



# County & Deputy Registrar *Vital Records Overview*

Public Health Division  
Center for Public Health Practice  
Center for Health Statistics  
March 2014

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# Session tools

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- *Raise Hand*—select again to lower.



- ▶ **Hidden tool bar at top of screen – minimize the presentation window**



- ▶ **Window tabs**



# Session tools

- ▶ Chat



# Presenters:

- ▶ Jennifer A. Woodward  
State Registrar
  
- ▶ Karen Hampton  
OVERS Manager



# Agenda

Overview of the Center for  
Health Statistics



*(20 minutes)*

County duties & responsibilities

*(20 minutes)*

State law & HB 2093

*(10 minutes)*

Questions?

*(10 minutes)*

# OVERVIEW

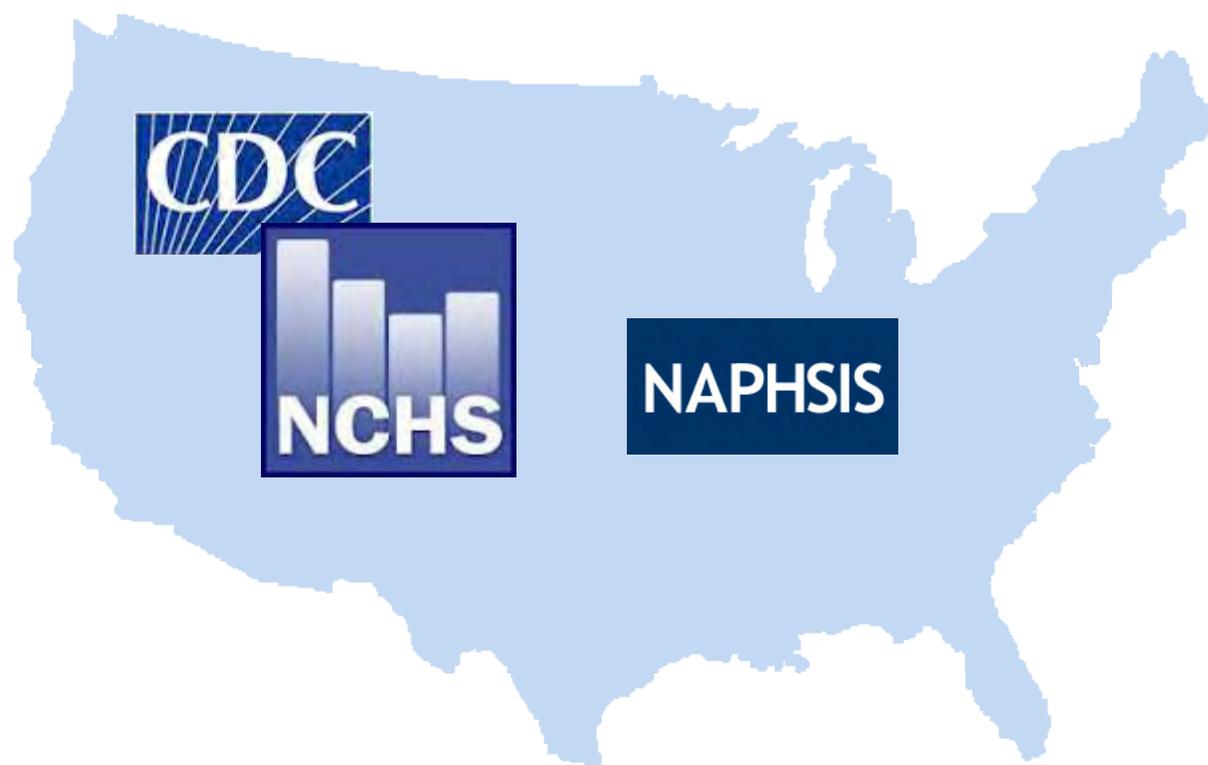
- ▶ Center for Health Statistics responsibilities under law

# General responsibilities according to law

**432.010 Center for Health Statistics; standards.** (1) There is established in the Oregon Health Authority the Center for Health Statistics, which shall maintain, operate and advance the system of vital statistics throughout this state in cooperation with appropriate units of county government. The Center for Health Statistics shall be responsible for the proper administration of the system of vital statistics and for the preservation and security of its official records.



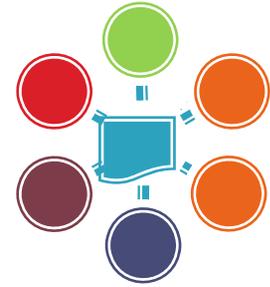
# National standards set by:



# What do we do?



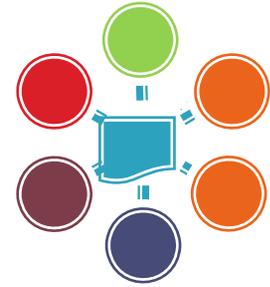
# What do we do?



