows the flow of a basic death certificate through IVRS (see Figure 1).

The basic electronic process follows the same order and content as the sections in the *Certificate of Death Worksheet*.

The FD collects the decedent's information provided on the worksheet and enters the information into the initial death record in IVRS.

The FD then prints the electronic record for the informant to approve and makes corrections, as necessary, in IVRS.

Then, the FD selects where to send the death record, either to the attending physician or to the Medical Examiner (ME)/Coroner, depending upon the situation, and IVRS routes it to the selected person.

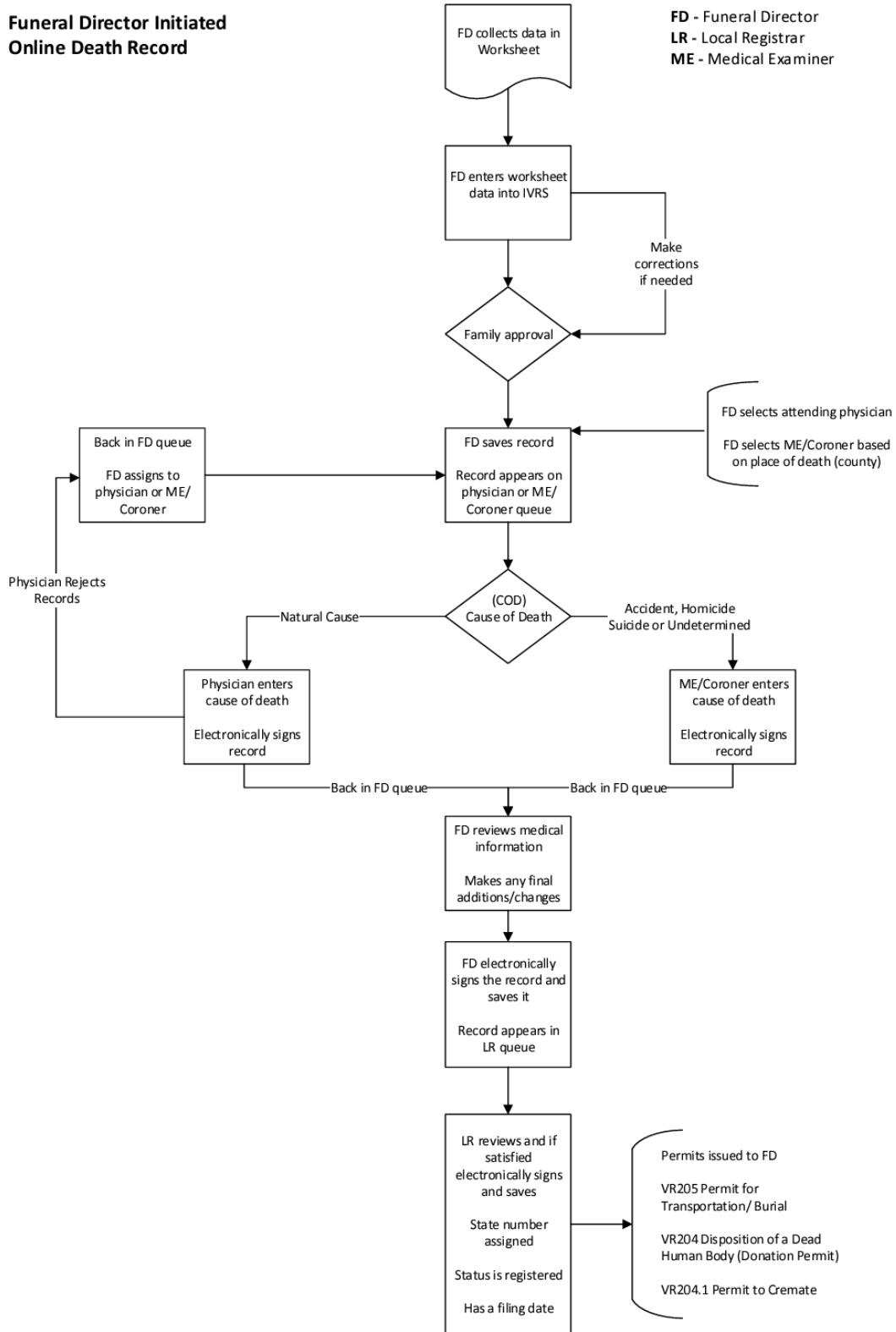
Once the record comes back from the physician or ME/Coroner, the FD reviews the medical information in IVRS, makes any final additions or changes, and signs it.

Once the FD signs and saves the record, IVRS routes it to the Local Registrar.

The Local Registrar reviews the record, signs it, and then registers the death record using IVRS. At this point, IVRS issues the FD appropriate permits (*VR205 Report of Death*, *VR204 Disposition of a Dead Human Body*, or *VR204.1 Permit to Cremate*).

