

TRIENNIAL REVIEW TOOL -- Vital Records Management – Center for Health Statistics
Updated: November 6, 2014

AGENCY:
ADMINISTRATOR:
DATE:

REVIEWER:
PARTICIPANTS:

Criteria for Compliance	Compliance met Yes / No		Comments
I. County Requirements			
1. State registrar approval must be granted in writing before a county registrar or deputy registrar may start work and assume the duties of the position. ORS 432.035 and ORS 432.033(2) and IM-2014-01*			
2. County administrator notifies state registrar in writing in advance if a county registrar will leave duties. Records issued during a time where the county has no registrar are invalid. ORS 432.035 and IM-2014-01*			
3. County notifies state registrar within two days if deputy registrar leaves duties. ORS 432.033(2) and IM-2014-01*			
4. Only the county registrar and deputy registrars shall accept records for filing and issue certified copies of vital records. ORS 432.380(15)			
5. Confirming a death for a government agency is verification and is allowed. At least, a faxed letter of the request should be submitted. All government agency verifications are to be tracked per agency (less than ten a month for free or a fee is required). Infrequent requests for verification of death or birth from a local police agency, given that the volume is low and the source certain, may be honored by confirming the facts of the birth or death. Sharing information as a public record from abstract is no longer allowed. ORS 432.030 and ORS 432.380(15) and IM-2014-01*			
6. Staff attend training for activities relevant to the system of vital statistics laws, rules and procedures of vital records.			

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ORS 432.030(1)(e)			
7. Staff follow the direction of the state registrar relevant to the operation of the system of vital statistics. ORS 432.030(1)(d)			
8. County and deputy county registrars shall check on the compliance of others and make an immediate report to the state registrar of ongoing non-compliance by others with provisions of ORS Chapter 432. ORS 432.035(2) (b)			
9. All county registrars and deputy registrars shall maintain current knowledge of vital records law, rules and procedures, including active use of newsletters, memorandum, policies and instructions to remain current. These items must be accessible to the county registrar and all deputy registrars. ORS 432.035(2) and IM-2014-01*			
II. Requirements for Registration of Vital Records			
<u>Registration for All Records:</u>			
10. Staff shall review reports of death to ensure the report is complete and acceptable for registration according to the requirements set forth by the state registrar. Review shall include active use of the Sight Verification Tool for death reports. ORS 432.035 and IM-2014-01*			
11. Staff shall date reports of death the day they are received in the office a. Registrar shall sign report of death when registered. ORS 432.010(4) and IM-2014-01*			
12. Staff shall forward original reports of death, affidavits and other vital records received at County offices to the state registrar within three business days of the date of registration. OAR 333-011-0205(2)			

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<p>13. Staff shall only accept reports filed on a form or in a format prescribed by the state registrar. ORS 432.010(3); ORS 432.035(2A)</p>			
<u>Birth Records: general</u>			
<p>14. Staff shall forward all paper Reports of Live Birth to the state for registration. IM-2014-01*</p>			
<p>15. Only the following persons may request an amendment to a birth certificate: the reporting source, parents, legal guardians, or birth persons if 18 years or older. Counties may provide a one-page handout of amendment fees and state contact information upon request or staff may refer all requests to the State. OAR 333-011-0265 and IM-2014-01*</p>			
<p>16. County staff charge all appropriate fees established by State Vital Records in Oregon. (OAR) 333-011-0340</p>			
<u>Voluntary acknowledgement of paternity</u>			
<p>17. Counties shall have Voluntary Acknowledgement of Paternity forms [Form 45-21] available for parents. ORS 432.098(2)(e)</p>			
<p>18. If parents are signing a Voluntary Acknowledgement of Paternity [Form 45-21] in the county office, staff shall confirm that each parent has heard the rights and responsibilities statement for the parents before they sign. ORS 432.098(2)(e) and IM-2014-01*</p>			
<u>Confidentiality</u>			

