



Vital Times

State of Connecticut
Department of
Public Health

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Introducing Our New Registrar

Jane Purtill is the new State Registrar of Vital Records. Jane comes to the Department of Public Health with a wealth of vital records experience. Before joining DPH, Jane worked at the Massachusetts State Vital Records Office, where she spent over 17 years doing a multitude of vital records functions. Jane acted as the Data Quality Coordinator for the division, as well as Supervisor of the Statistics Division where she was in charge of birth, death, marriage, divorce, and fetal death data. Jane was also a member of the development team for the electronic birth registration system for Massachusetts, and acted as liaison between the Registry and state and federal partners. She attended Stonehill College, where she earned her BA, and then earned her Master's Degree at Wheelock College.



EDRS Update

The Electronic Death Registration System is well underway. We are in the final phase of development and near pilot testing. The town of Middletown will serve as the pilot, and will include Middlesex Hospital, all Middletown funeral homes, three Middletown nursing homes, and of course, the wonderful folks at the Middletown Health and Vital Statistics Office. All EDRS pilot users have viewed a demonstration of the system. In the coming weeks, you will receive information about EDRS training sessions, and how to register for these sessions. The training will be regionally based, and offered to 20 participants at a session. These will be 1/2 day sessions.

New Regulations Pertaining to Birth Certificate Access

The regulations concerning access to birth records have been updated and are in effect. The regulations have been expanded to include additional types of alternative documents that are sufficient to prove identity when a government issued photographic ID is not available. Please apply these regulations when issuing birth certificates.

19a-41-2. A certified copy of or access to birth certificates

- (a) Anyone requesting a copy of, or permission to examine the original or copy of, a birth certificate or birth record in the custody of any registrar of vital statistics or the Department of Public Health shall provide proof, as specified in subsection (b) of this section, that the person is eligible to receive or examine such certificate or record under Section 7-51 of the Connecticut General Statutes.
- (b) The person whose birth is recorded, if over eighteen (18) years of age, or other requester as authorized by section 7-51 of the Connecticut General Statutes shall submit a valid, government issued photographic identification that includes the person's or requester's date of birth, signature, and an expiration date. Should such photographic identification be unavailable, originals or photocopies of the following documents shall be substituted for it. Unless otherwise indicated, such person or requester shall provide the documents listed in two (2) of the following subdivisions. If a registrar or the department has reason to doubt the authenticity of a document presented by such person or requester, such registrar or the department may request any additional document listed in subdivisions (1) to (15), inclusive, of this subsection:
- (1) social security card;
 - (2) social security card supplemented with either an employment identification card, a paycheck stub or a W-2 form. Providing the documents in this subdivision fully satisfies the identification requirements of this section;
 - (3) automobile registration;
 - (4) copy of utility bill showing name and current address;
 - (5) checking account deposit slip or bank statement stating name and current address;
 - (6) voter registration card;
 - (7) valid government issued trade or professional license;
 - (8) valid government issued firearm permit;
 - (9) probation documents issued by a court or other government agency, pursuant to a criminal conviction;
 - (10) letter from a government agency verifying identity. The letter shall be dated within six months prior to the date of the request;
 - (11) release documentation from a correctional institution containing a photograph of the former inmate and a release date within 12 months prior to the date of the request;
 - (12) birth certificate of the requester;
 - (13) military discharge papers;
 - (14) current school or college photographic identification; or
 - (15) government issued photographic identification that has expired within 12 months prior to the date of the request.

New Regulations (*cont'd.*)

In addition to 19a-41-2, a new regulation was passed that requires persons applying for marriage licenses to present government issued photographic identification, or alternative documentation if no photographic identification is available. Note that the last option listed gives the State Registrar the discretion to accept other alternative documents. If you have a marriage applicant that cannot produce any of the specified documents, then contact the State Office of Vital Records for further instructions.

