
**Software version: 10/2013**  
**User Guide Version: 10/2013**

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIAL SETUP</td>
<td>2</td>
</tr>
<tr>
<td>SETTING UP YOUR PRINTER</td>
<td>2</td>
</tr>
<tr>
<td>LOGGING IN</td>
<td></td>
</tr>
<tr>
<td>REMOTE CERTIFICATION SCREEN</td>
<td>3</td>
</tr>
<tr>
<td>SEARCH SCREEN</td>
<td>4</td>
</tr>
<tr>
<td>SEARCH RESULTS SCREEN</td>
<td>5</td>
</tr>
<tr>
<td>DETAIL SCREEN</td>
<td>6</td>
</tr>
<tr>
<td>PRINT CHOICES</td>
<td>7</td>
</tr>
<tr>
<td>5 x 7 Abstract</td>
<td>7</td>
</tr>
<tr>
<td>Wallet Size</td>
<td>7</td>
</tr>
<tr>
<td>EIC Certificate</td>
<td>7</td>
</tr>
<tr>
<td>Print Choices Screen</td>
<td>8</td>
</tr>
<tr>
<td>PRINT CONSIDERATIONS AND POSSIBLE ERROR CODES</td>
<td>9</td>
</tr>
<tr>
<td>PRINT FORM ALIGNMENT</td>
<td>10</td>
</tr>
<tr>
<td>APPENDIX</td>
<td>11</td>
</tr>
<tr>
<td>System Setup</td>
<td>11</td>
</tr>
<tr>
<td>RFO Print Cab Installation</td>
<td>11</td>
</tr>
</tbody>
</table>
INITIAL SETUP
The Remote Birth Certificate Issuance system uses Internet Explorer 6.0 or greater with 128-bit encryption.

Users will need to log onto their computer as administrators and print an “EIC” certificate for one of the “test” cases (birth year: 1985 and birth cert #s 399001 through 399005).

Logging onto your computer as an administrator might need to be coordinated with your IT staff.

SETTING UP YOUR PRINTER
The system uses a dot matrix printer with a Generic/Text Only driver.

Click on Start => Settings => Printers menu options.

Click on Add Printer

Choose Local or Network printer depending on your site configuration.

Choose Generic manufacturer and Generic/Text Only printer model.

Choose the Port setting (usually LPT1:).

Choose Yes to use this printer as the default - print a test page (on blank paper).

When printing certificates, be sure your Dot Matrix printer is set to be your default printer.
REMOTE CERTIFICATION SCREEN

After the login screen, you will be presented with the Remote Certification main screen. This area will be used to post messages, notifications, etc.

Bureau Of Vital Statistics
Remote Certification

Welcome to the Remote Certification System.

Remote Site Access has now been updated to reflect the latest information available.

Please review the new Search Criteria at the bottom of the entry screen; there have been some changes made to some of the search options.

To search for certificates: **click here**

Click on the words: "**click here!**" to display the search criteria screen.
SEARCH SCREEN
You may key as much or as little information as you have to find the individual. Note the minimum criteria needed to search:

1. Child’s First Name, Child’s Last Name, and Child’s Birth Year OR
2. Child’s County of Birth, Child’s Date of Birth (month, day, year) OR
3. Child’s Birth Certificate Number and Birth Year

Partial name searches are allowed. Entering “Mart” in the last name field could return Mart, Martin, Martinez, etc. The same is true of partial names entered in the first name field. We will only return a maximum of 25 records – a note at the bottom of the record list will ask you to refine your search and try again. Click the “Submit Search” button and a result set of records matching your search criteria will be displayed.
SEARCH RESULTS SCREEN

When the list of records matching your search criteria has been displayed, you may click the numbered box at the far left of the **DOB** column to see the full detail about the individual that you are ready to print.

If none of the names are correct, you may click the "Back" button to return to the search screen.

<table>
<thead>
<tr>
<th>DOB</th>
<th>Child's First Name</th>
<th>Middle</th>
<th>Last</th>
<th>Mother's Maiden</th>
<th>Birth County</th>
<th>Father's Last</th>
<th>Birth Cert#</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-17-1926</td>
<td>ALFRED</td>
<td></td>
<td></td>
<td>LAMON</td>
<td>JONES</td>
<td>TETER</td>
<td>LUBBOCK</td>
</tr>
<tr>
<td>03-24-1926</td>
<td>ALFRED</td>
<td>H. INF OF</td>
<td></td>
<td>JONES</td>
<td>BAKER</td>
<td>CHILDRESS</td>
<td>JONES</td>
</tr>
<tr>
<td>04-23-1926</td>
<td>ALFRED</td>
<td>CLAY INF OF</td>
<td></td>
<td>JONES</td>
<td>BROWN</td>
<td>SCURBY</td>
<td>JONES</td>
</tr>
<tr>
<td>09-28-1926</td>
<td>ALFRED</td>
<td>WALTER</td>
<td></td>
<td>JONES</td>
<td>TURNER</td>
<td>MOCULLOCH</td>
<td>JONES</td>
</tr>
</tbody>
</table>

To view more **Birth Certificate Information** on this person or to print a certificate, click the numbered button in the left hand column of the record.
DETAIL SCREEN
Verify that this is the correct birth record that you want to print.

You may click the "Return to Search Screen" button to return to the main search screen and reenter your new search criteria or you may click the "Back" button to return to the found screen to select a different record to view.

If this is the correct record, click the "Print this certificate" button to obtain see the Print Choices Screen. If the record cannot be printed, a red message will appear in the "Print this certificate" block. Please follow the directions on page 6 for contacting VSU.

