

GENERAL INFORMATION FOR LOCAL REGISTRARS

I. INTRODUCTION TO HANDBOOK

A. Purpose

The purpose of this website is to provide local registration staff with reference material containing instructions and information about the responsibilities of a Local Registrar of Vital Statistics in Idaho. Several Local Registrars have extensive knowledge of these procedures as a result of several years of service as local registration officials. However, this material will serve as a reference in working with the Idaho certificates of live birth, death, and stillbirth, and with the Idaho Vital Statistics Act ([Title 39, §240-278 of Idaho Code](#)) and current Idaho Department of Health and Welfare rules ([IDAPA 16.02.08](#)). New registrars and assistants should find this website especially valuable.

This information was developed by the **Bureau of Vital Records and Health Statistics (Vital Statistics)**. The materials used on this website were obtained from several sources, including: the Division of Vital Statistics of the National Center for Health Statistics; and Montana, Missouri, and California state vital records publications.

This website should serve as a guide and reference to solve problems that may arise. It is not intended to be an exhaustive resource for all possible problems. Any problem that cannot be solved by referencing these instructions should be directed immediately to **Vital Statistics**. The telephone number is (208)334-5984; the FAX number is (208)334-0685 and the mailing address is 450 West State St., 1st Floor, P.O. Box 83720, Boise, Idaho, 83720-0036. **The general public should use telephone number (208)334-5988 (recording).**

B. Contents

We anticipate updating and/or correcting portions of this website as necessary. This material is organized into separate sections by type of event in order to present all pertinent information regarding each certificate individually.

For each type of certificate, general information is given on the filing requirements, the purpose of registration, and peculiarities specific to each event. Following the general information are Vital Statistics procedures, suggested review and screening guidelines, certificate completion instructions, and transmittal procedures.

Also included on this website, among other things, is a sample or copy of each certificate, the "Vital Statistics Act" (Idaho Code along with the most recent revision of the applicable Department of Health and Welfare Rules), information on obtaining records in other states, and a current list of the Local Registrars in this state. Updated versions will be provided on-line.

The authority for the development and distribution of this material is found in [Idaho Code, §39-244\(d\)](#), assigning the State Registrar supervisory power over the local registrars. Furthermore, ([IDAPA 16.02.08.151.02.b](#)), from rules promulgated by the State Board of Health and Welfare, states that local registrars shall comply with the instructions of the State Registrar.

A link of the current “Vital Statistics Act” [Idaho Code](#) and [Department of Health and Welfare Rules](#) is provided. If you have any questions, contact Vital Statistics at (208) 334-5984.

II. OVERVIEW OF VITAL RECORDS SYSTEM

A. Purpose

Thousands of birth, death, stillbirth, marriage, and divorce certificates are recorded each year in Idaho. These records and the data on them are used by citizens and organizations alike for a variety of personal, legal, health, and other purposes. In general, the purpose of the Vital Statistics System as it currently exists in the United States and Idaho is fourfold.

First and foremost, the system establishes a permanent record that is legally recognized as prima facie evidence of the facts stated therein for each birth, death, stillbirth, marriage, and divorce or annulment occurring in Idaho.

Secondly, the Vital Statistics System provides information from the records to serve the personal needs of individuals such as obtaining admission to school, securing passports, applying for Social Security benefits, obtaining insurance benefits, and so on.

A third function of the registration system is to provide a means of studying health problems and evaluating health programs.

Finally, the system provides statistical (non-identifying) information from the records to business, government, education, and research organizations for such uses as market research and population estimation.

In a variety of ways, the information is important in the planning and operation of health programs, social welfare, education, and other activities essential to the well-being of the citizens of Idaho. Behind the original certificates and the derived vital statistics is a network of local, state, and federal entities. Your role as the local registration official will be discussed throughout this material. The roles played by the state and federal entities are briefly summarized here.

B. Role of Idaho Vital Statistics

Vital Statistics is responsible for the maintenance of the centralized registration system for vital events in this state. From 1907 through mid-1911, births and deaths occurring in Idaho were recorded at the county level in the County Records Office. The centralization of the registration system for births and deaths in July 1911 ensured that, from that time on, a central file was kept so that a single source could be contacted for copies of those documents.

