

OFFICE OF THE CHIEF MEDICAL EXAMINER



STONEWALL SOLUTIONS INC.

QUICK GUIDE – SUBMIT STATEMENT OF IDENTIFICATION

SUBMIT STATEMENT OF IDENTIFICATION FORM

After a decedent has been picked up from the OCME, you may need to submit additional forms, such as the Statement of Identification. To attach additional forms to a Closed Application, follow the steps below. You may choose to upload via the Quick Link on the home page, or you may upload via navigating through the system.

SUBMITTING VIA THE QUICK LINK –

1. Log into the system.
2. Select the “Decedent Release Portal” module.

Office of the Chief Medical Examiner (OCME) **Test Environment**
(No transactions will be recognized through use of this system)

Sign Off

Welcome to the MA OCME Portal

Please select an action

- Register a Cremation
(Non OCME Cases Only)
- Decedent Release Portal
- Manage Users/Profile

3. Select the Quick Link to the far right labelled “Submit Statement of ID”.

Welcome to the OCME Decedent Release Portal

ATTENTION: The Release Portal is now available for all OCME locations in Massachusetts (Boston, Westfield, Worcester, Sandwich). Please notice the location of the decedent when scheduling your pick-up.

- Within this portal, Funeral Homes and Livery Services can submit Decedent Association Applications, track them through the approval process, and schedule the pick up of Decedents.
- For the training guide, video, and support contact information, [Click here](#).

QUICK LINKS

- CREATE NEW ASSOCIATION
- PENDING ASSOCIATIONS
- SCHEDULE A PICK-UP
- SUBMIT STATEMENT OF ID

4. The “Submit Final Forms Search” page will appear. Locate the decedent that you would like to submit the Statement of Identification for. If you do not see the decedent in the pending table, then you may use any of the search filters at the top of the page to locate the desired decedent.
 - a. Note: If after using the filters to search, you still do not see the decedent in the pending table, it is likely that the decedent’s case is not in the Closed status. Please go back to the view the “Approved/Closed Associations” page and confirm that the case is “Closed”.
5. Once the decedent is located, click on the “Select” button in the Action column.

Office of the Chief Medical Examiner (OCME) **Test Environment**
 (No transactions will be recognized through use of this system)

Home Association Applications - Manage Pick-Ups - Funeral Home Profile Funeral Home Support Back to Main Menu Shana Test (Funeral Home Admin)

Submit Final Forms Search

Note: If Statement of Identification form is required after funeral services have been performed, please find the Association below and click Select.

Decedent First Name
Decedent First Name

Decedent Last Name
Decedent Last Name

OCME #
OCME #

Barcode ID
Barcode ID

Check-In Date
Date

Status
Not Submitted

Required
--Select--

Search Clear Cancel

NOTE: If required, please attach the Statement of Identification form in the Additional Information section.

Show 10 entries Search:

Check-In Date	OCME #	Decedent Name	Barcode ID	Status	Required	Final Forms Status	Action
12/30/2023	2023-9987	John D Smith	792070518	Closed	Yes	Not Submitted	Select

Showing 1 to 1 of 1 entries Previous 1 Next

6. The decedent information will appear. Scroll down to locate the “Additional Information” section of the association and select the “Attach Files” button.

Office of the Chief Medical Examiner (OCME) **Test Environment**
 (No transactions will be recognized through use of this system)

Home Association Applications - Manage Pick-Ups - Funeral Home Profile Funeral Home Support Back to Main Menu Shana Test (Funeral Home Admin)

Create Decedent Association

Funeral Home Location
Stonewall Funeral Office

Decedent Information

Decedent First Name
JOHN

Decedent Last Name
SMITH

Decedent Middle Name
D

Location of Death
Massachusetts Abington

Date of Death
12/04/2023

Time of Death
1:00 AM

Decedent SS Number
098-76-5321

Decedent DOB
02/03/1997

Decedent Gender
Male

Decedent Marital Status
Married

Last Known Address
39 TEST DRIVE

Country
UNITED STATES

City
FALL RIVER

State
Massachusetts

Zip Code
02790


Additional Information

Please ensure you attach the Release form

Show 10 entries Search:

File Name	Action
Test Document 1	Edit Delete
Test Document 2	Edit Delete
Test Document 3	Edit Delete
Cremation Authorization Certificate	Edit

