

Accessing VERI via the myNewJersey Portal

FALL 2023



INTRODUCTION

The purpose of this presentation is to prepare funeral home staff to access the Vital Events Registration & Information (VERI) system to complete Fetal Death Certificates.

- Description of VERI
- Logging in to the myNewJersey Portal
- Accessing Funeral Home profiles
- Accessing Fetal Death Registration
- Locating a Fetal Death Certificate
- Completing a Fetal Death Certificate

WHAT IS VERI?

- The Vital Events Registration & Information (VERI) system is the electronic registration application used by the State of New Jersey to register birth and fetal death records
- The application is accessible to authorized users through the myNewJersey Portal.
my.nj.gov
- The myNewJersey Portal houses many state applications. Think of the myNewJersey Portal as an apartment building and VERI as one of the individual apartments inside the building.
- The Office of Vital Statistics & Registry (OVSR) maintains the apartment (VERI), but the Office of Information Technology (OIT) maintains the building (myNewJersey Portal).

FETAL RECORDS

- In the VERI system, only medical facilities can create a fetal death certificate. Funeral directors must search for the record and claim it. This is similar to the “take case” function in EDRS.
- Records can be searched by almost any criteria, such as; Electronic Fetal Record (EFR) Number, Name of Mother, Name of Fetus, Date of Delivery, etc. The EFR number is like the “Case ID” number in EDRS.
- Records can only be searched and claimed **after** the physician has completed the medical certification.

*Now that you know what
VERI is, let's talk about
finding the application.*

Requesting access to VERI

To have access to the Fetal Death Registration System in the VERI application, you will need to request access via email to VERINJ_Admin@doh.nj.gov. In the requesting email, you **must** include.

- Your full name
- The funeral home(s) you are associated with
- An email address only **YOU** have access to (You cannot use a shared/group email address)
- A phone number to be associated with your account
- Your funeral directors license number

HOW TO SET UP A MYNEWJERSEY PORTAL ACCOUNT

Login to the myNewJersey portal:

my.nj.gov

myNewJersey
powered by njoit

Log In to myNewJersey

Login ID:

Password:

Log In

[Forgot your login ID?](#)
[Forgot your password?](#)
[Need help?](#)

If you need to register for Unemployment Benefits please go to myunemployment.nj.gov. Unemployment services are only accessed through that site.

Otherwise, register for myNewJersey services here:

Sign Up

Create Your myNewJersey Account

To use specific services that New Jersey has offered you, you need to create a myNewJersey account using this form (all fields are **required**).

You'll be able to change all of your entries later, except your login ID, using the "my account" link any time you're logged in to myNewJersey.

Login IDs can only contain letters, numbers, and these four characters: @ . - _

Login ID

Passwords must be at least 8 characters long, chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Password

Retype your password

First name

Last name

If you forget your login ID or password in the future, the system will ask you the question you enter here. If the answer you give then matches the answer you enter now, the system will send your ID or a new password to the email address you provide below. Enter a question and answer you can remember, but only you would know.

Question you want us to ask

Your answer

Email address

Retype your email address

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

Create Account

i **Increase the security of your account:** myNJ now supports authenticator apps in addition to SMS texts; if you haven't already activated MFA, go to your [my account](#) page and click 'Multi-factor authentication' to enable it.

MULTI-FACTOR AUTHENTICATION

What is MFA?

Multi-factor authentication (MFA) is a multi-step account login process that requires users to enter more information than just a password.

Added Security

We highly suggest enabling Multi-factor authentication (MFA) for an added layer of security to your account.

When can I set up MFA?