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<p>19. Veterans' use only certified copies are issued without a fee and sent or delivered directly to a veterans' services office for support of a pending application for benefits. The application for burial benefits should be included if received with the order. ORS 432.435(2)(a); 432.035(2)(a) and IM-2014-01*</p>			
<p>20. Do not FAX veteran's certificates. County mental health officials may receive a "white copy" of the report of death. ORS 432.435 and IM-2014-01*</p>			
<p>21. The county clerk shall receive death information for the purpose of removing deceased persons from the county voters' registration rolls. ORS 247.570</p>			
<p>22. No other county offices shall receive information unless applying for certified copies for government use. No public information is available. ORS 432.350(1)</p>			
<p>23. Local public health authorities may use vital records information for the provisions of public health services or planning community needs and responses. Information cannot be provided to contractors with the county. ORS 432.030(1)(h)</p>			
<p>24. No copies are shared through Freedom of Information Act (FOIA), state public record laws, or requests. Requests may be forwarded to the State Registrar for formal response. ORS 432.350</p>			
<u>Registration of Death Records</u>			
<p>25. Staff shall review each death to confirm that the county has received the 24 hour Notice of Receipt of Body form (the first notice of death), the final disposition permit and have either received a report of death or identified a registered record in OVERS.</p>			

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ORS 432.035(2) and IM-2014-01*			
26. The county where death occurred shall receive a report of death within 5 days of the event. ORS 432.133(1)			
27. The county shall contact the funeral home, when cause of death is left blank on the report of death. The report of death is incomplete when cause of death is left blank and shall be rejected. ORS 432.035(2)(a) and IM-2014-01*			
28. The county shall contact the funeral home when the manner of death is “accident” or other than “natural” if the medical examiner has not been notified or the county may send the report to the State for follow-up. The report of death shall not be registered until this is resolved. (Note: The medical examiner may decline to take the case if the cause is accidental, but the medical certifier must notify the medical examiner and indicate that on the report of death.) ORS 432.035(2)(a) and IM-2014-01*			
29. Staff shall process amendments received from either the funeral home or the informant for items (1, 3-18, 21-39) on a report of death when a completed and signed affidavit is submitted. The county may amend fully paper or hybrid (partially electronic) death certificates while the original report of death is at their office. ORS 432.235; ORS 432.035(2) and OAR 333-011-0300			
30. Staff shall process amendments received from the medical certifier on the report of death when a completed and signed affidavit is submitted. Counties may approve amendment requests for all items of medical section, except for items 40, 41 and 64. If a County is unsure about whether to approve or reject an amendment request, forward the amendment request(s) to the State for approval or rejection. ORS 432.235 (1) (2)			

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<p>31. County staff shall contact the State vital records office for specific directions if the funeral home, informant, or next of kin requests an amendment to marital status or name of spouse (items 18 and 19) even if the report of death is available at the county vital records office. Specific rules apply to changes in marital status and spouse's name and state review is required. ORS 432.235; ORS 432.035(2); OAR 333-011-0300 and IM-2014-01*</p>			
<p>32. County staff may accept and process an affidavit to correct the "Place of Death" (items 29-34) from either the funeral home or the medical certifier while the original report of death is in their possession. IM-2014-01*</p>			
<p>33. The county shall confirm that the identification tag (identifying metal disc) number on the final disposition authorization form matches the number reported on the report of death. The county staff shall contact the funeral home to resolve any discrepancy by correction to the final disposition authorization or by amendment to the report of death. ORS 692.405</p>			
<p>34. A report of death submitted six months or more after the death occurred cannot be issued at the county and shall be forwarded to the State for issuance. ORS 432.440; OAR 333-011-0205 (limits counties to sell for six months)</p>			
<p>35. County staff may maintain a copy of the county registered report of death for a period up to fourteen calendar days from the date the report is forwarded to the State, and may issue from that copy within that time period until the record is registered in the State vital records system. OAR 333-011-205(2) and IM-2014-01*</p>			
III. Requirements for Issuance of Vital Records			
<u>Issuance of All Records</u>			