Showing 1 to 4 of 4 entries Previous **1** Next

[Attach Files](#) 

Required Forms

Download Files & Submit to OCME (attach above)

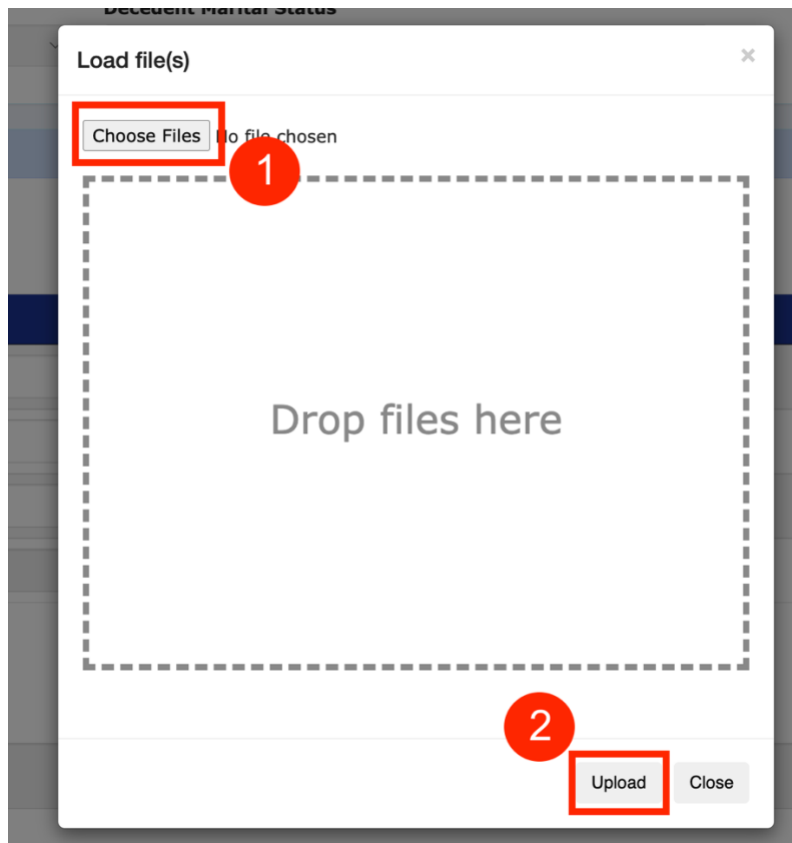
[Funeral Home Acknowledgement](#)

Download Files & Share with Family

[Friends and Family Letter general](#)

OCME # **Status** **Comments**

7. A popup will appear to upload the State of ID file. Once added, select the "Upload" button.



8. Once uploaded, scroll to the bottom of the page and select the “Submit” button.

OCME #	Status	Comments
2022-	Closed	Please select

Required Forms

- Download Files & Submit to OCME (attach above)
Funeral Home Acknowledgement
- Download Files & Share with Family
Friends and Family Letter general

Submit **Cancel**

SUBMITTING VIA SYSTEM NAVIGATION –

1. Log into the system.
2. Select the “Decedent Release Portal” module.
3. From the top navigation menu, select “Association Applications” and then select “Submit Statement of ID”.
4. (Same as steps 4 – 8 above) The “Submit Final Forms Search” page will appear. Locate the decedent that you would like to submit the Statement of Identification for. If you do not see the decedent in the pending table, then you may use any of the search filters at the top of the page to locate the desired decedent.
 - a. Note: If after using the filters to search, you still do not see the decedent in the pending table, it is likely that the decedent’s case is not in the Closed status. Please go back to the view the “Pending Associations” page and confirm that the case is “Closed”.
5. Once the decedent is located, click on the “Select” button in the Action column.
6. The decedent information will appear. Scroll down to locate the “Additional Information” section of the association and select the “Attach Files” button.
7. A popup will appear to upload the State of ID file. Once added, select the “Upload” button.
8. Once uploaded, scroll to the bottom of the page and select the “Submit” button.

CONTACT SUPPORT

For any questions on how to submit a State of Identification form, select the [Issues or Questions?](#) link from the login page screen. Once on the support page, submit your inquiry by filling out the form fields that populate then selecting “Send”. You may also call the support line at 401-475-9776.