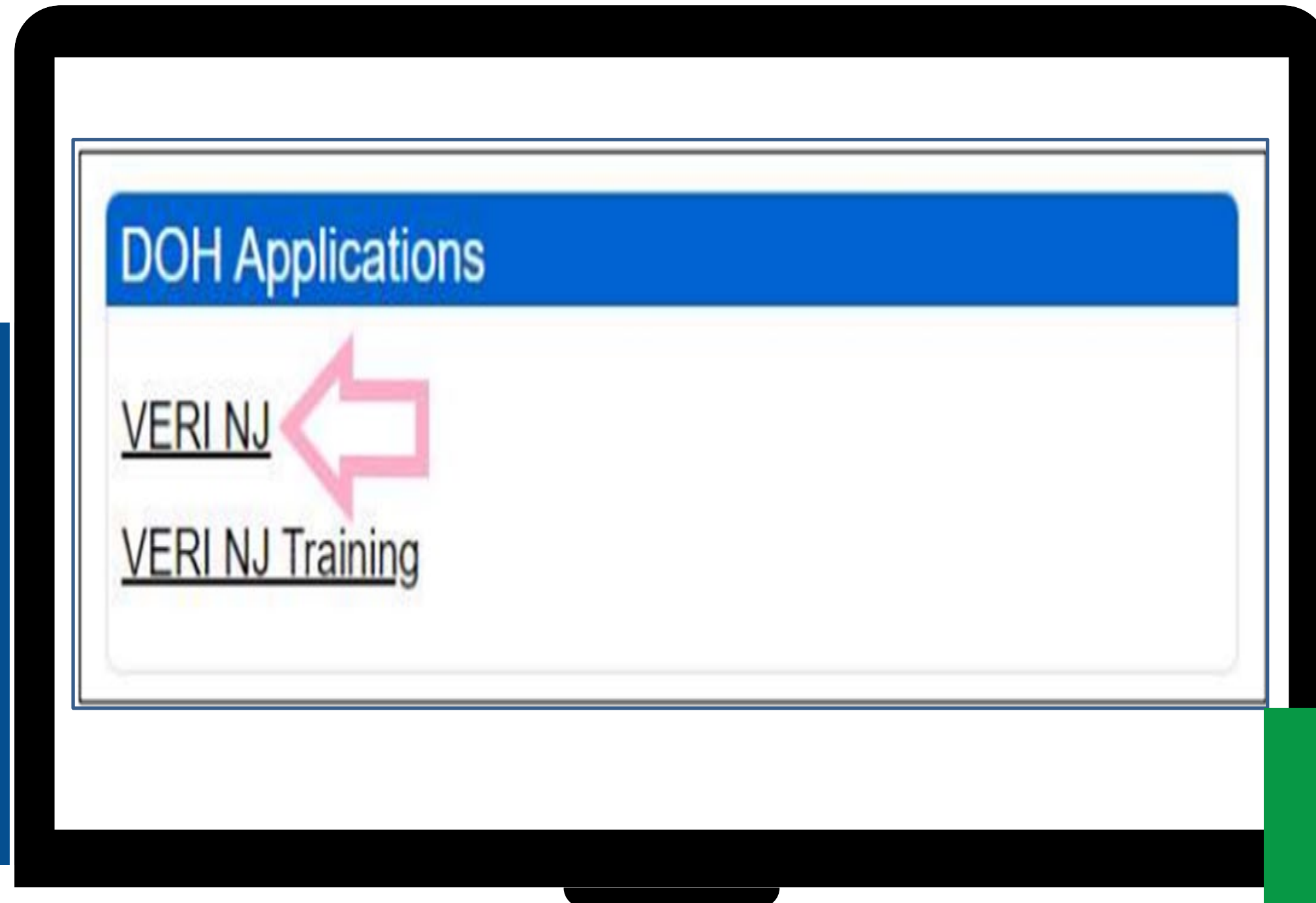
However, this cannot be enabled until you have received access to the VERI system.

*Now that you have a
myNewJersey Portal account
and you enabled MFA,
let's open the VERI application.*

ACCESSING VERI

After logging in to myNewJersey, click the VERI NJ link under DOH Applications to open VERI.

This will be on the left side of your screen



SELECT A FACILITY & PROFILE

Similar to EDRS, funeral directors may have one account associated with multiple profiles. This means when a funeral director logs in, they must first select the specific profile (funeral home) they want to access. Each profile provides access only to records relevant to that specific location.

VERI-NJ | Fetal Death Registration System

Home Fetal Death Registration Search Reports Extracts Audit

Select Facility or Facility Group

Adams Funeral Home - Elmer
Adams Funeral Home Woodstown
Adams-Perfect Funeral Home Inc
Adams-Stiefel Funeral Home
NJ Office of Vital Statistics and Registry

FETAL DEATH REGISTRATION SYSTEM

After selecting the appropriate Funeral Home, click the Fetal Death Registration Link

Select Facility or Facility Group

Adams Funeral Home - Elmer

You currently have access to these systems at this facility.