(NEW) Section 19a-41-13. Application for Marriage License

Each person applying for a marriage license shall provide the local registrar of vital statistics with a valid, government issued photographic identification that includes the applicant's date of birth, signature and an expiration date. Should a photographic identification be unavailable, then the originals or photocopies of the following documents shall be substituted. Unless otherwise indicated, the applicant shall provide the documents listed in two (2) of the following subdivisions. If the registrar has reason to doubt the authenticity of a document presented by the applicant, the registrar may request any additional document listed in subdivisions (1) to (15), inclusive of this subsection:

- (1) social security card;
- (2) social security card supplemented with either an employment identification card, a paycheck stub or a W-2 form. Providing the documents in this subdivision fully satisfies the identification requirements of this section;
- (3) automobile registration;
- (4) copy of utility bill showing name and current address;
- (5) checking account deposit slip or bank statement stating name and current address;
- (6) voter registration card;
- (7) valid government issued trade or professional license;
- (8) valid government issued firearm permit;
- (9) probation documents issued by a court or other government agency, pursuant to a criminal conviction;
- (10) letter from a government agency verifying identity. The letter shall be dated within six months prior to the date of the request;
- (11) release documentation from a correctional institution containing a photograph of the former inmate and a release date within 12 months prior to the date of the request;
- (12) birth certificate of the applicant;
- (13) military discharge papers;
- (14) current school or college photographic identification;
- (15) government issued photographic identification that has expired within 12 months prior to the date of the request; or
- (16) other documents as approved by the State Registrar of Vital Records.

Imaging Vital Records

Towns that have imaged vital records or are in the process of planning or completing such a project, must notify DPH. As the agency responsible for the general supervision of all vital records, including the methods for obtaining and preserving such records, DPH

needs to be made aware of all imaging projects related to vital records. Please e-mail Jane Purtil,



Registrar of Vital Records, at jane.purtill@ct.gov or call her at (860) 509-7895. We would like to know the format that you are using, whether a vendor is being used or if the project is being performed in-house, and the measures that are in place to protect confidentiality and security of the vital records.

In the near future, DPH will issue some basic guidelines for the towns to follow when initiating an imaging project. These guidelines will address issues such as:

- Transferring the vital records to a vendor and documenting chain of custody
- Ensuring that the vendor maintains proper security of the records such as housing them in a fireproof safe
- Establishing measures to uphold the confidentiality of the records

Completing Marriage Licenses & Certificates

A reminder that when completing marriage license/ certificates, please enter the name of the groom on the left side of the certificate if applicable. This is necessary for keying purposes



and to keep records consistent with current indexing methods and search procedures.

Also, we have made revisions to the marriage certificate to remove the terms “swear” and “sworn.” We received feedback from several towns that some applicants find these words objectionable. This feedback, along with a general tendency to remove all such references from State forms led us to make the revisions. You were each sent a small supply of such forms back in June, 2010, and were asked to use these forms only upon request. This policy will continue until we use up our current supply of marriage licenses/ certificates. The next batch of forms will be printed with the changes, but until then, use the current certificate, unless otherwise requested. If you run out of the revised forms, please call Nancy Dickman at 860-509-7896 for a re-supply.

REGISTRAR AND ASST. REGISTRAR STAFF CHANGES

It is imperative that DPH be notified when a new registrar is elected or appointed, or when the registrar position becomes vacant. One reason that notification is so important is the need to keep our electronic registries updated. Without such notification, electronic systems will not contain current staffing information, and therefore birth and death certificates will print with inaccurate registrar information.

Similarly, DPH must be notified of appointments and vacancies of assistant registrars as well as sub-registrars so that the information in the electronic registries remains updated.

Dianne's Reminders!!!



- Please ensure that copies of vital records sent to DPH and the towns of residence are of good quality. The copies must be clean, legible, and made on the three-holed bond paper designated for vital records. They must be sent flat- DO NOT FOLD!
- Copies of amended records must be sent PROMPTLY to the Department and the towns of residence.
- Be sure to use the monthly report when sending in vitals. Late arrivals must be sent in immediately. DO NOT hold onto them until the next month.
- When copying death certificates, try to adjust your photocopier so that the pink area of the certificate appears white on the copy rather than gray. Dark gray portions on the death certificate cannot be scanned clearly.
- On death certificates, please do not place the attestation on the perforated portion of the certificate, as this part is detached from the certificate.
- Please do not write any information in the box designated for the state file number.
- In rare instances, vital records have been filed and registered in the wrong town. The records may be older, or in the case of marriage, a current record. If you become aware of a vital record that was erroneously filed in your town, call Dianne at (860) 509-7961 for detailed instructions on how to remedy the mistake.



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DPH MISSION STATEMENT

To protect and improve the health and safety of the people of Connecticut by:

- *Assuring the conditions in which people can be healthy;*
- *Promoting physical and mental health, and*
- *Preventing disease, injury, and disability.*

Commissioner: Dr. Jewel Mullen, MD, MPH, MPA

Chief of Planning Branch: Meg Hooper, MPA

Registrar of Vital Records: Jane Purtill, MS



*Have a
Happy
Spring!!*