Collect

- ▶ Adhere to national standards for:
  - Record content
  - Reporting timelines
  - Security of reporting system
- ▶ Record information provided by hospitals & funeral homes

# What do we do?

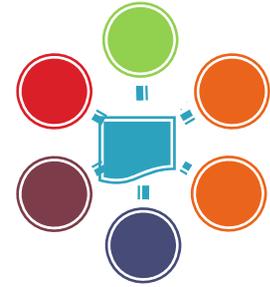


Register

Amend

- ▶ Adhere to national standards for registration:
  - Quality of information
  - Timeliness of registration
- ▶ Change/Amend registered records

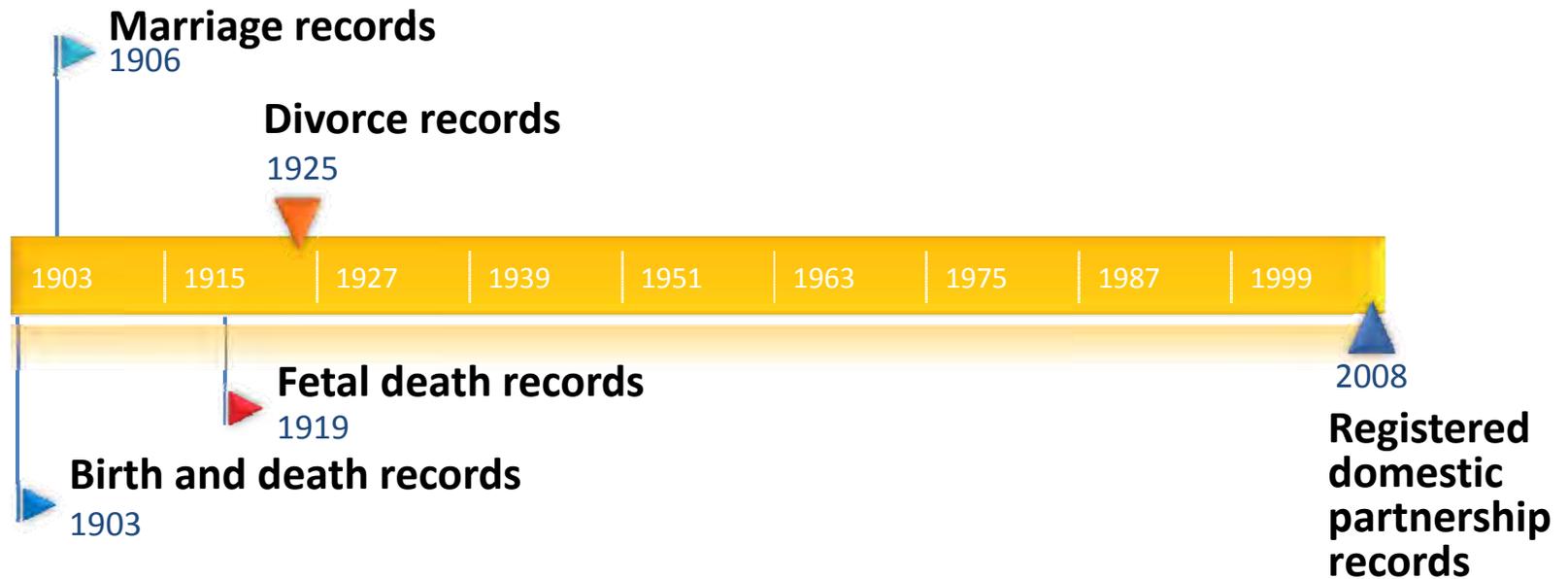
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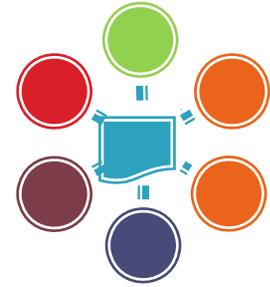
Store

- ▶ Maintain records in perpetuity
- ▶ Adhere to state & national standards for storage security

# 6 million vital records in Oregon

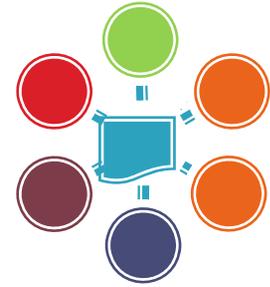


# What do we do?



- ▶ A portion of our work is supported by sale of vital records
- ▶ Sale of records is restricted to eligible persons – family members
- ▶ Adhere to national standards for:
  - Confidentiality
  - Fraud prevention

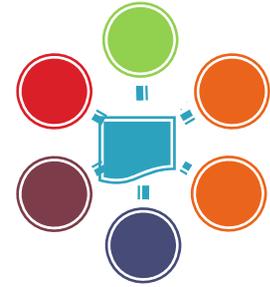
# What do we do?