**Figure 1: Funeral Director Initiated Online Death Record Flow Chart**

**Funeral Director Initiated  
Online Death Record**



## Who can use the Illinois Vital Records System?

Users will be required to submit an application to their Local Registrar for access to the *IVRS*. The various roles defined in the system are as follows:

- VR staff
- Local Registrars
- Medical Examiners (MEs)/Coroners
- ME/Coroner acting as FD
- Funeral Directors
- Physicians
- Hospital Death Clerks
- County Death Clerks

## User Administration

User administration is limited to the Site Registration Authority (SRA) for your location. Contact your location SRA for any changes to your login or personal information.

### County Clerk Roles in IVRS

Below is a list of all user capabilities in the Illinois Vital Records System. The two County Clerk staff roles are listed with capabilities noted with a circle.

**Table 1: County Clerk Capabilities in IVRS by Role**

Capability	County Clerk SRA	County Clerk
Manage User Information	Y	N
Create a Birth/Death Record	N	N
Update a Birth/Death Record	N	N
Request Verification for Social Security Number	N	N
Enter/Update Demographic Information	N	N
Sign for Local Registrar	N	N
Delete unregistered Birth/Death Record	N	N
Minor Corrections	N	N
Display Special Reg Records	N	N
Print Short/Long Death Certificate	Y	Y
Print Short/Long Birth Certificate	Y	Y
Print Certificate of Birth/Death Worksheet	N	N
Print Death Short Form	Y	Y
Print VR204 Permit	N	N
Print VR204.1 Permit	N	N
Print VR205 Permit	N	N
Print VR207 Application	N	N
Search for Records	Y	Y
View Voided Records	Y	Y

# Searching for Records

IVRS has fully functioning search capabilities. It can be searched for the following types of records:

- Death
- Fetal Death
- Alias
- Birth

The opening *Search* screen will vary depending on which type of record is selected to be searched.

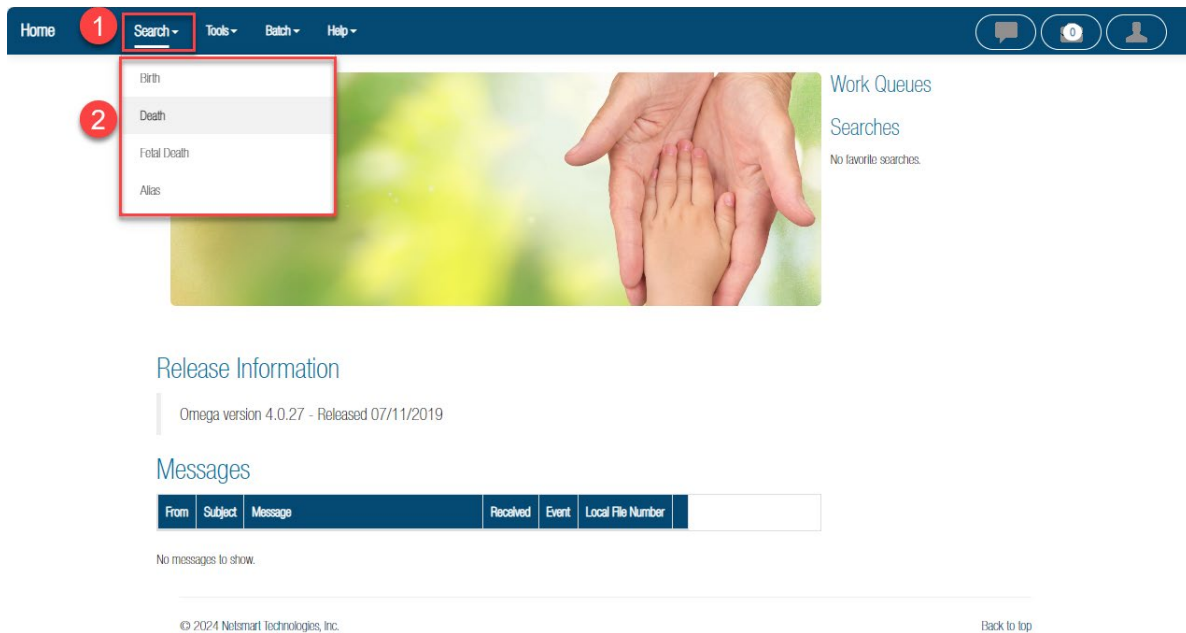
## Finding Existing Birth and Death Records

To search for an existing record, follow these steps (see Figure 2):

1. Select the **Search** menu from the **Top Navigation Bar**.
2. Select the type of record to be searched.
  - a. Search Death
  - b. Search Birth
  - c. Search Fetal Death

**NOTE:** The system displays the *Search* screen for the type of record selected from the **Search** menu.

**Figure 2: Search Criteria Tab on the Death Record Search Screen**



The *Search* screen displays with the **Search Criteria** tab open by default (see Figure 3).