Fetal Death Registration System

CLICK HERE TO ENTER
YOUR FACILITY

Adams Funeral Home - Elmer
Funeral Home Director

You have successfully logged in to your VERI account and respective profile. We can now search for a Fetal Death Record.

MAIN DASHBOARD

The screenshot shows a dashboard for 'Fetal Death Records' with a filter set to 'Initiated'. A table displays two records with columns for Lock, EFR, Day, Date & Time of Delivery, Created Date, Mother/Parent, Name of Fetus, Sex, Plurality, Place of Delivery, Med. Cert. Status, Disposition, Dem. Cert. Status, and Dem. Certify Date. Below the table are buttons for 'Switch Facility' and 'Perform a Search', with a red arrow pointing to the search button labeled 'OTHER FUNCTIONS'.

Lock	EFR	Day	Date & Time of Delivery	Created Date	Mother/Parent A (L, F M)	Name of Fetus (L, F M)	Sex	Plurality	Place of Delivery	Med. Cert. Status	Disposition	Dem. Cert. Status	Dem. Certify Date
	21000294	991	Nov 12, 2020	Jul 20, 2021 5:50 PM	LEISHA, OTHER	CHRIS, KORES	F	Single-01	1919 RASPBERRY CT, EDISON, NJ 08817	Certified	Burial		
	23001791	20	Jul 11, 2023 11:15 AM	Jul 11, 2023 10:33 AM	LOOR, TARA	LOOR, _____	F	Single-01	Inspira Medical Center - Vineland	Certified		Pending	

- The Dashboard will display records currently claimed by your funeral home.
- The panel on the left breaks down the various record stages.
- **Initiated records:** records that have not yet been registered.
- **Awaiting Registrar Review:** shows records currently with the registrar.
- **Completed:** shows records that were registered (with a State File Number) in the last 15 days.
- Other functions on the dashboard include perform a Search and Switch Facility.

SEARCHING A RECORD

- To find a new fetal death record, click **Perform a Search** at the bottom of the screen.



SEARCHING A RECORD

- Enter the search criteria. Search fields can be changed by clicking the drop-down box
- Center column dropdown can be changed to match your searching needs

Search Fetal Death Records

First Name of Fetus	is		-
Last Name of Fetus	is		-
Date of Delivery	is	MM/DD/YYYY	-
EFR Number	begins with		-
State File Number	begins with		-
Mother's Medical Record Number	is		-
Mother's Date of Admission	is		-
First Name of Fetus	is		-
Middle Name of Fetus	is		-
Last Name of Fetus	is		-
Date of Delivery	is		-
Sex	is		-
State of Birth	is		-
County of Birth	is		-
Municipality of Delivery	is		-
Mother/Parent A's Legal First Name	is		-
Mother/Parent A's Legal Middle Name	is		-
Mother/Parent A's Legal Last Name	is		-
Father/Parent B's Legal First Name	is		-
Father/Parent B's Legal Middle Name	is		-
Father/Parent B's Legal Last Name	is		-
Mother/Parent A's First Name at Birth	is		-
Mother/Parent A's Middle Name at Birth	is		-

Reset Search

Search

SEARCH RESULTS

- Matching records (with completed medical certification) will populate. Click the name of the mother (only name in blue) to open and view the record.

Displaying 1 of 1 records found. Columns

EFR	State File #	Mother/Parent A Name at Birth (L, F)	Date of Delivery	Sex	Fetus (L, F)	Place of Delivery	County of Delivery	Municipality of Delivery	Father/Parent B Name at Birth (L, F)	Record Stage
21000569		GREEN, ANNABELLE	August 02, 2023 12:01 PM	M	GREEN, _____	CarePoint Health - Bayonne Medical Center	HUDSON	BAYONNE CITY	_____, _____	Initiated

RETURNING TO A CLAIMED RECORD

After claiming the record, you will be automatically returned to your dashboard. The record can be returned to immediately by clicking Return to Record.

All claimed records will appear on your dashboard under **Initiated**. The record may be completed by clicking on the mother's name in blue text.