Analyze

- ▶ Analyze data
- ▶ Prepare & publish reports
- ▶ Primary source of info. to assess health of Oregon's and the Nation's population
- ▶ Adhere to national standards for confidentiality

# What do we do?



SECURITY

- ▶ Vital Records are restricted in Oregon
- ▶ Data are confidential

CONFIDENTIALITY

# Check in

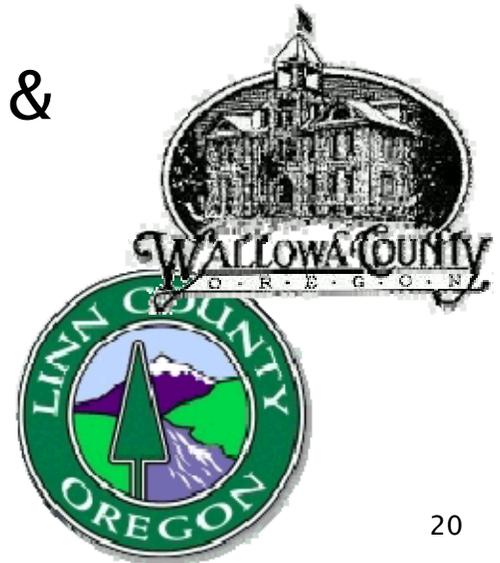
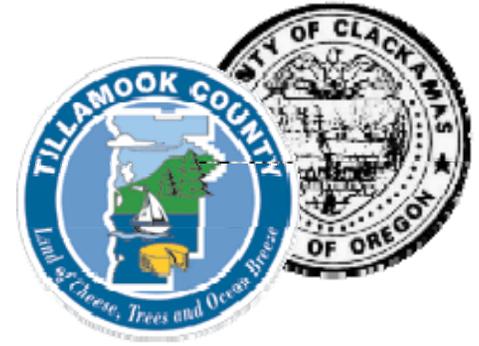
- ▶ Phones will be unmuted briefly.
- ▶ Let us know if you are having technical difficulties.

# County Registrar Duties & Responsibilities

- ▶ Position qualifications
- ▶ Steps to become a county registrar
- ▶ Primary responsibilities

# County Registrar Qualifications

- ▶ County govt. employee or employee of the designated Local Public Health Authority.
- ▶ Working knowledge of vital records system.
- ▶ Oversees & manages vital records section.
- ▶ Legally responsible for implementing & enforcing all laws, policies, & procedures related to vital records & statistics. (ORS and OAR).



# County Registrar – How is one appointed?



1. Appointed by county govt. official or administrator of LPHA.
2. Appointee completes & signs registrar commission form & OVERS enrollment form.
3. Appointing official sends request letter & both forms to the State Registrar.

## Letter is:

- On letterhead
- Includes name of appointee
- Includes date of appointment
- Includes contact information of appointee

# County Registrar – How is one appointed?



4. Certificate and copy of approved form sent to new County Registrar.
5. Start date of commission indicated on letter.
6. Commission renewed annually at beginning of calendar year.



# Important to remember County Registrar appointments

- ▶ No gaps between appointments.
  - Records issued during a gap period are legally invalid.
- ▶ No overlaps in appointment
- ▶ You can't appoint yourself as a County Registrar



# Deputy Registrar appointments

- ▶ Can be appointed by County Registrar
- ▶ Can have gaps between appointments
- ▶ Counties can have more than one deputy registrar



# Staff changes?

- ▶ Let us know
  - New hires
  - Departing staff



# County responsibilities according to law

- ▶ Outlined in ORS 432.035 (2)
- ▶ Administrative Rules OAR  
333-011-0305



# ORS 432.035

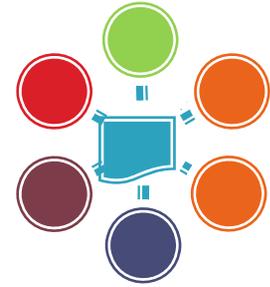


- ▶ Comply with all instructions of the state registrar;
- ▶ Check upon the compliance of others with the provisions of this chapter and with rules adopted under this chapter;
- ▶ Make an immediate report to the state registrar of any violation of this chapter or of a rule adopted under this chapter.