A record for any Idaho birth that has never been registered at Vital Statistics, even if it was registered at the county level, may be established in Vital Statistics by having a "Delayed Certificate of Birth" filed. See, [Idaho Code §39-267](#) "Delayed Registration," [§39-278](#) Procedure for Delayed Registration or Amendment of Vital Records, and [\(IDAPA 16.02.08.650\)](#) for more information.

Similarly, in 1947, the centralization of marriage and divorce records was achieved. Records of marriages and divorces occurring before May 1947 are filed in the County Clerks/Recorders Offices. Since May 1947, all original certificates (or records) of marriages and divorces have been transmitted to **Vital Statistics**, where they are indexed and filed as permanent records.

As the centralized source of vital records, only **Vital Statistics** may legally make and distribute copies of any of the certificates in its files. The Local Registrar may only make one (1) copy of each original certificate of birth, death, or stillbirth that is presented to them for filing, to retain in their file for a period of three years. The only exception being that Local Registrars, in offices where local issuance is provided, may make certified copies of death and stillbirth certificates while the original paper certificate is in their possession (no more than five (5) working days), or upon receipt of notification from Vital Statistics of a local issuance copy request for an electronically filed death certificate (no more than seven (7) working days).

The fee Schedule for a certified copy of a certificate from **Vital Statistics** is provided under [Fee Schedule](#). Appropriate and identifying information is required before a requester may receive a copy of any certificate. Requests must be made in writing, specifying the certificate desired (including proper identifying information) and must be accompanied by the per copy fee and ID of the requester. [Special Forms](#) contains copies of the current applications for requesting certified copies of birth, death, stillbirth, marriage and divorce certificates. These applications contain the minimum requirements for ordering copies. Requests for certified copies of certificates may also be made online using credit card payment. [Vital Records](#) provides ordering information.

Other responsibilities of **Vital Statistics** include, but are not limited to: supplying materials necessary to the registration system; aggregating and reporting statistics to public health officials, researchers, and other requesters; verifying the accuracy and controlling the quality of the certificates received from the Local Registrars; and maintaining correspondence with the National Vital Statistics Office.

C. Role of the Federal Government

The role of the federal entity, the Division of Vital Statistics of the National Center for Health Statistics (NCHS) within the registration system, is basically one of support to the state registration systems. Activities in which the NCHS participates in the registration system include:

1. Promoting nationally uniform vital statistics registration laws, practices, and certificate forms through various associations, committees, and conferences.
2. Procuring microfilm transcripts or data tapes of birth, death, stillbirth, marriage,

and divorce records from State Registrars for the preparation of national vital statistics.

3. Preparing statistical information for the nation and individual states for use by government agencies and others interested in vital statistics data.
4. Providing consultation upon request to states on matters regarding vital statistics.

III. OVERVIEW OF LOCAL REGISTRATION SYSTEM

A. Role of the Local Deputy State Registrar and Local Registrar

As a Local Deputy State Registrar, Local Registrar or Assistant Local Registrar, you are a representative of the Idaho Department of Health and Welfare. As such, you participate in the total program of health in Idaho, and you play a very important role in gathering certain basic medical data used by health professionals to plan and evaluate important health programs. Additionally, the recording of the facts about births and deaths is important in other areas as legal proof of age, citizenship, and rights to certain benefits and properties. Registration of vital events in Idaho must be complete, accurate, and timely; through your efforts and the efforts of other Local Registrars in the state, we hope to maintain a high standard of quality.

If you are to secure accurate and prompt registration, you will need the cooperation of hospital personnel, morticians, coroners, doctors, and other people in your community. You must be able to explain the purpose and details of the registration system--a person who understands the importance of vital event registration will be more cooperative. It is not enough simply to say, "The law requires it." Often, making reference to the law simply stirs up antagonisms and defeats your purpose. Try instead to answer as completely as possible any questions that others may pose to you; if you have any doubts about the answers, contact **Vital Statistics** at (208) 334-5984. However, if reason will not prevail, stating the requirements of the law is sometimes necessary.