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36. County staff shall secure original certificates and security paper supplies at night in a locked container. ORS 432.035 and IM-2014-01*			
37. County staff shall assist in keeping an electronic inventory of security paper by entering ALL applications to order certified copies into the Oregon Vital Events Registration System (OVERS). ORS 432.380(5); ORS 432.380(14) and IM-2014-01*			
38. County staff shall produce certified copies only on security paper. ORS 432.030; ORS 432.035(2)(a); ORS 432.380(13) and IM-2014-01*			
39. County staff shall enter ALL orders into OVERS. This will create a tracking system that is maintained for a minimum of two years that shows how many copies of certificates were issued, and to whom they were issued. ORS 432.380((14): ORS 432.035(2) and IM-2014-01*			
40. The county shall require customers to complete an order form when ordering certified copies. The order form must contain the customer's name, address, driver's license number (or other type of photo identification), name of baby or decedent, date and place of birth or death, name of spouse (if applicable), reason for request and relationship. ORS 432.380; OAR 333-011-330(2); ORS 432.380(2) and IM-2014-01*			
41. a. County staff shall verify eligibility of customer before conducting a search for records. ORS 432.380(2)(c)(A) b. Certified copies are only issued to eligible recipients. ORS 432.380 c. The charge for search of files and records is \$20, which includes one certified copy or abbreviated certificate. OAR 333-011-0340(3)			
42. Federal, state and local government agencies can request copies or data to be used solely for the conduct of official duties. These requests should be			

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referred to the State office for handling. Regular fees are charged. ORS 432.380 (6) (b)			
43. The county may replace certified copies issued prior to an amendment and within six months of the event with certified copies of the amended record on a one to one basis. Three or fewer certified copies may be replaced without a fee. The charge for replacing 4 or more certified copies is a flat fee of \$20. OAR 333-011-0340 (17)			
44. County staff issue certified copies within one working day following receipt of a complete application whenever possible. IM-2014-01*			
45. Counties may issue certified copies of birth and death records for only six months following the date of the event. ORS 432.035(3) and ORS 432.440			
46. Copies of records, permits and other sensitive materials are shredded after use. ORS 432.033; 432.035(2)(a); 432.380(16) and IM-2014-01*			
<u>Issuance of Birth Records</u>			
47. The County may provide printed materials to hospitals and parents with instructions on how to obtain certified copies of birth records. IM-2014-01*			
48. A paternal grandparent is only eligible to receive a certified copy of the birth record if the father or non-male second parent is listed on the birth certificate. ORS 432.350(2)(a) and 432.380			

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49. County staff may confirm eligibility as a legal representative through a written statement on letterhead from an attorney stating whom s/he represents or through a notarized release statement from an eligible recipient. ORS 432.380			
<u>Issuance of Death Records</u>			
50. A death certificate containing cause of death information is only issued to: immediate family; a legal representative; a person demonstrating a need to establish a legal right or claim; or an organization providing benefits to the decedent's survivors or beneficiaries. ORS 432.380(8)			
51. The "short form" without the cause of death information is the only certified copy that the county clerk may use for recording purposes. It is provided upon specific request by the spouse, domestic partner who is registered by the state, child, parent or next of kin of the decedent, a person in charge of disposition or an authorized representative of a person County vital records offices should assist in helping families determine if this version is needed ORS 432.380(8)(a)(b)(c)			
IV. Security/Access/Confidentiality			
52. County staff support the integrity of vital records and vital reports and the proper and efficient administration of the system of vital statistics. ORS 432.035(2)(a) and IM-2014-01*			
53. Unlawful use of vital records or reports is a Class C felony. ORS 432.993 (2)			