VERI-NJ | Fetal Death Registration System

Home Fetal Death Registration Search Reports Saul Colonial Home

✓ Fetal Death Record has been Claimed. [Return to record.](#)

Fetal Death Records **Initiated** Filter...

1 - 2 of 2 rows 10 Per page Columns

Lock	EFR	Day	Date & Time of Delivery	Created Date	Mother/Parent A (L, F M)	Name of Fetus (F, M)	Sex	Plurality	Place of Delivery	Med. Cert. Status	Disposition	Dem. Cert. Status	Dem. Certify Date
	21000294	991	Nov 12, 2020	Jul 20, 2021 5:50 PM	LEISHA OTHER	LEISHA KORES	F	Single - 01	1919 RASPBERRY CT, EDISON, NJ 08817	Certified	Burial		
	23001791	20	Jul 11, 2023 11:15 AM	Jul 11, 2023 10:33 AM	LOOR, TARA	LOOR, -----	F	Single - 01	Inspira Medical Center - Vineland	Certified		Pending	

1 1 - 2 of 2 rows

SECTIONS FOR THE FUNERAL DIRECTOR

Summary

EFR: 21000569 Child's DOD: 08/02/2023 12:01 PM Day: 1

C GREEN **A** ANNABELLE GREEN **B**

Male Date of Delivery Aug 02, 2023 Place of Birth
Plurality Single Municipality

NAMES First Middle Last Suffix

Fetus Name

Mother / Parent A's Legal Name

Mother / Parent A's Maiden Name

Father / Parent B's Legal Name

Father / Parent B's Name at Birth

MOTHER / PARENT A

Date of Birth Nov 14, 2000 Residence

- 3 Notes, 0 Attachments
- Initiate Record
- Prenatal History
- Prenatal Risks
- Prenatal Labs
- Prenatal Exposure
- Labor & Delivery
- Maternal PPD
- Mother/ Parent A
- Father/ Parent B
- Fetus
- Fetal Diagnoses
- Certification
- Cause of Fetal Death
- Disposition

After returning to the record, you can view all sections of the record by clicking the name of each section on the left-hand navigation pane.

Funeral directors only have the ability to edit information in the following sections: Mother / Parent A, Father / Parent B, Fetus, and Disposition.

Please note: Some information may already be entered in these sections by the hospital staff. This can be changed by the funeral director.

MOTHER / PARENT A

Mother / Parent A

Mother/ Parent A's Demographics

Mother/ Parent A's Current Legal Name

Legal First Name: ANNABELLE

Legal Middle Name:

Legal Last Name: GREEN

Date of Birth: Available 11/14/2000

Age: 22

Sex: [dropdown]

Age at Date of Delivery:

Place of Birth Country: UNITED STATES

Place of Birth State: [dropdown]

SSN Availability: [dropdown]

SSN:

Mother/ Parent A's Maiden Name (Full name given at birth or on mother's birth certificate)

Maiden First Name: ANNABELLE

Maiden Middle Name:

Maiden Last Name: GREEN

Mother/ Parent A's Residence Address (where the individual lives)

- All required sections that are incomplete are highlighted in yellow.
- However, all fields can be modified if needed.
- Click **Save** after you are finished with the section.
- When a section is incomplete, it is noted by a yellow box beside the section name.
- When the section is completed, it is noted by a green box and check mark beside the section name.

← Save →

Bottom of the page

FATHER / PARENT B

Select whether or not the information for the father is available. If available, the Father/Parent B section will open, and it contains almost all the same information as the Mother/Parent A section.

The screenshot shows a web form titled "Father / Parent B". Below the title is a section header "Father/ Parent B's Information". The main question is "Do you have Father/ Parent B's information?". A dropdown menu is open, showing "No" as the selected option. Below the dropdown, the options "Yes" and "No" are listed. A "Save" button is visible at the bottom right of the form.