At all times, strive to maintain open and efficient working relationships with the persons who file certificates. Exercise patience, but be assertive when necessary, such as in the case of chronic late filings of certificates.

The Local Deputy State Registrar, Local Registrar and Assistant Local Registrar must also understand the statutes and rules governing vital statistics in Idaho. Since the Local Registrar, along with the Local Deputy State Registrar, is the Vital Statistics representative in the county, cooperation, respect, and confidence are important in dealing with the persons who provide the data and are responsible for filing records.

B. Qualifications and Removal

The minimum qualifications necessary to be appointed Local Deputy State Registrar, Local Registrar or Assistant Local Registrar are that he or she:

- Be sufficiently mature and responsible for carrying out the duties of the office;
- Be physically able to perform the duties of the office;
- Be able to read, to comprehend what is read, and to write legibly; and
- Reside in the registration district and be readily accessible.

The Local Deputy state Registrar, Local Registrar or Assistant Local Registrar may be removed from office for the following:

- If a Local Deputy State Registrar, Local Registrar, or Assistant Local Registrar is no longer eligible for office by reason of not meeting all qualifications as listed in the regulations or in the contract, the Local Deputy State Registrar, Local Registrar, or Assistant Local Registrar may be removed from office upon written notification by the State Registrar.
- When any Local Deputy State Registrar, Local Registrar, or Assistant Local Registrar fails or neglects to perform any of the duties imposed by law, regulation or by the instructions of the State Registrar, the Local Deputy State Registrar, Local Registrar, or Assistant Local Registrar may be summarily removed from office by the State Registrar.
- When a Local Deputy State Registrar, Local Registrar, or Assistant Local Registrar requests to be removed for personal reasons.
- When the District Director deletes the Vital Statistics function as a local public health service.
- (The State Registrar in consultation with the District Director may terminate, for cause, the services of Registration staff who work for the district health departments.)

C. Health Districts

The Local Deputy State Registrars must be employees of the district health departments.

All registration sites designated for providing local issuance of death and stillbirth certificates will be located in a district health department office with a Local Deputy State Registrar.

It is the policy of the Department of Health and Welfare to replace retiring or vacant Local Registrar positions with employees of the district health departments. In those registration districts which do not have district health department offices or satellite clinics, appointments of others as Local Registrars will continue to be made.

PLEASE CONTACT VITAL STATISTICS AT (208) 334-5984 PRIOR TO VACANCY.

IV. GENERAL INSTRUCTIONS

A. Appointment of Local Deputy State Registrars, Local Registrars and Assistant Local Registrars

Local Registrars and Assistant Local Registrars are appointed for each registration district by the State Registrar of Vital Statistics. Local Registrars and Assistant Local Registrars will be appointed as Local Deputy State Registrars only in those registration districts that are located in district health department offices and designated as local issuance sites. A Certificate of Appointment as a [Local Deputy State Registrar](#), [Local Registrar](#) or [Assistant Local Registrar](#) is sent (in duplicate) to the appointee by the State Registrar. The appointee signs the acceptance portion of the certificates before a notary public and returns one notarized original to Vital Statistics. The second notarized original should be retained by the appointee for their

files. **New appointment forms must be completed in the event of a name change (i.e. marriage, divorce).**

WRITTEN NOTICE IS REQUESTED AT LEAST TWO WEEKS IN ADVANCE IN THE EVENT OF A LOCAL DEPUTY STATE REGISTRAR, LOCAL REGISTRAR OR ASSISTANT LOCAL REGISTRAR'S RESIGNATION OF APPOINTMENT.