# County VR responsibilities



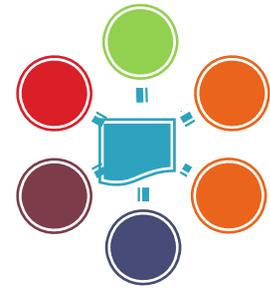
# County VR responsibility



## Collect

- ▶ Collection of vital records information for legal record and statistics determined at state and national level.
- ▶ Forms submitted to county are forwarded to State.

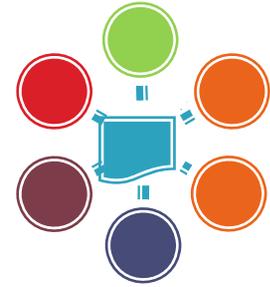
# County VR responsibility



## Register

- ▶ Register non–electronic reports of death (hybrid or fully paper)
- ▶ Do not register fully paper birth certificates. Forward to Center for Health Statistics.
- ▶ Provide advice and instructions to funeral homes and MEs as needed to complete death reports.

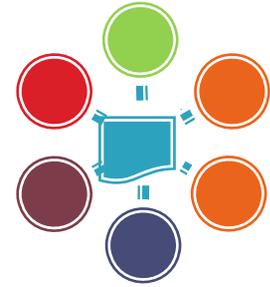
# County VR responsibility



Amend

- ▶ Make legal changes to original fully paper and hybrid death report.

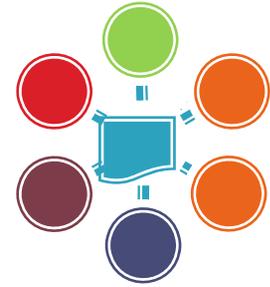
# County VR responsibility



Store

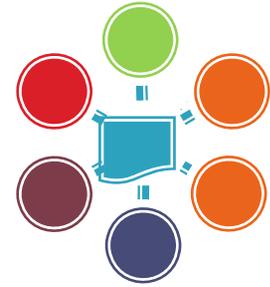
- ▶ 24 notice of body cards (temporarily)
- ▶ Disposition and transit permits
- ▶ Store original death reports (no more than 3 business days)
- ▶ Order forms (2–3 years)
- ▶ Should not retain any original death or birth reports

# County VR responsibility



- ▶ Issue certified copies of birth & death records up to six months following the event.
- ▶ Follow same regulations as State for release of certified copies.
- ▶ Track all orders in OVERS.
- ▶ Track inventory of intaglio paper in OVERS.
- ▶ Charge same fees.

# County VR responsibility



- ▶ Some county's provide basic information on number of births, death, fetal deaths to local public health officials.
- ▶ CHS has a lot of good information by county on the web site including preliminary data tables.



Public Health > Birth and Death Certificates > Vital Statistics > Annual Reports > County Data Book

## Oregon Vital Statistics County Data Book

The Oregon Vital Statistics County Data book is published annually by the Center for Health Statistics, Center for Public Health Practice, of Oregon Health Authority. It is a compilation of vital statistics data by

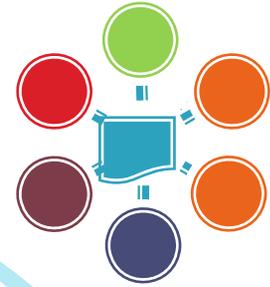


TABLE 1. Population, Births and Deaths by County of Residence, Oregon Residents, 2012

