



Winterberries, by Steven Severinghaus, <https://flic.kr/p/q1aesm>

News from the Center for Health Statistics exclusively for county vital records offices, registrars and their deputies

December 2015

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Vital records fees changing January 1, 2016

The vital records fees have been finalized and new fees must be collected beginning January 1, 2016. The state and county vital records offices must charge the same fee for the same services. A summary of fees charged at the county and state offices is available at <http://1.usa.gov/1QgkjFr>.

If a county is unable to implement the new fee amount by January 1, 2016, the county cannot issue certified copies of records. Please contact the State vital records office immediately if you think this might apply in your county.

Orders received by **mail** after January 1, 2016 that are postmarked in 2015 can be at the old fee of \$20.00.

Orders received **in person** or by **telephone** must have the new fee applied beginning January 1, 2016.

“The state and county vital records offices must charge the same fee for the same service”

As you prepare for the changes in fees, we hope you will find it helpful to review the Checklist for County Vital Records Offices found at: <https://public.health.oregon.gov/BirthDeathCertificates/Documents/fees/fee-prep-checklist.pdf>. In addition to the fees checklist, visit Frequently Asked Questions and the rule making documents. They can all be found at <http://1.usa.gov/1j37pfl>. Our fees web site is being updated regularly, so check it out. We hope the checklist and frequently asked questions are helpful. If you have any questions, please let us know. You may contact Jennifer Woodward at Jennifer.A.Woodward@state.or.us, or you may contact Karen Hampton at Karen.R.Hampton@state.or.us. ❖



New vital records fees mean new forms

The state is creating new versions of all forms that contain fee information. If you have state forms that have fee information, please destroy older forms that have the incorrect fees for certified copies or amendments. We will send you a new supply of the “Acknowledgment of Paternity” form that requires notarization (also known as a paternity affidavit or Form 45-21).

It is important to note that the paternity affidavits still meet all legal requirements, and that only the fees will be changing on the form. Therefore, the current paternity affidavit should continue to be provided to parents throughout December.

During this time, it will also be important to

remind parents of the fee increase and to ensure that their paternity amendment is submitted and postmarked by December 31, 2015 in order to receive the 2015 fee. If the envelope is postmarked in 2016 and the fee enclosed reflects the old fee, we will contact the requestor for the additional payment.

The form to order more forms will be included in the mailing.

If you have any questions about the fees, please see the information available online at <https://public.health.oregon.gov/BirthDeathCertificates/Pages/2016-fees-county-faq.aspx>. ❖

Oregon Health Authority
Center for Health Statistics

Acta de nacimiento de Oregon
FORMULARIO DE SOLICITUD

CANTIDAD: Cantidad de actas certificadas que solicita.
\$25 por la primer acta/\$20 por cada copia adicional de la misma acta solicitada al mismo tiempo.

1. Nombre completo: _____
(primer nombre) (segundo nombre) (apellido completo)

2. Fecha de nacimiento: _____
(ciudad) (condado) **OREGON**

5. Nombre legal (nombre de _____)
(primer nombre)

6. Nombre de padre/madre: _____

7. Su parentesco: _____

8. Motivo para solicitar: _____

9. Nº de teléfono: _____

11. Nombre: _____

12. Dirección: _____

13. Ciudad: _____

14. _____

11. Nombre: _____

Oregon Health Authority
Center for Health Statistics

Oregon Birth Record ORDER FORM

QUANTITY: Number of certified records requested.
\$25 first record/\$20 each additional copy of the same record ordered at the same time.

1. Full name on record: _____
(first) (middle) (last)

2. Date of birth: _____
(mm/dd/yyyy)

3. Sex: _____
(M or F)

4. Place of birth: _____
(city) (county) **OREGON**

5. Mother/Parent A's legal birth name: _____
(maiden name)

6. Father/Parent B's full name: _____
(first) (middle) (last name at mother's birth/maiden name)

7. Your relationship to person named in line 1: _____
(middle) (last)

8. Reason for needing record: _____

9. Daytime telephone number: _____

11. Name: _____

OFFICE USE ONLY
DO NOT WRITE IN THIS SPACE
Certificate number: _____

New certificate paper

Our supply of certificate paper stock came close to running out in October, 2015.