The **Search Criteria** tab is the place where pertinent search criteria are entered. You can use any combination of the fields (e.g., first name, middle name, and last name) to search.

1. Enter the search criteria into the appropriate fields to locate your desired record.

2. Select the **Search** button.

**NOTE: You can see birth and death records for all of your county residents, but printing is restricted for events that occurred in your county (E.g., a resident of your county who dies or gives birth in another county. You will be able to view the death or birth certificate but not print it.).**

**Figure 3: Search Criteria Tab on the Death Record Search Screen**

The screenshot displays the 'Search (Death)' interface with the 'Search Criteria' tab selected. The page features a navigation bar at the top with 'Home', 'File', 'Search', 'Tools', 'Batch', and 'Help' menus, along with communication and user icons. The main content area is a grid of search criteria fields, including text boxes for names, dates, and numbers, and dropdown menus for various categories. A 'Clear' button and a green 'Search' button are located in the top right corner of the search area.

Field Name	Field Type
State File Number	Text
Date of Birth	Text
Paper/Electronic?	Text
First Name	Text
Suffix	Text
Sex	Text
Father/Co-Parent's Name	Text
Suffix	Text
Mother/Co-Parent's First Name	Text
Suffix	Text
Funeral Home	Text
Facility Name	Text
City	Text
State of Residence	Text
Certifier Type	Text
Funeral Home Complete?	Text
Dr. Sign?	Text
Injury at work?	Text
ME/Coroner Signed?	Text
VR205 Print	Text
Date Created	Text
Courtesy Copy Sent	Text
Registrar Permission to Print?	Text
a. Immediate Cause	Text
Certifier Location	Text
Date of Death	Text
Reg Type	Text
Certificate Type	Text
Middle Name	Text
Social Security Number	Text
Middle Name	Text
Middle	Text
State of Death	Text
Registration District Code	Text
City of Residence	Text
Certifier Type Code	Text
Funeral Signed?	Text
VR 204.1 Print	Text
VR204 Print	Text
Alert Count	Text
Fax Attestation Status	Text
Physician Signature Received	Text
Local File Number	Text
Birth SFN	Text
Manner of Death	Text
Year of Death	Text
Record Status	Text
Last Name	Text
Last	Text
Last	Text
Place of Death County	Text
Hospital Clerk Complete?	Text
Dr. Complete?	Text
ME/Coroner Complete?	Text
Registrar Sign?	Text
Date of Death (String)	Text
Fax Attestation Completed	Text
Method of Disposition	Text
Date Filed	Text
Created by User Group	Text
D3_FHYS_GROUP_CD	Text

## Search Results Tab

The **Search Results** tab displays all records that meet the search criteria entered (see Figure 4).

**Figure 4: Search Result Tab on the Death Record Search Screen**

Search (Death)

Search Criteria Search Result

Flat View Images 0 Notes 1 Display

State File Number	Date of Death	Year of Death	Date of Birth	Reg Type	Paper/Electronic?	Certificate Type	Record Status
	06/03/2024 00:00:00	2024	04/04/1940 00:00:00		E	MEDICAL	PENDING
20240000005	06/01/2024 00:00:00	2024	01/18/1942 00:00:00		P	MEDICAL	PENDING
	07/05/2024 00:00:00	2024	11/30/1949 00:00:00		E	PERMANENT	REGISTERED
	08/07/2024 00:00:00	2024	06/24/1972 00:00:00		E	MEDICAL	PENDING
	08/10/2024 00:00:00	2024	04/28/1948 00:00:00		E	MEDICAL	PENDING
	08/06/2024 00:00:00	2024	10/24/2000 00:00:00		E		PENDING
	06/12/2024 00:00:00	2024	10/08/2004 00:00:00		E	MEDICAL	PENDING
	08/01/2024 00:00:00	2024	06/19/1978 00:00:00		E	MEDICAL	PENDING
	08/15/2024 00:00:00	2024	06/28/1941 00:00:00		E		PENDING
	08/12/2024 00:00:00	2024	05/18/2003 00:00:00		E	PERMANENT	PENDING
20240000007	08/26/2024 00:00:00	2024	04/01/1940 00:00:00		E	MEDICAL	REGISTERED
	08/27/2024 00:00:00	2024	06/17/1950 00:00:00		P	MEDICAL	PENDING
	09/05/2024 00:00:00	2024	02/17/1954 00:00:00		P	MEDICAL	PENDING

1 - 14 of 14 items

The number of records found is displayed at the bottom of the screen.

