

PROCEDURES FOR LOCAL ISSUANCE OF CERTIFIED COPIES
OF DEATH AND STILLBIRTH CERTIFICATES

GENERAL

1. A certificate of death, unless electronically filed, or certificate of stillbirth must be registered with the Local Registrar of the local registration district (county) where the death or stillbirth occurred. For deaths or stillbirths which occur in these counties within the District Health Department, but outside the county(ies) where local issuance has been authorized, the Certificate of Death, unless electronically filed, or Certificate of Stillbirth must first be transmitted to the Local Registrar in the county where the death or stillbirth occurred. The Local Registrar will log in the completed certificate, assign a local registration number which is to be entered on the designated line in the upper right corner and sign and date in the respective item spaces. If local issuance certified copies have been requested, the death certificate, unless electronically filed, or stillbirth certificate must be forwarded, with the Transmittal Report form, to the designated Local Deputy State Registrar at this District Health Department's local issuance site. If no local copies are required, the Local Registrar will follow normal procedures and send the certificate directly to the Bureau of Vital Records and Health Statistics.
2. The original Certificates of Death, electronically filed copies of Certificates of Death, or original Certificates of Stillbirth may be held for up to, but no more than, five (5) working days by the Local Deputy State Registrar for local issuance of certified copies. Death certificates, including electronically produced, or stillbirth certificates must be mailed to the State Registrar no later than the sixth working day after their receipt by the Local Deputy State Registrar as required by rules promulgated by the Board of Health and Welfare. The Local Deputy State Registrar must contact the funeral homes in their area to determine whether on a regular basis the funeral homes want death or stillbirth certificates held for the five (5) working days or sent immediately to the State Registrar. **If the Certificate of Death has been filed electronically and copies issued locally, the Local Deputy State Registrar must contact the appropriate funeral home when the copies are available for pickup.**
3. After the original Certificate of Death or the electronically filed death certificate has been released to the Local Deputy State Registrar, or original Certificate of Stillbirth is screened and registered in the county of death and verified to have occurred in the registration district, the Local Deputy State Registrar may issue certified copies, upon written request to morticians or persons who have been authorized in writing, by the appropriate mortician to receive copies directly. The copy size will need to be reduced for the certificate copy to fit on the certified copy (safety) paper.
DO NOT CERTIFY: Death, items 41-45 - Statistical Information;
Stillbirth, items 25-52 - Medical and Health Section. Only the top portion of the death certificate (items 1-40b) and the front portion of the stillbirth certificate (items 1-24) may be part of a certified copy. Under no circumstances may the lower portion of the death certificate or the back of the stillbirth certificate be a part of any certified copy.
4. Copies of the original Certificates of Death, electronically processed copies of the Certificate of Death, or original Certificate of Stillbirth may be issued and certified in the appropriate office(s) of your District Health Department as designated by the State Registrar. The Local Deputy State Registrar must only make local issuance certified copies of death or stillbirth certificates from which the event occurred in any county within their District Health Department unless otherwise instructed by the State Registrar of the Field Coordinator acting on behalf of the State Registrar.
5. The list of causes of death or stillbirth that require coroner and/or accident information to be completed and signature of the coroner should be reviewed before copies are made.

Refer to the Coroner Referral List in the Certifier (Medical Section) of the How to Complete in the death and stillbirth chapters of the Local Registrar Handbook.