Our office had only 10,000 sheets (a two-week supply) left when our new emergency order of paper was delivered. We do not want to repeat this experience again! A new contract with a paper vendor is underway and county offices will be notified when a new order will be placed.

For those of you who have a supply of the new paper, you may have noticed the differences in the seals at the top. However, many of the security features are the same and will be required in the new vendor contract. Highlights of the new standard security features for customers are:

- OFFICIAL RECORD with an image of a

flag watermark – visible when paper is held to the light;

- Background pattern “Void” pantograph—the small dots that spell out “void” on a photocopy of the paper; and,
- Latent images of “V” and “R” in the top circles that cannot be reproduced when certificates are photocopied.

If you are asked whether the new paper has a “raised seal,” you can point to the raised print of “Oregon Vital Records” in the seals at the top of the paper.

For other questions, or if customers question the validity of certificates, you can refer them to Carol Sanders at:

carol.a.sanders@state.or.us or at 971-673-1178. ❖



Timely submission of death records

The key to good service for our customers is timely registration of records. This article is a reminder to county staff that death records must be submitted to the State within three business days. Funeral home staff should be submitting records to the county within five calendar days of the date of death, per ORS 432.133(1)(a).

After county staff receive the records and make a white copy, the copy



may be used for 14 days to issue records. Once the white copy has been created, the original death record must be submitted to the State within three business days, per OAR 333-011-0205(2). By striving to meet these deadlines, we will achieve the goal of being timely and providing good customer service. If you have any questions, please contact Cynthia Roeser at 971-673-0478 or via email at

cynthia.r.roeser@state.or.us. ❖

New County Registrar? Let us know

The county official who appoints the County Registrar is responsible for informing the State Registrar of any changes to the County Registrar position. This notification should be provided as soon as a change is expected. You may send a fax to 971-673-1201 or email the State Registrar at:

Jennifer.A.Woodward@state.or.us. The notification needs to be on county letterhead. [The County Registrar position can never be left vacant.](#)

If the County Registrar's position is not

Customer service tip

In keeping with our state commitment to provide good customer service, it is important for county staff to issue certificates and complete orders in OVERS in a timely manner.

Ask yourself what you can do to provide better customer service to all customers. For example:

- What would you do if you received a death record order form through the mail, without payment enclosed, from a funeral home? Would you call the funeral home to request payment? Would you mail out a form letter requesting payment? What method of communication would work best in order

Notify us of any location changes

Oregon has created a statewide vital records system via the Center for Health Statistics and county vital records offices. The State Registrar approves county offices, County Registrars and Deputy Registrars. County offices provide local service for residents by issuing certified copies and enrolling fingerprints in OVERS. The interaction

filled for **any** period of time, county staff cannot register, issue or make amendments at the county office.

In order to provide a smooth transition, and to continue registering, issuing and amending records without interruptions, call the state vital records office immediately when a County Registrar leaves, or when a change of County Registrar is expected.

Any questions? Call our Registration Manager, JoAnn Jackson, at 971-673-1160 or contact her by email at joann.jackson@state.or.us. ❖

to process the request timely so that the family could resolve the decedent's affairs quickly?

The best solution would be to call the funeral home to request the payment. Mailing out a form letter takes time. ❖



Customers/Employees, by SaskPower, <https://flic.kr/p/nzNR8m>

between the state and county vital records offices requires strong communication. As one part of this communication, the Center for Health Statistics needs accurate and current information about the location of each vital records office.