**NOTE:** The system will only return the first 100 entries of a search. If more than 100 records meet your search criteria, it is probably best to refine the criteria to return fewer records. One way to refine your search is to enter more information (e.g., first name, last name, and date of birth).

**NOTE:** The results window may be sorted by any of the fields. Select the grey field name at the top of the column you wish to sort by. Only one field may be sorted at a time. Select the field name again to sort by this field in descending order.

If no records are found, the **Search Result** tab opens and indicates, “No items to display.”

**NOTE:** If the search does not produce the desired record, try entering less information in the search criteria to expand the search. For example, instead of searching by first name, middle name, and last name, enter the last name only to retrieve all records with the last name.

1. To search again using different criteria, select the **Search Criteria** tab.
2. Select the **Clear** button.
3. Enter the new search criteria.
4. Select the **Search** button.

Locate the row of the record you want to open and then either select the **Display** button or double-click the row. IVRS opens the record to the **Decedent** tab.

## Using Wildcards in a Search

Wildcards are characters that expand your searching capabilities. These may be used to search many of the fields in IVRS. One of the most common wildcards is the % sign. For example:

- To find all last names that begin with “S,” enter “S%” in the **Last Name** field.
- Entering “Mc%” in the **Last Name** field and “J%” in the **First Name** field will give you all records with a last name beginning with the characters “Mc” and first names that begin with “J.”

**NOTE:** There must be one field without a “%” to complete the search. An easy way to do this is enter a date in the **Year of Death** field.

## Using Parameters in a Search

Parameter searches will find records that meet comparison criteria. The characters in Table 2 may be used. “NULL” and “<> NULL” can be entered directly in a field.

**Table 2: Parameters**

Parameter	Parameter Definition
>	Greater than
<	Less than
=	Equal to (can be combined with the greater than and less than)
NULL	Empty (use when looking for nothing entered in the field, such as records that have not been registered or when there is no entry for the state number)
<> NULL	Not empty (use when looking for something entered in the field)
(X+Z)	Between X and Z, including X and Z
IN(A+B+C)	Either A or B or C

## Printing

IVRS will allow you to print death certificates as soon as they are registered.

**NOTE:** The Local Registrar in your jurisdiction must grant permission for Funeral Directors to print registered certificates.

## Completed Short Form Death Certificate

1. Log into IVRS.
2. Search for and open the record you want to print.
3. Select the **Documents** drop-down arrow.
4. Select “D Dth Cert Short form” from the drop-down menu to open a PDF print preview of the worksheet.
5. Select the **Print** icon to print the completed worksheet.

## Completed Long Form Death Certificate

1. Log into IVRS.
2. Search for and open the record you want to print.
3. Select the **Documents** drop-down arrow.

- 
4. Select “D IL Death Certificate” from the drop-down menu to open a PDF print preview of the worksheet.
  5. Select the **Print** icon to print the completed worksheet.

### ***Completed Short Form Birth Certificate***

1. Log into IVRS.
2. Search for and open the record you want to print.
3. Select the **Documents** drop-down arrow.
4. Select “B Certificate Short form” from the drop-down menu to open a PDF print preview of the worksheet.
5. Select the **Print** icon to print the completed worksheet.

### ***Completed Long Form Birth Certificate***

1. Log into IVRS.
2. Search for and open the record you want to print.
3. Select the **Documents** drop-down arrow.
4. Select “B Certificate Long Form” from the drop-down menu to open a PDF print preview of the worksheet.
5. Select the **Print** icon to print the completed worksheet.

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## IVRS Help Desk Support

**PHONE: 866-220-5247**

Users requiring IVRS support can contact the IDPH Help Desk via phone at the above number. Voice messages will be responded to within 24 hours or the next business day.

**NOTE:** This is for account and technical issues you encounter. See the *Record Corrections Contact* section for assistance with death and birth record corrections.

Users requiring IVRS technical support can contact the IDPH Help Desk by calling 866-220-5247. Voice messages will be responded to within 24 hours or the next business day.

Help Desk business hours are Monday through Friday, 8:30 am - 4:30 pm, excluding State Holidays.

When contacting the helpdesk, please be sure to include the following information:

- Name and the best way to contact you.
- Facility Name
- User Role
- Detailed Description of your problem

Providing detailed information will help the helpdesk direct your question to the appropriate person and ensure a timely response.

### ***Record Corrections Contact***

In addition, you are encouraged to correspond by email for any assistance you may need with IVRS. You can send an email to [dph.ivrs@illinois.gov](mailto:dph.ivrs@illinois.gov). Your email will be directed to the appropriate staff to assist with your questions/problems.