

Vital Records Registration Handbook, October 2011 Revision

Summary of Changes/Updates

Chapter 1, General

- Standards of Acceptability for Vital Records – added that if using an abbreviation, it should be in the standard format.
- Certified Copies of Vital Records – expansion of how to handle requests from an unauthorized person and proper use of the affidavits.
- Apostille or Exemplied Copies of Vital Records – change in the process for handling these types of requests.
- Disaster Preparedness Plan - Mass Fatality Situation – addition of information on how to proceed in such instances.

Chapter 2, Registration of Live Births

Due to the implementation of the Electronic Birth Registration System (EBRS), the chapters relating to birth have been updated for use primarily for those involved in the filing of paper birth records. The logic behind the completion of the birth items remains the same for both manual and electronic filing.

- Birth Record form – added detail on the type of paper that must be used if printing the form rather than using the pre-printed form.
- Enumeration at Birth – added contact information for SSA.
- Foundling and Safe Haven baby information clarified and made consistent throughout handbook and consistent with the COM;
- Safe Haven/Surrendered babies – added direction for home births and midwife deliveries.
- Surrogate Mothers Or Gestational Surrogacy – added clarification on who must be listed as mother.
- Healthy Start – added direction for midwives' deliveries.
- Prospective Adoptions - New Births – clarified how the child's name should be entered.
- Putative Father Registry – updated information.

Chapter 3, Preparing the Certificate of Live Birth

- Child's Name – added instructions on use of special characters.
- Date of Birth – gives explanation of a foundling.
- Certifier's Signature and Title – clarified who should be listed for home births.
- Mother's Maiden Name – clarified what should be entered for Safe haven baby.
- Was Infant Transferred within 24 Hours of Delivery? – clarified how to answer for midwife deliveries.
- Cigarette Smoking Before and During Pregnancy? – added instructions related to change in structure of item on record.

Chapter 4, Registration of Deaths

- Electronic Death Registration System (EDRS) – added information on EDRS.
- Burial Without Funeral Director – updated information on the “bury your own” situations.
- Funeral Director Application for Death Certifications – clarification of the “other documents” that can be submitted.

Chapter 5, Preparing the Death Certificate

- Time of Death – added information on Simultaneous Death.
- Reported to Medical Examiner Due to Cause of Death – clarified that if it is an ME case, the item should say “Yes”.
- Cause of Death – added information on entering the Approximate Interval.