County of Residence <sup>1</sup>	Estimated Population July 1, 2011	Total Births	Birth Rate <sup>2</sup>	Total Deaths	Death Rate <sup>2</sup>
Total .....	3,683,735	45,059	11.8	32,475	8.4
Baker .....	16,210	174	10.7	201	*12.4
Benton .....	86,785	761	*8.8	573	*6.6
Clackamas .....	381,680	3,978	*10.4	3,026	*7.9
Clatsop .....	37,190	439	11.8	368	*9.9
Columbia .....	49,680	449	*9.0	360	*7.2
Coos .....	62,890	641	*10.2	824	*13.1
Crook .....	20,650	167	*8.1	211	*10.2
Curry .....	22,295	185	*8.3	344	*15.4
Deschutes .....	160,140	1,646	*10.3	1,327	8.3
Douglas .....	108,195	1,098	*10.1	1,319	*12.2
Gilliam .....	1,900	23	12.1	23	12.1
Grant .....	7,450	60	*8.1	78	10.5
Harney .....	7,315	75	10.3	68	9.3
Hood River .....	22,875	295	12.9	173	7.6
Jackson .....	204,630	2,266	*11.1	2,230	*10.9
Jefferson .....	21,940	269	12.3	192	8.8
Josephine .....	82,775	821	*9.9	1,114	*13.5
Klamath .....	66,740	767	11.5	732	*11.0
Lake .....	7,920	67	*8.5	74	9.3
Lane .....	354,200	3,480	*9.8	3,268	*9.2
Lincoln .....	46,295	460	*9.9	521	*11.3
Linn .....	118,035	1,427	12.1	1,087	*9.2
Malheur .....	31,395	391	12.5	270	8.6
Marion .....	320,495	4,343	*13.6	2,583	8.1
Morrow .....	11,300	159	*14.1	71	*6.3
Multnomah .....	748,445	9,363	*12.5	5,380	*7.2
Polk .....	76,625	862	11.2	657	8.6
Sherman .....	1,765	18	10.2	19	10.8
Tillamook .....	25,305	262	10.4	283	*11.2
Umatilla .....	77,120	1,106	*14.3	575	*7.5

Statistics on our website

# County VR responsibility



## SECURITY



- ▶ Maintain physical security of the intaglio paper.
- ▶ Securely store paper death records.
- ▶ Do not share access to OVERS.
- ▶ Protect confidentiality of death reports.
- ▶ Protect confidentiality of VR orders.

## CONFIDENTIALITY



**CERTIFICATION OF VITAL RECORD**

OREGON HEALTH AUTHORITY  
CENTER FOR HEALTH STATISTICS  
DELATED CERTIFICATE OF DEATH

136-2012-999999

623606

1. Legal Name: First **Justin**, Middle **A.**, Last **Sample**, Suffix **Jr.**, 2. Death Date: **February 28, 2012**

3. Sex: **Male**, 4. Age: **86 years**, 5. Social Security Number: **543-78-9752**, 6. County of Death: **Marion**

7. Birthdate: **January 19, 1926**, 8. Birthplace: **Catchasatchcan, Alaska**, 9. Decedent's Education: **9th - 12th grade**

10. Was Decedent of Hispanic Origin? **No**, 11. Decedent's Race: **White**, 12. Was Decedent Ever in U.S. Armed Forces? **Yes**

13. Residence Number and Street: **123 Any Street NW**, 14. State or Foreign Country: **Oregon**, 15. Zip Code + 4: **97304**, 16. Inside City Limits? **Yes**

17. Marital Status at Time of Death: **Married**, 18. Spouse's Name Prior to First Marriage: **Wifely Example**, 19. Decedent's Occupation: **Driver**, 20. Kind of Business Industry: **Bakery**

21. Father's Name: **Justin A. Sample Sr.**, 22. Mother's Name Prior to First Marriage: **Mother Exemplar**

23. Informant's Name: **Wifely Sample**, 24. Telephone Number: **Not Available**, 25. Relationship to Decedent: **Spouse**, 26. Mailing Address: **123 Any Street NW, Salem, OR 97304**

27. Place of Death: **Nursing Facility**, 28. Facility Name: **Tierra Rose Care Center**, 29. City/Town or Location of Death: **Salem**, 30. State: **Oregon**, 31. Zip Code + 4: **97301**

32. Method of Disposition: **Cremation**, 33. Place of Disposition: **Oakleaf Crematory**, 34. Location (City/Town and State): **Salem, Oregon**

35. Name and Complete Address of Funeral Facility: **Virgil T Golden Funeral Service, 605 Commercial Street SE, Salem, Oregon 97301**

36. Date of Disposition: **TBD**, 37. Funeral Director's Signature: **Nefeli C. Yaffe**, 38. OR License Number: **CO-3584**

39. Registrar's Signature: **/s/ Jennifer A. Woodward**, 40. Date Received: **March 08, 2012**, 41. Local File Number: **120491**

42. Amendment: **None**

43. Will case referred to Medical Examiner? **No**, 44. Approximate Interval (Days) to Death: **1330**

45. CAUSE OF DEATH IMMEDIATE CAUSE: **Pulmonary Edema**, 46. Due to or as a consequence of: **months**

47. CAUSE OF DEATH: **Congestive Heart Failure**, 48. Due to or as a consequence of: **years**

49. CAUSE OF DEATH: **Combined Systolic & Diastolic Heart Failure**, 50. Due to or as a consequence of: **years**

51. Other significant conditions contributing to death, but not resulting in the underlying cause (seen above): **Dementia with Behavioral Disturbances**

