

The Center for Health Statistics would like to share a checklist that may be helpful to you when preparing for the change in vital records fees. The new fees go into effect on January 1, 2016. The fees will be finalized on November 1, 2015 through the administrative rulemaking process. This will give the state and counties time to finalize everything for the January 1, 2016 implementation. Frequently asked questions and the rulemaking documents can be found at: <http://1.usa.gov/1j37pfl>

Vital Records Fees Preparation Checklist

- FINAL FEES APPROVED:** The final fees will be established in OAR on November 1, 2015. The fees schedule on the website are the fees that are being proposed. Please confirm that the fees have been approved by your county government entity. Remember that the county must charge the same fee as the state.
- FORMS:** County forms, such as for orders for customers use, should be checked and revised as necessary. All state vital records forms will be updated and available by January 1, 2016.
- BROCHURES or PUBLICATIONS:** Make sure any brochures or publications that have the fees listed are updated.
- POLICIES and PROCEDURES:** Update fee amounts that are listed in your policies and procedures.
- WEB PAGES:** Change all web pages with new fee information. Don't forget to check forms that you may have loaded on your websites.
- PHONE MESSAGE SCRIPTS:** Ensure that voice mail messages that contain fee information are updated.
- OVERS ORDER PROCESSING SCREENS and REPORTS:** The state vital records office is working with the OVERS vendor to make sure the new fees are set up for each county. We will let you know when it is ready for testing.
- BILLING SOFTWARE and REPORTS:** Remember to check your billing software and reporting system and make the appropriate changes.
- STAFF:** Communicate with staff regularly about the fee changes and train staff as needed.

We hope this list is helpful. Please let us know if we need to add anything.