6. If the Local Deputy State Registrar finds any blank item(s) which is necessary on the death or stillbirth certificate, the Local Deputy State Registrar must notify the Local Registrar of the missing item(s) and must return the certificate to the funeral home representative for completion. (Any time a certificate is rejected by the Local Deputy State Registrar a copy must be made for tracking purposes.) If the representative has the information, the Local Deputy State Registrar may type it on the certificate for the representative. A notation must be made on the back of the certificate indicating the item(s) added and the date it was added.
Note: (Any item(s) in the certifier section must be completed by the certifier.)
Note: A new file copy must be sent to the Local Registrar.
7. If the Local Deputy State Registrar finds any item(s) on a death or stillbirth certificate that appears to be in error, the Local Deputy State Registrar must notify the Local Registrar of the incorrect item(s) and must return the certificate to the funeral home representative with a brief inquiry for correction.
Note: (Any time a certificate is rejected by the Local Deputy State Registrar a copy must be made for tracking purposes.)
Note: The Local Deputy State Registrar must make no attempt to enter correct information unless instructed to do so by the State Registrar or the Field Coordinator acting on behalf of the State Registrar.
Note: A new file copy must be sent to the Local Registrar.
8. If the Local Deputy State Registrar still has the original death or stillbirth certificate and an addition or completion needs to be made after issuing any copies, all previously issued certified copies must be returned to the Local Deputy State Registrar before the addition(s) or completion(s) can be made. If all the certified copies have been returned and the addition or completion has been made by the funeral home representative, the replacement copies may be made at a rate of fourteen (\$14.00) for the first copy of a certificate of death and thirteen dollars (\$13.00) for the first copy of a certificate of stillbirth and two dollars (\$2.00) for each additional replacement copy plus the service fee of the District Health Department. If all previously issued certified copies cannot be returned to the Local Deputy State Registrar, the certificate must be sent immediately to the Bureau of Vital Records and Health Statistics without the addition or completion being made. This item does not pertain to an electronically produced death certificate.
Note: No additional copies are to be made.
Note: The Local Registrar must be notified of the change and a new file copy must be sent to the Local Registrar.
9. No additions or completions to the original death or stillbirth record will be made by the Local Deputy State Registrar except those described above.
10. A written request from the funeral home for a locally issued certified copy of a certificate of death, unless electronically produced, or a certificate of stillbirth certificate (includes free Veteran's copy) must state that the person obtaining for is authorized to receive a copy of the certificate under [Idaho Code Section 39-270\(b\)](#) and rules promulgated by the Board of Health and Welfare prior to the issuance of the requested certificate. The written request must include, but not limited to, the full name on the certificate, date of death or stillbirth, place of death or stillbirth, number of copies requested, signature of the requestor, relationship of requestor to deceased or stillborn infant, and address of the requestor. (If requested by funeral home staff, the request must include the name of the person the certified copy is being requested on behalf of and their relationship to the deceased.) (If not requested by funeral home staff, the requestor must present their identification such as a driver's license.)

11. The funeral homes may order certified copies of death and stillbirth certificates on behalf of the following persons:
 - Spouse - (does not include ex-spouse)
 - Children - (does not include step)
 - Parents - (does not include step)
 - Grandparents - (does not include step)
 - Grandchildren - (does not include step)
 - Siblings - (includes half) (does not include step)
 - Legal guardian of the deceased or of the next of kin - (with guardianship papers)
 - Administrator, executor or personal representative of decedent's estate
 - Legal representative - (attorney for person listed above)

Certified copies may not be released to aunts, uncles, cousins, nieces, or nephews unless they are the next of kin (nearest degree of kinship) or are appointed to represent the decedent's estate. (The request must state their family relationship status or their legal relationship status.)

In-laws are not considered to be immediate family and cannot obtain copies.

Any request made by a person for claiming personal property rights must be referred to the Bureau of Vital Records and Health Statistics.

Note: *Power of Attorney (all types) does not qualify the person holding the power of attorney for the deceased to obtain certified copies of the death certificate.*

Note: *Please call the Bureau of Vital Records and Health Statistics if you have any questions about who may request a copy.*

12. Original certificates and electronically produced copies must be secured at all times after receipt by the Local Deputy State Registrar. The certification stamp, "Copy for Veterans Benefits Use Only" stamp, state seal, and paper products for certified copies must also be locked up in a secure area when not in use.
13. Certified copies must be issued only on safety paper approved and supplied by the State Registrar. No other copies will be made, except one file copy.

Note: The file copy cannot be used later to make certified copies.
14. If a funeral home is requesting a military or Veteran's copy, the Local Deputy State Registrar must make sure that the deceased was a veteran in the U.S. Armed Forces by checking item 10 on the death certificate; the letter "M" must be written on the front of the certificate in the bottom right-hand corner indicating the Veteran's copy has been issued (each veteran is allotted one free death certificate it should be included as one of the requested copies on the receipt, but only the dollar amount actually charged should be shown). "Copy for Veterans Benefits Use Only" must be stamped on the front of the certified copy.
15. Once the death or stillbirth certificate has been copied onto the certified copy (safety) paper, the copy must be stamped on the back (bottom mid section) with the local issuance stamp. The local issuance stamp is specific to the county where the local issuance site is located and basically states that the copy was issued by the District Health Department prior to filing with the Bureau of Vital Records and Health Statistics. The Local Registration Official making the copy must sign on the line for the Local Vital Statistics Registration official.