52. Manner of Death: **Natural**, 53. If Female: **Unknown**, 54. Did tobacco use contribute to death? **Unknown**

55. Date of Injury: **None**, 56. Time of Injury: **None**, 57. Place of Injury: **None**, 58. Injury at Work? **None**

59. Describe how injury occurred: **None**, 60. If transportation injury, specify: **None**

61. Name and Address of Certifier: **John Smith, 800 NE Oregon Street 225, Portland, Oregon 97232**

62. Name and Title of Attending Physician (Other than Certifier): **Not Available**

63. Medical Certifier - To the best of my knowledge, death occurred at the time, date, and place, due to the cause(s) and manner stated. **/s/ John Smith**, 64. Title of Certifier: **M.D.**, 65. Date Signed: **March 05, 2012**

66. License Number: **MD99999**

67. Amendment: **None**

45-2VD (01/06)

I CERTIFY THAT THIS IS A TRUE, FULL AND CORRECT COPY OF THE ORIGINAL CERTIFICATE ON FILE OR THE VITAL RECORD FACTS ON FILE IN THE VITAL RECORDS UNIT OF THE OREGON CENTER FOR HEALTH STATISTICS.

October 21, 2013  
JENNIFER A. WOODWARD, Ph.D.  
STATE REGISTRAR

DATE ISSUED: **October 21, 2013**

THIS COPY IS NOT VALID WITHOUT INTEGRAL STATE SEAL AND BORDER.

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE

Standard death certificate on security paper

**CERTIFICATION OF VITAL RECORD**

OREGON HEALTH AUTHORITY  
CENTER FOR HEALTH STATISTICS  
CERTIFICATE OF DEATH

136-2012-999999

623606

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3. Sex: **Male**, 4. Age: **86 years**, 5. Social Security Number: **543-78-9752**, 6. County of Death: **Marion**

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21. Father's Name: **Justin A. Sample Sr.**, 22. Mother's Name Prior to First Marriage: **Mother Exemplar**

23. Informant's Name: **Wifely Sample**, 24. Telephone Number: **Not Available**, 25. Relationship to Decedent: **Spouse**, 26. Mailing Address: **123 Any Street NW, Salem, OR 97304**

27. Place of Death: **Nursing Facility**, 28. Facility Name: **Tierra Rose Care Center**, 29. City/Town or Location of Death: **Salem**, 30. State: **Oregon**, 31. Zip Code + 4: **97301**

32. Method of Disposition: **Cremation**, 33. Place of Disposition: **Oakleaf Crematory**, 34. Location (City/Town and State): **Salem, Oregon**

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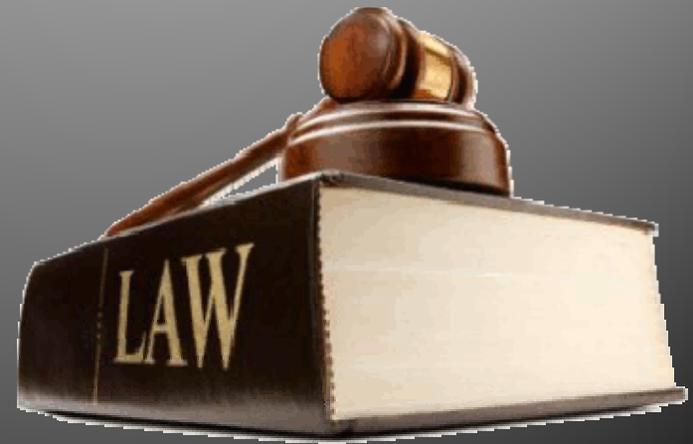
ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE

Faxed or copied certificates "void copy" watermark

# Check in

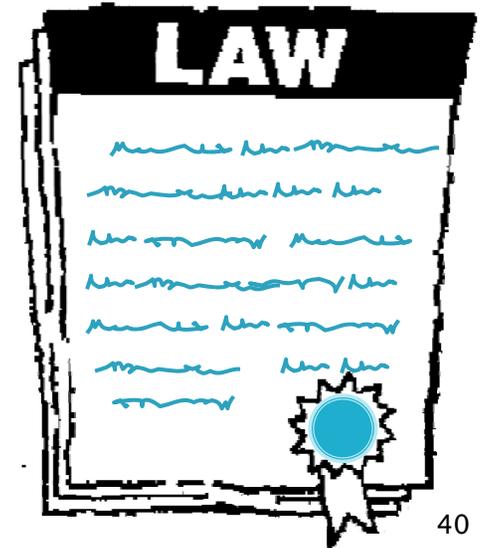
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- ▶ Let us know if you are having technical difficulties.

