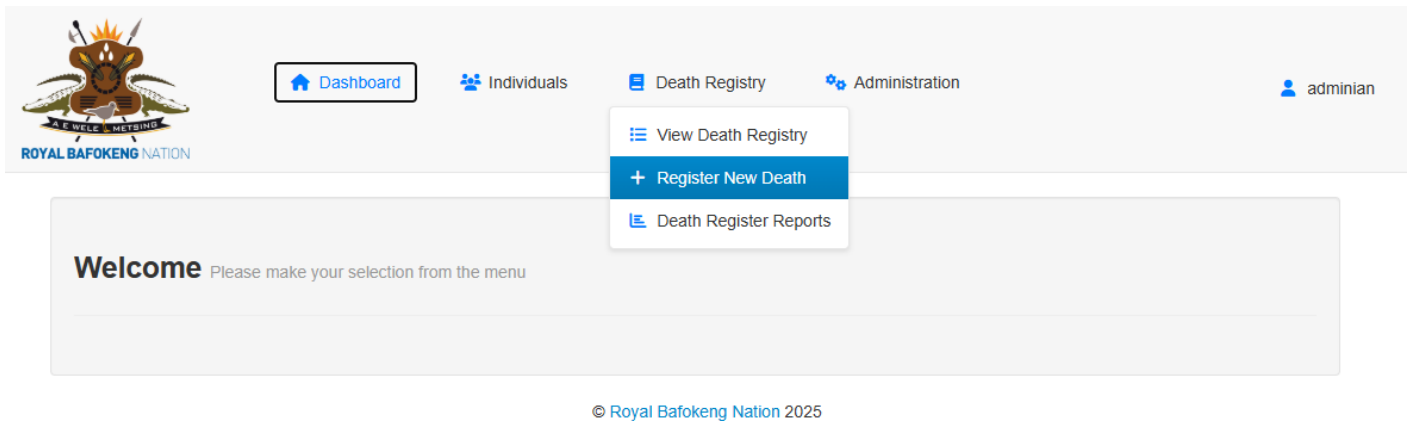


# New Death Record

Create a Death Record:

Hover over the Death Registry Menu and click on the + Register New Death



Enter the ID number you are wanting to capture from their documentation.

- It will let you know if the ID Number is Valid and Available (Not captured in the system already).
- Should it find the ID Number already exists a link will be provided to continue to the Individual and continue the process from there.

## Register Death

[Return to List](#)

### Death Registration

You are registering a death. Please fill in the **Date of Death** and related details in the Personal Details section.

#### Personal Details

- Verification Details
- Contact Details
- CV Details
- Employment
- Kgosana (0)
- Bakhudathamaga (0)
- Relationship(s) (0)
- Household (0)
- Language Proficiency (0)
- Employment History (0)
- Qualification(s) (0)
- Schooling (0)
- Farm(s) (0)
- Document(s) (0)

ID Number \*

**Please enter the deceased person's ID number first to check if they already exist in the system before uploading documents.**

ID number is valid and available

#### Required Documents

Please upload all required documentation for death registration

##### Death Registration Document \*

No file chosen

Official death registration document

##### Deceased Confirmation Letter \*

No file chosen

Letter confirming the death of the individual

##### ID Document \*

##### Death Certificate \*

Continue to upload the required documents

- Death Registration Document
- Deceased Confirmation Letter
- ID Document
- Death Certificate

Once the documents have been selected click on Process Documents

## Death Registration

You are registering a death. Please fill in the **Date of Death** and related details in the Personal Details section.

### Personal Details

Verification Details

Contact Details

CV Details

Employment

Kgosana (0)

Bakhudathamaga (0)

Relationship(s) (0)

Household (0)

Language Proficiency (0)

Employment History (0)

Qualification(s) (0)

Schooling (0)

Farm(s) (0)

Document(s) (0)

Photo(s) (0)

Login Details

ID Number \*

8311255081000

**Please enter the deceased person's ID number first to check if they already exist in the system before uploading documents.**

ID number is valid and available

### Required Documents

Please upload all required documentation for death registration

#### Death Registration Document \*

death registration form .pdf

Official death registration document

#### Deceased Confirmation Letter \*

lekwalo la g...ka moswi.pdf

Letter confirming the death of the individual

#### ID Document \*

No file chosen

Copy of deceased's ID document

#### Death Certificate \*

No file chosen

Official death certificate

Title

Full name(s)

Last name

Date of birth (www-mm-dd)

Once the Process Document is clicked a layover screen will appear, it shows

- The documents you are processing in each tab on the lefthand side of the screen
- The Keys and Values it was able to extract from the document on the right.