FETUS

3 Notes, 0 Attachments

Initiate Record

Prenatal History

Prenatal Risks

Prenatal Labs

Prenatal Exposure

Labor & Delivery

Maternal PPD

Mother/ Parent A

Father/ Parent B

Fetus

Fetal Diagnoses

Certification

GREEN ANNABELLE GREEN

Fetus Information

Date of Fetal Delivery / Date	Time of Fetal Delivery / Time	Plurality	Order of Delivery	Sex of Fetus
Fetus Found	Fetus Found	Single	First	Male
08/02/2023	2:01 12:01 PM			
First Name of Fetus	Middle Name of Fetus	Last Name of Fetus	Suffix of Fetus	
		GREEN		

Fetus Place of Delivery / Place Fetus Found

Place of Delivery / Place Found	Facility Name
At Our Facility	CarePoint Health - Bayonne Medical Center

Informant Information

Relationship of Informant to Fetus

- Only the name, sex of fetus, and the name of the informant can be modified. These fields are in white. (Note: a first name is not required for the fetus however, a last name of fetus is required)
- Other sections such as the date the fetus was delivered or found cannot be modified. These fields are in gray.

DISPOSITION

Method of Disposition

Method of Disposition
Burial

New Jersey Funeral Home Details

Enter a name or city to search funeral homes and select one

Funeral Home Name
Saul Colonial Home

Country
UNITED STATES

Street Number
3795

Street Name
Nottingham

Street Type
Way

Apartment

State / Province
NJ

County
Mercer

Municipality
Hamilton Township

City / Town
Trenton

Zip
08690

Select Funeral Home Director

First Name
Middle Name
Last Name
Suffix

License #

Cemetery/Crematorium Information

Name of Cemetery or Crematory

Country
UNITED STATES

Street Number
Street Name
Street Type
Apartment

State / Province
County
Municipality

- A method of disposition **MUST** be selected from the dropdown box
- After selecting a method of disposition from the drop-down box, additional sections regarding disposition will open.
- The name of the funeral home will autofill to the name of the funeral home that claimed the record.
- The name of the funeral director must be selected from the drop-down menu. The list includes all associated funeral directors in the given funeral home.
- Cemetery / Crematory information must be typed in manually.

CERTIFICATION

Disposition

AFD

Street Number: 3795

Street Name: Nottingham

State / Province: NJ

City / Town: Trenton

Select Funeral Home Director

Home > Rejected by Registrar

New Fetal Death Record - Initiated

EFR: 23001791 Child's DOD: 07/11/2023 11:15 AM Day: 20 Assigned to: Inspira Medical Center - Vineland

LOOR TARA LOOR KEN LOOR

Attestation of Fetal Death (AFD)

Show AFD Preview

Demographic Certification

I, affirm under penalty of perjury the following

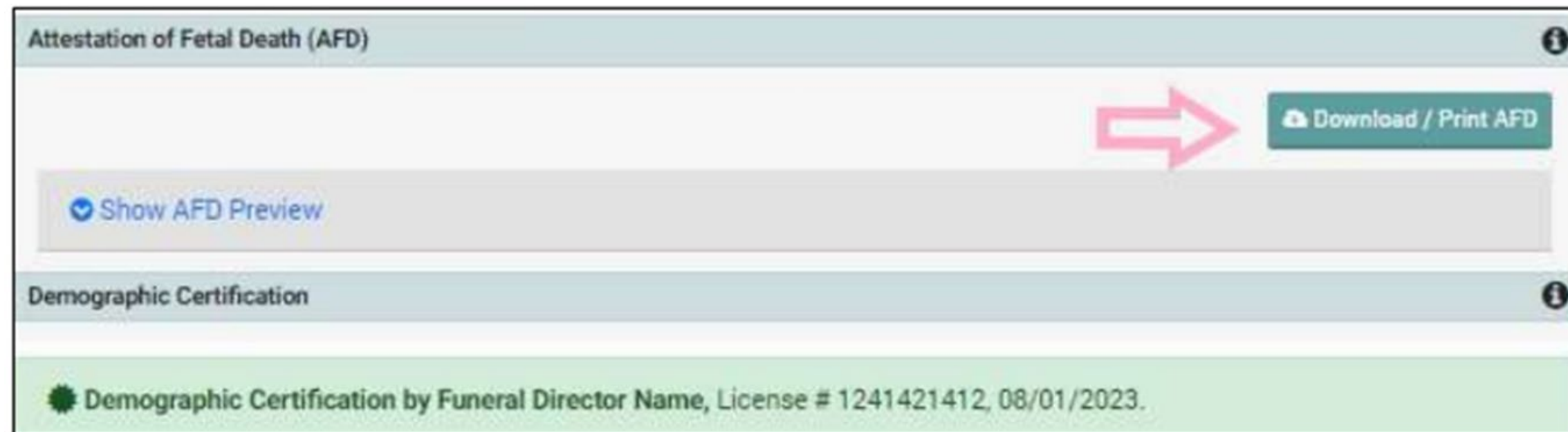
- I am the authorized, licensed Funeral Home Director for this record.
- I have accurately completed all areas requiring my response on this record.
- I authorize my electronic signature to appear on the Attestation of Fetal Death and Fetal Death Certificate generated by this system.