Why is the current location of a county vital
(Continued on page 5)

Notify us of any location changes (Continued from page 4)
 records office and staff important? The location of an office and its staff is important to the Center for Health Statistics for several reasons:

- Customers are referred to their local county vital records offices to obtain certified copies;
- OVERS users are referred to a specific location to have fingerprints enrolled;
- A county office is the location of original death records and confidential white copies used to issue certified copies for up to 14 days; and,
- A county office is the destination for county security paper.

We want to make sure the paper goes to the correct address.

We recently learned that one county vital records office was at a different location

New Filiation Specialist

We would like to introduce Laura Munoz as the new Filiation Specialist in the Amendment Unit at the Oregon vital records office. Laura is responsible for amending birth records by adding or removing the names of fathers based on court judgments or administrative orders from the Division of Child Support.

The Filiation Specialist has the information to assist parents when they are not eligible to sign a Voluntary Acknowledgment of Paternity Affidavit because the mother was married at the time of the child's birth or one of the parents refuses to sign the Acknowledgment. Laura is also able to provide information about how to remove a father from a birth record because he is not the biological parent. Information about paternity establishment procedures is also available on the CHS amendment web page

only one week before an order of security paper was shipped. The public health administration section remained at the old address, but all vital records activities occurred at a separate location. The re-transfer of security paper increases the risk of misplacing or losing boxes or reams of security paper. This is true in the transfer of any item – more transfers and more hands increase the risk of loss. However, for security paper used for vital records, loss means a notification is sent nationwide to other states and federal agencies as a potential fraud alert.

Please contact the Center for Health Statistics, attention Jennifer Woodward, prior to any move. You can email Jennifer at Jennifer.a.woodward@state.or.us ❖

at: <https://public.health.oregon.gov/BirthDeathCertificates/ChangeVitalRecords/Pages/paternity-process.aspx>

In addition, the Filiation Specialist is also responsible for creating and filing certificates of foreign birth based on adoption judgments in which the child was born outside the United States, but adopted through an Oregon court. You may reach Laura by telephone at 971-673-1143 or by email at laura.p.munoz@state.or.us. ❖



Wanted—Newsletter topics

Have a question or idea for a future newsletter article? Contact Judy Shioishi at 971-673-1166 or judy.shioishi@state.or.us . Judy collects ideas for articles and shares them with the writing team.

Thank you to the contributors of this newsletter:

Karen Rangan, Linda Reynolds, Carolyn Hogg, Barbara Price, Karen Hampton, Judy Shioishi, Carol Sanders, JoAnn Jackson, Cynthia Roeser, Steve Baird, Lynda Jackson, Megan Welter, Becki Buskirk, Karen Wagner, Jennifer Woodward and Kelly Stacey.

Frequent Contacts

Paternities Debbie Gott 971-673-1155	Filiations Laura Munoz 971-673-1143
Death Corrections Patty Thompson 971-673-1163	Adoptions Debbie Draghia 971-673-1152
Birth Corrections <1 year, Amanda Vega 971-673-1169 1 year +, Johanna Collins 971-673-1137	OVERS Help Desk 971-673-0279

CHS Managers

State Registrar Jennifer Woodward 971-673-1185	Certification Supervisor Karen Rangan 971-673-1182
OVERS Manager Karen Hampton 971-673-1191	Statistics Manager Joyce Grant-Worley 971-673-1156
Registration Manager JoAnn Jackson 971-673-1160	Amendments/Certification Manager Carol Sanders 971-673-1178
Data Processing Supervisor Cynthia Roeser 971-673-0478	

The Center for Health Statistics is located at:

800 N.E. Oregon Street, Suite 225
Portland, OR 97232-2187

Mailing address: P.O. Box 14050
Portland, OR 97293-0050

General information: 971-673-1190
Order vital records: 1-888-896-4988

Website:

[http://
public.health.oregon.gov/
BirthDeathCertificates](http://public.health.oregon.gov/BirthDeathCertificates)

OVERS website:

<http://healthoregon.org/overs>