# HB 2093 & State law



# House Bill 2093

- ▶ Strengthens authority of State Registrar
- ▶ No public abstract but notice of receipt of body still required
- ▶ Requires order application for every issuance, even from funeral home on record
- ▶ Short form certified copies



# Short form death certificate

CERTIFICATION OF VITAL RECORD

OREGON HEALTH AUTHORITY  
CENTER FOR HEALTH STATISTICS  
DELAYED CERTIFICATE OF DEATH

62366 10-10-13 106-2012-999999

1. Last Name	Justin A. Sample	2. Sex	Male	3. Date of Birth	February 26, 2012
4. Age	85 years	5. Social Security Number	543-78-8752	6. County of Death	Harrison
7. Date of Death	January 19, 2025	8. Place of Birth	Catchacatchcan, Alaska	9. Education	9th - 12th grade
10. Was Decedent of Native Origin?	No	11. Decedent's Race	White	12. Was Decedent Ever in U.S. Armed Forces?	Yes
13. Residence - Number and Street	113 Any Street NW	14. City/Town	Salem	15. State of Residence	Oregon
16. Zip Code	97301	17. Was City Limit?	Yes	18. Date of Death	January 19, 2025
19. Marital Status at Time of Death	Married	20. Spouse's Name	Wifely Example	21. Was Spouse Present at Time of Death?	Yes
22. Decedent's Occupation	Driver	23. Mother's Name	Justin A. Sample Sr.	24. Mother's Date of Birth	Salary
25. Decedent's Name	Justin A. Sample Sr.	26. Decedent's Date of Birth	Wifely Example	27. Decedent's Sex	Male
28. Decedent's Address	113 Any Street NW	29. Decedent's City/Town	Salem	30. Decedent's State	Oregon
31. Decedent's Zip Code	97301	32. Decedent's Date of Death	January 19, 2025	33. Decedent's Cause of Death	Creel
34. Decedent's Place of Death	Creel	35. Decedent's City/Town	Salem	36. Decedent's State	Oregon
37. Decedent's Zip Code	97301	38. Decedent's Date of Death	January 19, 2025	39. Decedent's Cause of Death	Creel
40. Decedent's Place of Death	Creel	41. Decedent's City/Town	Salem	42. Decedent's State	Oregon
43. Decedent's Zip Code	97301	44. Decedent's Date of Death	January 19, 2025	45. Decedent's Cause of Death	Creel
46. Decedent's Place of Death	Creel	47. Decedent's City/Town	Salem	48. Decedent's State	Oregon
49. Decedent's Zip Code	97301	50. Decedent's Date of Death	January 19, 2025	51. Decedent's Cause of Death	Creel
52. Decedent's Place of Death	Creel	53. Decedent's City/Town	Salem	54. Decedent's State	Oregon
55. Decedent's Zip Code	97301	56. Decedent's Date of Death	January 19, 2025	57. Decedent's Cause of Death	Creel
58. Decedent's Place of Death	Creel	59. Decedent's City/Town	Salem	60. Decedent's State	Oregon
61. Decedent's Zip Code	97301	62. Decedent's Date of Death	January 19, 2025	63. Decedent's Cause of Death	Creel
64. Decedent's Place of Death	Creel	65. Decedent's City/Town	Salem	66. Decedent's State	Oregon
67. Decedent's Zip Code	97301	68. Decedent's Date of Death	January 19, 2025	69. Decedent's Cause of Death	Creel
70. Decedent's Place of Death	Creel	71. Decedent's City/Town	Salem	72. Decedent's State	Oregon
73. Decedent's Zip Code	97301	74. Decedent's Date of Death	January 19, 2025	75. Decedent's Cause of Death	Creel
76. Decedent's Place of Death	Creel	77. Decedent's City/Town	Salem	78. Decedent's State	Oregon
79. Decedent's Zip Code	97301	80. Decedent's Date of Death	January 19, 2025	81. Decedent's Cause of Death	Creel
82. Decedent's Place of Death	Creel	83. Decedent's City/Town	Salem	84. Decedent's State	Oregon
85. Decedent's Zip Code	97301	86. Decedent's Date of Death	January 19, 2025	87. Decedent's Cause of Death	Creel
88. Decedent's Place of Death	Creel	89. Decedent's City/Town	Salem	90. Decedent's State	Oregon
91. Decedent's Zip Code	97301	92. Decedent's Date of Death	January 19, 2025	93. Decedent's Cause of Death	Creel
94. Decedent's Place of Death	Creel	95. Decedent's City/Town	Salem	96. Decedent's State	Oregon
97. Decedent's Zip Code	97301	98. Decedent's Date of Death	January 19, 2025	99. Decedent's Cause of Death	Creel
100. Decedent's Place of Death	Creel	101. Decedent's City/Town	Salem	102. Decedent's State	Oregon