Certify

- After completing the **Disposition** section, a new **Attestation of Fetal Death (AFD)** will appear. This is the section where the funeral director can review and certify the relevant information.
- Click the red **AFD** button to open the section.
- Click **Show AFD Preview** to see the document. The form displays the information to appear on the certificate.
- If all demographic information is correct, **check** the affirmation box and click **certify**.

PRINTING THE ATTESTATION OF FETAL DEATH

The AFD is similar to the abstract in EDRS. After certifying the record, this form can be printed and saved for your records. The form will open in a new tab as a PDF preview.



Attestation of Fetal Death (AFD) ⓘ

Download / Print AFD

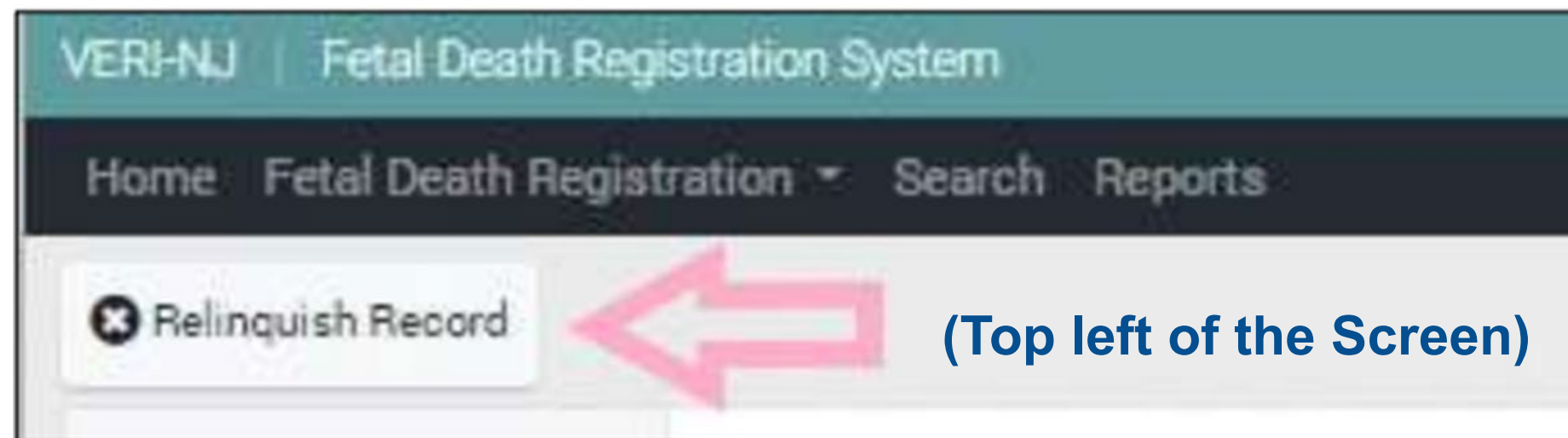
Show AFD Preview

Demographic Certification ⓘ

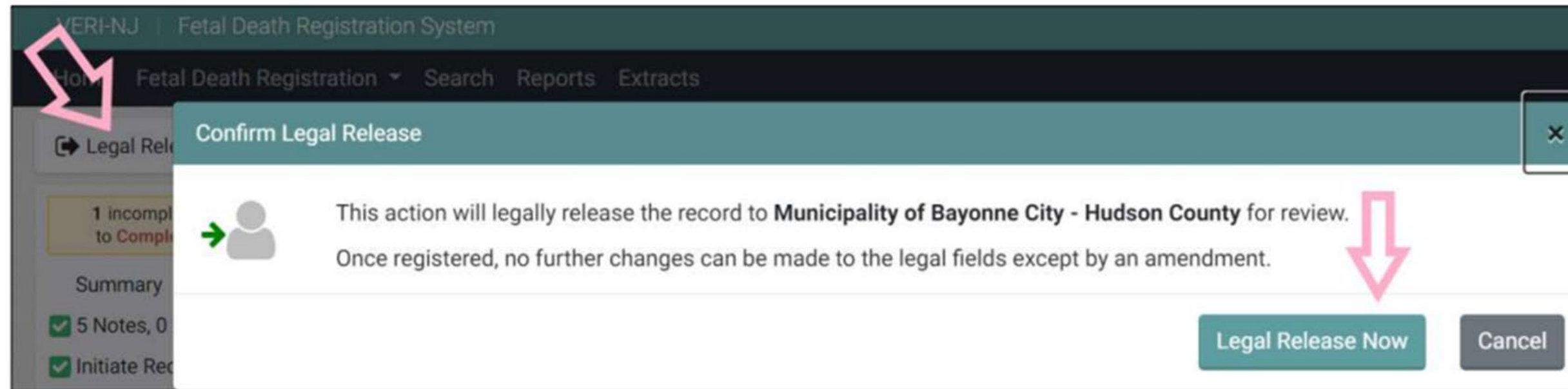
Demographic Certification by Funeral Director Name, License # 1241421412, 08/01/2023.

RELINQUISHING A RECORD

If the funeral home claimed the record incorrectly or is no longer responsible for the funeral arrangements and disposition, the case can be **Relinquished**. This can be done by returning to the record and clicking “**Relinquish Record**” in the upper left corner. Relinquishing the record will remove demographic certification by the funeral director and make the record searchable for other funeral homes.



LEGAL RELEASE



- After all sections of the record have been completed, the record can be released to the registrar. This is done by clicking “**Legal Release Now**” in the upper left of the record. Located in the same area as Relinquish Record.
- After legally releasing the record, no further changes can be made. Click “**Legal Release Now**” to release the record for registrar approval. The registrar will either accept the record, which will complete the process, or reject the record back to you if information appears to be incorrect.