Note: (If the body is to be shipped out of country, the Local Deputy State Registrar must be the only person signing on this line.) In addition, the state seal must be affixed in the lower left area of the front of each certified copy.

Note: *Do not put the district stamp on the back or the state seal on the front of the certified copy (blank or complete) until you have determined that it is a good copy.*

16. The Local Deputy State Registrar must inform the Bureau of Vital Records and Health Statistics when copies are issued of any certificate, by date stamping the back of the certificate in the upper right-hand corner and indicating the number of copies issued.
17. If the "cause of death," "manner of death," or "cause of stillbirth" is listed as "pending investigation" and copies have been requested, the funeral home representative must be contacted before copies are made. He or she will indicate whether the copies will be issued "as is," or wait until the "pending" is removed. The funeral home representative may request that only part of the request be completed before the "pending" is removed. The name of the person who was contacted, the date of the contact and the response that was given must be indicated on the request. This procedure will not pertain to electronically produced copies.
Note: (The copies issued as "pending" will not be replaced using the lesser correction replacement fee when the "pending" is removed.)
18. [IDAPA 16.02.8251.01](#) provides for the collection of thirteen dollars (\$13.00) for each certified copy of a death or stillbirth certificate. The District Health Department may, pursuant to [IDAPA 16.02.8251.05.d](#), charge an additional fee above the thirteen dollars (\$13.00) for this expedited service. Thirteen dollars (\$13.00) for each certified copy issued will be sent by the District Health Department to the Bureau of Vital Records and Health Statistics office on a monthly basis. **Idaho Code, Section 39-252 was changed during the last legislative session to raise the fee for each certified copy of a certificate of death to fourteen dollars (\$14.00) from the present thirteen dollars (\$13.00).** We plan to update IDAPA 16.02.8251 during the next session. However, when certified copies of a certificate of death are made, a fee of \$14.00 will be collected for each copy and the first replacement copy.
19. The additional service fee as specified in item eighteen (18) above charged over the Vital Statistics amount for each certificate issued will be retained by the District Health Department.
20. Monthly running accounts for District Health Department-approved funeral homes may be established. A check for the amount of the certified copies provided to each approved funeral home must be given to the District Health Department by the end of each month.

SPECIAL REPORTING

1. On a monthly basis, in addition to the Local Registrar's Monthly Summary Report, the Local Deputy State Registrar must send to the Bureau of Vital Records and Health Statistics by the fifteenth (15th) of the following month a report with the following information:

Month/Year _____	County _____	Registrar _____			
Funeral	Number	Date	Date(s)	County	
<u>Name on Certificate</u>	<u>of Copies</u>	<u>Filed</u>	<u>Copy(ies) Issued</u>	<u>of _____</u>	<u>Death</u>
<u>Home</u>					

Note: This report may be by funeral home rather than a composite of all requests.

2. The Local Deputy State Registrar must also report the following information to the Bureau of Vital Records and Health Statistics by the fourth (4th) of the following month by email using the registration email address provided by the Bureau of Vital Records and Health Statistics or fax:

- a. Total number of all copies made* _____
- b. Total number of regular death copies made _____
- c. Total number of regular stillbirth copies made _____
- d. Total number of VA death copies made _____
- e. Total number of VA stillbirth copies made _____
- f. Total number of replacement death copies made _____
- g. Total number of replacement stillbirth copies made _____
- h. Total # of replacement death copies made at regular price _____
- i. Total # of replacement stillbirth copies made at regular price _____
- j. Total # of replacement death copies made at reduced rate _____
- k. Total # of replacement stillbirth copies made at reduced rate _____
- l. Total # of replacement copies made at no charge _____
- m. Total amount received for all copies** _____
- n. Total amount received for regular death copies (\$14.00)** _____
- o. Total amount received for regular stillbirth copies (\$13.00)** _____
- p. Total amount received for replacement death copies at regular price (\$14.00)** _____
- q. Total amount received for replacement stillbirth copies at regular price (\$13.00)** _____
- r. Total amount received for replacement death copies at reduced rate (\$2.00)** _____
- s. Total amount received for replacement stillbirth copies at reduced rate (\$2.00)** _____

****Total number of copies includes every copy made except discards.***

*****Total amount received or billed***

Note: These additional items, listed in item two (2), must be a composite of all requests rather than by funeral home.