[Image of a screenshot showing the child's information and mother's information fields with the child's names and birth information filled in, along with the "Print this certificate" button and "Return to Search Screen" button.]
PRINT CHOICES

Enter the number of copies you wish to print (default is 1). Click the appropriate type of birth certificate print out. Note that the maximum birth certificate prints per person per lifetime is 10. The maximum election-only (EIC certificate) prints per person per lifetime is 1.

Birth Certificates print choices:

5 x 7 Abstract
Click on the 5 x 7 Abstract button to print a 5-inch by 7-inch certificate. This certificate MAY NOT be accepted by the U.S. Passport Office as a valid birth certificate. The Passport Office may accept a long form birth certificate for this individual.

Wallet Size
Click on the Wallet Size button to print a wallet size certificate. This certificate MAY NOT be accepted by the U.S. Passport Office as a valid birth certificate. The Passport Office may accept a long form birth certificate for this individual.

EIC Certificate
Click on the “Print EIC Certificate” button to print an Election-only birth certificate. This birth certificate will have the following statement on the print out: “FOR ELECTION PURPOSES ONLY CANNOT BE USED AS IDENTIFICATION.” Make certain the applicant is the registrant on record. There is a maximum print of 1 EIC certificate per person per lifetime.

If the message: “Name too long to print B1 or B3” appears, this indicates that the Father’s name or Mother’s name is too long to print. Contact the VSU Security Manager at 512-458-7465 to check the record. In some cases, a change could be made to allow printing; otherwise, the customer will need to contact VSU to get a certificate.

B1 limits: Mother’s name and Father’s name totaling 53 characters (including spaces).

B3 limits: Mother/Father name of 26 characters each (including spaces).
Print Choices Screen:

From the Number of copies of the certificate that you would like to print. The number of copies for EIC Certificate defaults to 1. The maximum birth certificate prints per person per lifetime is 10. The maximum election-only (EIC) certificate prints per person per lifetime is 1.

Click on the "Print 1 x 2" button to print a 1 x 2 inch certificate. This certificate may be used for the U.S. Passport VISIT card or as a valid birth certificate.

Click on the "Print Wallet Size" button to print the wallet size certificate.

Click on the "Print EIC Certificate" button to print an Election-only birth certificate. This birth certificate will have the following statement on the print out: "FOR ELECTION PURPOSES ONLY. CANNOT BE USED AS IDENTIFICATION." Make certain the applicant is the registered owner.

The message, Name too long to Print EIC or B3, indicates that the Child's, Mother's, or Father's name is too long to fit on the certificate. This customer must contact VECU to get a certificate.
CERTIFICATE PRINTING SCREEN

The following screen will be displayed when the birth certificate is printing. Click the “Back” button on each screen until you have returned to the “Search” screen.

![Bureau Of Vital Statistics Remote Certification](image)

You may click the “Return to Search Screen” button to return to the main search screen and enter new search criteria or you may click the “Back” button to return to the print screen to print another of the same certificate.

PRINT CONSIDERATIONS AND POSSIBLE ERROR CODES

The following situations may also occur where a certificate cannot be printed:

1. A death record exists for this person’s birth record (code 100).

2. An administrative hold (code’s 200-500) has been placed on this record. This code requires you to retain the customer’s application and immediately refer it to the VSU Fraud Division at 512-458-7395 WITHOUT INFORMING THE CUSTOMER!

3. An administrative flag (codes 600-900) has been placed on this record. Refer the customer to the Vital Statistic Unit (VSU) in Austin.

4. Note that the maximum birth certificate prints per person per lifetime is 10. The maximum election-only (EIC certificate) prints per person per lifetime is 1. If you go over the limit for this individual you will get an error message and you will need to contact VSU in Austin.
PRINT FORM ALIGNMENT

We have included five (5) dummy Birth records that you may use to test the printer alignment. These test records can be accessed at any time and you will not be charged.

The test records can be accessed via the Search Screen by keying one of the following birth certificate numbers in the Birth Cert# box and “1985” in the Child’s DOB Year box.

Test Certificate numbers: 399001, 399002, 399003, 399004, and 399005

We suggest that you initially test print on plain paper. Once you are satisfied with the results, print a test record on an actual birth certificate form to finalize the print alignment.

The Remote Birth Certificate Issuance system cannot determine if the birth form has been properly aligned or positioned. As a result, ALL copies printed, whether correct or not, will be billed to you and the individual’s lifetime count (currently 10) will be incremented accordingly.

Credit from the VSU office for mistakes or voided records will be limited and handled on a case-by-case basis. Emergency situations, i.e., equipment and/or systems failure would warrant some type of credit situation. These requests with accompanying documentation must be submitted for approval by the State Registrar and/or designee only. For voids to be cleared from the system for customer lifetime counts, the VSU Security Manager must be notified in writing.
APPENDIX

System Setup
On October 21, 2013, VSU made a change to this system to enable printing of election-only (EIC) birth certificates. To enable the addition of this new functionality, RFO users will need to log onto their computer as administrators and print an “EIC” certificate for one of the “test” cases using birth year: 1985 and birth certificate numbers 399001 through 399005.

Logging onto your computer might need to be coordinated with your IT staff as you will need Administrator or Power User rights to your PC system.

RFO Print Cab Installation
The RFO PrintCab must be installed by an Administrator. *(All Windows Versions)*

In Internet Explorer:

1. Add RFO  [https://ter2.dshs.state.tx.us/](https://ter2.dshs.state.tx.us/) to your list of Trusted Sites. Then drag the slider for “Security level for this zone” too Low. *(All Windows Versions)*

2. Turn off the User Account Control settings *(For Windows Vista and 7)*

3. Disable IE Protected Mode *(For Windows Vista and 7)*

4. Adjust other IE Security Settings

The URL to for the Remote is [https://ter2.dshs.state.tx.us/](https://ter2.dshs.state.tx.us/)