COMPLETED RECORDS

VERI-NJ | Fetal Death Registration System

Home Fetal Death Registration Search Reports Saul Colonial Home

Fetal Death Records **Completed (Last 15 days)** Filter...

10 Per page Columns

Initiated	Lock	EFR	SFN #	Status	Days	Mother/Parent A (L, F M)	Date & Time of Delivery	Name of Fetus (L, F M)	Sex	Plurality	Place of Delivery	Accepted By
• Pending Dem Certification • Pending Release • Rejected by Registrar Awaiting Registrar Review												
Completed 11		23001253	2023NJ000000489	Completed	8	RECORD- TEST, ANOTHER	Jul 23, 2023 5:12 PM	DOE, JANE	F	Single - 01	Hackensack Meridian Health JFK Medical Center	KSRedd

- Completed records will stay on your dashboard for 15 days but will remain searchable indefinitely.
- You can still return to completed records and view the summary page and re-print the **AFD**.

CERTIFIED COPIES AND PERMITS

- At this time, only the Local registrars can print burial permits.
- The amendment process has not changed. Continue utilizing the REG-34 form.
- Burial permits and certified copies of the fetal death certificate must be requested from the Local registrar in the municipality where the delivery took place.

NEED ASSISTANCE?

For Support with the VERI System

For Support with the EDRS System

Please reach out to
VERINJ_Admin@doh.nj.gov
or call OVSR 866-649-8726,
609-292-4087 option 6

Please reach out for any issues relating to
VERI FETAL DEATH

Please reach out to
EDRSsupport@doh.nj.gov
or call (877) 797-4796

Please reach out for any issues relating to death
records in the EDRS system

Self Help Assistance



Log In to myNewJersey

Login ID:

Password:

Log In



[Forgot your login ID?](#)

[Forgot your password?](#)

[Need help?](#)



If you need to register for Unemployment Benefits please go to myunemployment.nj.gov. Unemployment services are only accessed through that site.

Otherwise, register for myNewJersey services here:

Sign Up

THANK YOU



nj.gov/health