DATE ISSUED: October 21, 2013

JENNIFER A. WOODWARD, P.L.D.  
STATE REGISTRAR

ANY ALTERATIONS OR CHANGES VOID THIS CERTIFICATE

No cause of death



# Other recent changes

- ▶ Veterans' use only certified copies sent to Veterans' Services Offices directly
- ▶ New state recognition of marriages between persons of same sex occurring in other states

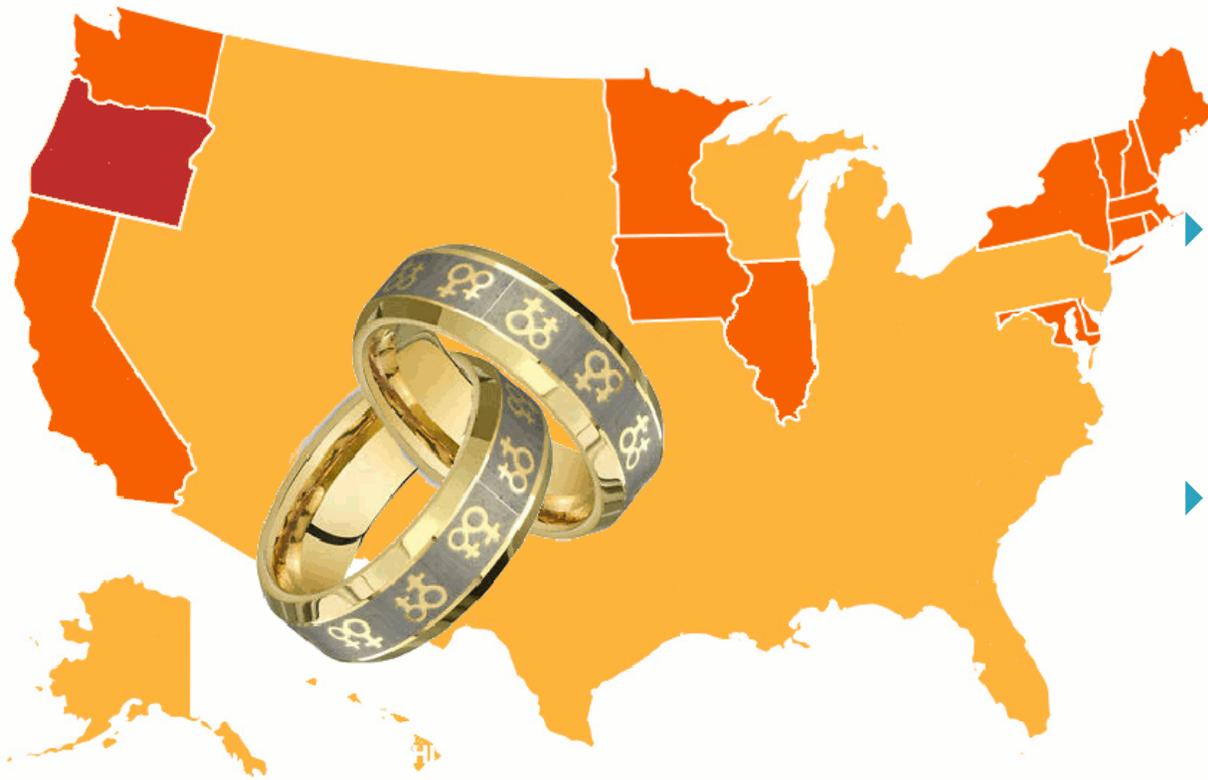


# Veterans' use only directly to Veterans' Services office

- ▶ Why change?
- ▶ How was it changed?
- ▶ What does the county vital records office need to do?



# Recognizing same sex marriages



- ▶ Spouses on death records
- ▶ Parents on birth records

# Resources

- ▶ Newsletters
- ▶ Emailed notices and alerts
- ▶ Quarterly reports on timeliness
- ▶ Sight verification tool
- ▶ Information on the web
- ▶ Call list by subject area



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

May 2013

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**Quiz Time!**

How well do you know your vital records stuff? Take our quiz and find out.

1. What is the maximum time you may hold a death certificate before sending it to the state?
  - a. 3 days
  - b. 5 days
  - c. 7 days
  - d. 10 days
2. How long may counties issue birth certificates past the date of birth?

Oregon Health Authority



# Questions?