B. Contracts: Local Deputy State Registrar, Local Registrar and Assistant Local Registrar

The State Registrar shall contract for the services of a Local Registration Staff. The contract is for a maximum of two years (Indian Reservations have no expiration dates). The first contracts were drawn up in 1984. **All appointees should read the contract before signing their Certificate of Appointment.**

In areas where the District Health Departments are responsible for the registration system, the contracts will be between the Department of Health and Welfare (State Registrar of Vital Statistics) and the appropriate District Health Department (District Director). (The Local Deputy State Registrars, Local Registrars and Assistant Local Registrars should read the contract but do not sign the contract.) In other areas, the contracts will be directly negotiated with the appropriate, private, Local Registrar. **(The Assistant Local Registrars should read the contract but do not sign the contract.)**

The contract establishes and clarifies the relationship between the duties of the State Registrar and the **Director of the District Health Department** or the **tribal leadership** for the Vital Statistics-related services of the Local Deputy State Registrars and Local Registrars and Assistants. All Local Deputy State Registrars work for the district health department, Local Registrars and assistants work for the district health department or the reservation tribal office and must sign individual appointment and confidentiality forms before beginning their registration duties.

The contract describes the responsibilities of the Local Registrar and Assistant Local Registrar in registration of births, deaths, and stillbirths that occur in his or her district, and the responsibilities of the State Registrar to provide all necessary materials and technical assistance to the Local Registrar and Assistant Local Registrar.

The contract also clarifies termination and removal of the Local Registrar or Assistant Local Registrar from office. When the Local Registrar or Assistant Local Registrar is no longer eligible for office or fails to perform any of the duties imposed by law, then the contract will be terminated.

The Appendix, "Procedures," of the contract, may be amended by mutual agreement during the course of the contract.

C. Obtaining Possession of Local Records

Upon assuming the office of Local Registrar, your first duty is to obtain all originals and copies of birth, death, and stillbirth certificates in the possession of the former Local Registrar. All safety paper, seal, (if local issuance location), blank certificates, 24 hour reports, log books, handbooks, records, forms, supplies, and

correspondence pertaining to the office should also be obtained from the former registrar.

The materials (blank certificates, 24 hour reports, logs, correspondence, and so on) are to be kept in the possession of the Local Registrar for the duration of his or her appointment. These documents are important official and confidential records that must be kept in a locked file. All supplies provided by Vital statistics for certificate registration purposes also must be kept in a locked file where they accessible only to Vital Statistics' registration staff.

Copies of certificates, 24 hour reports and correspondence that are no longer pertinent may be destroyed by burning or shredding when they are over three (3) years old.

Upon retirement from office for any cause whatsoever, the Local Registrar should turn over to the successor all forms, log books, handbooks, safety paper (if local issuance location), seal, blank certificates, 24 hour reports, records, original certificates and copies, and all other materials pertaining to vital event registration in the outgoing Local Registrar's possession.

D. Supplies

Supplies pertaining to vital event registration will be provided by **Vital Statistics** upon request. Adequate supplies of all materials necessary to registration should be kept on hand at all times. A three-month supply of all certificates, report forms, and other registration forms is recommended. A smaller supply may be adequate if the hospitals and morticians in your registration district order their supplies directly from **Vital Statistics**. Use the [Monthly Summary Report Form](#) as needed to order supplies.

Blank certificates and forms other than those supplied or approved by **Vital Statistics** may not be used for registration purposes. The certificates and forms supplied by Vital Statistics include:

- Certificate of Live Birth
- Certificate of Death (multi part)
- Certificate of Death - single sheet with back printed with laws and rules
- Certificate of Stillbirth (multi part)
- Certificate of Live Birth--Foundling
- Certificate Request form for certified copy of:
 - --all events
 - --all events (Spanish)
 - --Death Certificate (Local Issuance)
 - --Death Certificate (Expedited Billing)
- Acknowledgment of Paternity Affidavit
- Acknowledgment of Paternity Affidavit (Spanish)
- Acknowledgment of Paternity and Subsequent Marriage Affidavit
- Acknowledgment of Paternity and Subsequent Marriage Affidavit (Spanish)
- Postage-paid envelope
- Voluntary Adoption Registry Form
- Registration of Notice of Commencement of Paternity Proceedings Form

- Local Registrar Transmittal Report Form
- Monthly Summary Report Form - (Supply Order Form)
- Safety Paper - (Local Issuance Sites Only)
- Affidavit to Correct or Amend an Original Certificate

Examples of these forms and certificates are included in the Special Forms section of this website.