- 3. The Local Deputy State Registrar must send the Bureau of Vital Records and Health Statistics by the fifteenth (15th) of the following month all soiled or ruined copies of safety paper by certified mail. Put void or large "x" or some other mark to indicate on each sheet that it has been ruined. A returned receipt is not required unless it is needed for the district files.
- 4. At the same time that the soiled/ruined sheets are sent to the Bureau of Vital Records and Health Statistics, an email must be send to the registration email address

provided by the Bureau of Vital Records and Health Statistics which lists all the inventory numbers of the soiled or ruined safety paper sheets.

Note: (An email should be sent even if there are no soiled or ruined sheets from the previous month.) The email should list your county name first in the subject line. As an example, "Your County Name Ruined Sheets for October 2006."

5. Other evaluation data to be collected and submitted to the State Registrar at the end of each calendar month are:
Number and nature of comments received from funeral directors, families, or the public.

DEPOSITING PROCESS

1. The District Health Department will be responsible for maintaining a system for collecting, receipting, depositing and transferring to the Bureau of Vital Records and Health Statistics all Vital Statistics funds due from local issuance of death and stillbirth certificates.
2. The amount collected for each certified copy will be, no less than, (\$14.00) for each certified copy of a certificate of death or thirteen dollars (\$13.00) for each certified copy of a certificate of stillbirth. The District Health Department may charge an additional service fee. Replacement copies may be made at a rate of fourteen (\$14.00) for the first copy of a certificate of death and thirteen dollars (\$13.00) for the first copy of a certificate of stillbirth and two dollars (\$2.00) for each subsequent copy plus the District Health Department's service fee. (All originally issued copies must be returned prior to issuance of replacement copies.)
3. All receipts for funds received will be written on pre-numbered District Health Department receipts. Receipts will be a minimum of original and one duplicate. The original receipt will be issued to the customer; the duplicate will be retained by the District Health Department for audit purposes.
4. Of the fee amount for each certified copy, (\$14.00) for each certified copy of a certificate of death or thirteen dollars (\$13.00) for each certified copy of a certificate of stillbirth will be sent to the Bureau of Vital Records and Health Statistics, and the service fee will be retained by the District Health Department. Of the fee amount for replacement copies, fourteen (\$14.00) for the first copy of a certificate of death, thirteen dollars (\$13.00) for the first copy of a certificate of stillbirth, and two dollars (\$2.00) for each subsequent copy will be sent to the Bureau of Vital Records and Health Statistics, the service fee will be retained by the District Health Department.
5. The Vital Statistics monies owed from the **previous month** for certified copy issuance must be properly forwarded by the District Health Department to the Bureau of Vital Records and Health Statistics **monthly** by the 15th day after the end of the month.
6. If a check is forwarded monthly to the Bureau of Vital Records and Health Statistics to account for the monies, it will be sent to the following address:

Jennifer Hein
Division of Health
Bureau of Vital Records and Health Statistics
P.O. Box 83720
Boise, ID 83720-0036

7. If the monies are electronically transferred monthly to the Bureau of Vital Records and Health Statistics, the invoice description on the transfer should read, "Death certificates or DC's - District #".

8. An email must be sent to the Field Coordinator at the registration email address provided by Vital Statistics to notify Vital Statistics of the transfer whether by check or electronically: The email will include, at least, the following:

a. District making transfer _____

b. Total amount transferring/sending at this time* _____

c. Total amount received for death copies including replacement copies at \$14.00 rate _____

d. Total number of death copies including replacements copies made at \$14.00 rate _____

e. Total amount received for stillbirth copies at \$13.00 rate _____

f. Total number of stillbirth copies made at \$13.00 rate _____

g. Total amount received for death copies at replacement rate of \$2.00 _____

h. Total number of death copies made at replacement rate of \$2.00 _____

i. Total amount received for stillbirth copies at replacement rate of \$2.00 _____

j. Total number of stillbirth copies made at replacement rate of \$2.00 _____

k. Total amount received for all certificate copies less district's* service charge amount _____

*** Note: Items b and k above should be equal**