## Document Processing

Raw Data Review | Field Mapping

Step 1: Review and edit the extracted key-value pairs from your documents. Click on any value to edit it inline.

### Document Previews

Zoom In | Zoom Out | Reset

Death Registration | **Deceased Confirmation Letter**

### Extracted Key-Value Pairs

#### Deceased Confirmation Letter

Key	Value	Action
ossice spana no:	0027	
date:	17/06/2025	

[+ Add Key-Value Pair to Deceased Confirmation Letter](#)

#### Death Registration

Key	Value	Action
office stand no .:	27	
tsitsing community:	Napo Section	
cell:	072 642 5116	
email:	phillipgodfrey60@gmail.com	
cemetery village	ISITEINES	
name of cemetery	MIELOANA LE MADI	
clan/kgotla	MARO	
full name of deceased	MAMA SOPHIA	

Cancel | [Next Step →](#)

The Azure Ai and document processing does it's best to accurately extract the data, however there are more limitations to handwritten and scanned documents. The higher the quality of the document the better the extraction.

Edit the righthand side of the form as best as possible and ensure the correct information is captured. You may edit the Key as well as the Value by simply clicking on each item's key and value they will save automatically. If there are any key/values which you do not wish to keep you can simply delete it.

### Document Previews

Zoom In | Zoom Out | Reset

Death Registration | **Deceased Confirmation Letter**

### Extracted Key-Value Pairs

#### Deceased Confirmation Letter

Key	Value	Action
date:	17/06/2025	

[+ Add Key-Value Pair to Deceased Confirmation Letter](#)

#### Death Registration

Key	Value	Action
Section	Napo	
cell:	072 642 5116	
email:	phillipgodfrey60@gmail.com	
cemetery	Mogajane	
name of cemetery	Mogajane	
clan/kgotla	Napo	

Once you are happy, click on the Next Step button.

Look and compare the documents on the lefthand side and go through the populated fields, if there multiple options from each of the documents you may select the correct option. If the correct option is not available you may override each field as needed.

The screenshot shows a 'Document Processing' window. On the left, there's a 'Document Previews' section with a 'Death Registration' document selected. The document is a 'REGISTRATION OF DECEASED' form with handwritten entries. On the right, the 'Personal Details' form is populated with data from the document. The 'ID Number' is 480810 0755 083. The 'First Name' is 'MAMA' and the 'Last Name' is 'SOPHIA'. The 'Date of Birth' is 1948-08-10. The 'Date of Death' is 2025-06-12. The 'Gender' is 'Male'. The 'Cause of Death' is 'Natural'. The 'Date of Burial' is 2025-06-21. The 'Next of Kin' information is also populated: 'ITUMELENG MASILO', '047 788 8888', 'next@ofkin.com', '0035 NAPO SECTION TSITSING', and '2025-06-21'. The 'Accept & Populate Form' button is highlighted in blue.

When you are happy with the populated fields click on "Accept and Populate Form button"

The fields will populate on the Individual form where applicable. Once all the applicable fields have been captured, click on the Save Death Record button.

outside RBN	
Grave number	
Next of kin name	ITUMELENG MASILO
Next of kin number	047 788 8888
Next of kin email	next@ofkin.com
Next of kin address	0035 NAPO SECTION TSITSING
Date of burial (yyyy-mm-dd)	2025-06-21
Gender	

System will show you that the save is successful. And you will then be able to create the Burial Certificate to print for the Next of Kin.

Click on the Create Burial Certificate button.

**ROYAL BAFOKENG NATION**

[Dashboard](#) [Individuals](#) [Death Registry](#) [Administration](#) adminian

Save Successful

### Edit Individual MAMA SOPHIA MASILO

[Create Burial Certificate](#) [Show](#) [Create](#) [Return to List](#)

**Fully Verified**

#### Death Registration

You are registering a death. Please fill in the **Date of Death** and related details in the Personal Details section.

- Personal Details
- Verification Details
- Contact Details
- CV Details
- Employment
- Kgosana (0)
- Bakhudathamaga (0)
- Relationship(s) (0)
- Household (0)
- Language Proficiency (0)

#### Required Documents

Please upload all required documentation for death registration

<b>Death Registration Document *</b> <input type="button" value="Choose File"/> No file chosen Official death registration document	<b>Deceased Confirmation Letter *</b> <input type="button" value="Choose File"/> No file chosen Letter confirming the death of the individual
<b>ID Document *</b> <input type="button" value="Choose File"/> No file chosen Copy of deceased's ID document	<b>Death Certificate *</b> <input type="button" value="Choose File"/> No file chosen Official death certificate

Revision #3

Created 22 August 2025 11:09:01 by Admin

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