The above list does not include all forms available from Vital Statistics.

E. Reports by Local Registrars and Local Deputy State Registrars

Properly completed certificates of birth, death, and stillbirth should be forwarded to **Vital Statistics** as soon as they are received along with a transmittal form. (Local issuance sites *may* hold death and stillbirth certificates up to five (5) working days.)

A **Transmittal Report Form** must be enclosed for each type of certificate shipped. This report form identifies the Local Registrar, county and number of transmitted certificates. **Births, deaths and stillbirths must be listed on separate transmittal forms.** (Events from different years must also be listed on separate transmittal forms.) The Transmittal Report Form appears in the [Special Forms](#) Section. It is set up for you as a set of four that you can print, separate and use as needed. *If a death or stillbirth certificate is sent to another office for local issuance, a Transmittal Report Form must be sent with the certificate.*

The **Monthly Summary Report Form** must be submitted by the Local Registrar by the **fifteenth (15th)** of the following month to the State Registrar. This report must include a listing of all certificates (birth, death, and stillbirth) sent to **Vital Statistics** during the past month (count by the date entered on the Transmittal Report Form not the date the certificate was signed) and may include requests for supplies, violation reports, and any other written matter the State Registrar may request. This report may also contain the fact that no birth, death, or stillbirth certificates were filed in a given month. **Failure to complete these reports may constitute grounds for dismissal.** This form is found in the [Special Forms](#) Section or it can be submitted electronically by clicking on the [monthly summary report and order form](#) link on the top right corner of this site.

A **Semiannual Report** must be submitted biannually to the State Registrar on a form supplied by the State Registrar. This report form will be sent to the Local Registrar at the end of June for the first half of each year and at the end of December for the second half of each year. The Semiannual Report certificate totals are compared with each of the Monthly Summary Report Forms submitted to the State Registrar during that six month period to verify those totals for issuance of a payment voucher. On a monthly basis, the Local Deputy State Registrar must submit to **Vital Statistics two (2) local issuance reports.** The first report, due by the **fourth (4th)** of the following month is a report of copies issued and monies due. The second report, due by the **fifteenth (15th)** of the following month is a report of certificates from which local issuance copies have been made. A listing of the specific information that must be provided in these reports is found in the *Procedures for Local Certification and Issuance of Death and Stillbirth Certificates* in the [Procedures for Local Certification & Issuance Section.](#)

F. Processing Certificates

Upon receipt of a certificate of live birth, death, or stillbirth, the Local Registrar should screen the certificate for errors and omissions. If any errors or omissions are found, the Local Registrar should query the source of the certificate for correction or completion. If necessary, the certificate should be returned to the source for correction. Instructions on reviewing and screening the certificates follow in the chapters on birth, death, and stillbirth registration.

If the certificate is complete and acceptable, the Local Registrar should assign a Local Registration Number and enter that number in the space provided in the upper right-hand corner, sign, and date the certificate; no stamps or facsimile signatures are acceptable. **The first certificate received for a birth, death, or stillbirth occurring in a new calendar year should be certificate number one (1). Events occurring in the previous calendar year, but registered in the current year, should be numbered with the previous year's certificates.**

All completed original certificates should be forwarded to **Vital Statistics** as soon as they are received. Local issuance sites *may* hold, *when requested*, death and stillbirth certificates up to (no more than) five (5) working days.

G. Disinterment Permits

No body or stillborn fetus shall be disinterred within the State of Idaho except upon a permit granted by the State Registrar of **Vital Statistics**.

A permit is required when a body is to be moved or removed for any reason or circumstance whether the body is being moved only a short distance without being removed from the plot or being removed from the plot temporarily or permanently.

Application must be made by the person or persons having the highest authority under the provisions of [§ 54-1142, Idaho Code](#) and must include the signature of the mortician to **Vital Statistics** for a disinterment permit prior to disinterring a body. Applications may also be made by any person authorized under [Idaho Code §39-269](#), to request a special disinterment permit for legal purposes. An Idaho court may issue an order directing such disinterment; a court certified copy of the order must be provided to the State Registrar for a permit to be issued.

There is **no fee** charged for the permit. The [Disinterment Application](#) is found in the [Special Forms](#) Section. This form has the legal requirements printed on the back.

Note: Since cremation (for Vital Statistics purposes) is considered to be final disposition, a permit is not required and will not be issued for the disinterment of cremated remains.

H. Confidentiality of Records

The importance of maintaining strict confidentiality of these records cannot be overemphasized. As the Local Registrar, you are to ensure the security of your records by keeping them in a **safe, locked place in your office where you are responsible for them.**

The birth, death, and stillbirth certificate information is strictly confidential and cannot be discussed or shared with coworkers or others who are not a part of the filing of that record or who are not Vital Statistics' office or registration staff. Also, all materials associated with registering the certificates and making of certified copies of the certificates, along with the certificates themselves, must be kept locked in a secure location accessible only to Vital Statistics' registration staff.

Local issuance sites must have a written request and verify direct and tangible interest of the requestor prior to issuing any certified copies of death or stillbirth certificates. All other requests for copies or for information from these legal documents should be referred to **Vital Statistics**. An exception to this rule is the release of numerical data, e.g., the number of births occurring in your district, etc.

Each Local Registrar and each Assistant Local Registrar must read and sign a [Statement of Confidentiality](#) with attached [disclosure law](#). This statement will be sent to each new appointee with their appointment forms. A copy of the signed statement should be kept and the original signed form must be returned to **Vital Statistics**.

I. Contacting Vital Statistics

Any question or problem that arises concerning your duties or responsibilities as Local Registrar should be referred to **Vital Statistics**. Rely on past experience only if the same, exact situation or facts are presented to you; otherwise, do not guess what the correct answer or procedure is--contact **Vital Statistics**. The telephone number is (208) 334-5984 for death questions, (208) 334-5983 for birth questions, (208) 334-5984 to reach the registration supervisor, or (208) 334-5986 to reach a field coordinator; the FAX number is (208) 334-0685.

Any public inquiries, other than simple ordering procedures, regarding births, deaths, and stillbirths by mail, telephone, or in person are to be referred to **Vital Statistics**, P.O. Box 83720, Boise, Idaho 83720-0036. The telephone number (this is recording) for ordering instructions is (208) 334-5988. A customer service representative may be reached using this number. Information and ordering instructions may also be obtained by visiting our website at www.vitalrecords.dhw.idaho.gov.

Copies of the certificate request form for certified copies in the Special Forms section may be given out. (*We will provide a supply of certificate request forms to distribute upon request.*) The credit card Online/Faxed order information [Instructions for Online/Faxed Orders](#) using credit cards are available on-line.

J. Responsibilities and Duties of the Local Deputy State Registrar

The Local Deputy State Registrar will serve as the State Registrar's representative in the District Health Department to perform the following duties:

- Must serve as the State Registrar's lead administrative registrar in the District Health Department, with the concurrence of the District Director;
- May provide for ongoing training for Local Registrars and assistants in the District Health Department as needed;

- Must comply with the provisions of the Vital Statistics Act and rules promulgated by the State Board of Health and Welfare for registering death, stillbirth, and live birth certificates.
- The Local Deputy State Registrar must follow all instructions of the State Registrar or the Field Coordinator, acting on behalf of the State Registrar.
- The Local Deputy State Registrar must report to the State Registrar or the Field Coordinator, acting on behalf of the State Registrar, any violations of same by other system participants;
- Must follow procedural protocol for local issuance of death and stillbirth certificates established by the State Registrar and attached to the contract as the Appendix (see [Procedures for Local Certification and Issuance](#) section). Any variation to the protocol must first be approved by telephone consultation with the State Registrar or the Field Coordinator, acting on behalf of the State Registrar;
- Must make sure that the certification stamp, "Copy for Veterans Benefits Use Only" stamp, paper products for certified copies, other supplies provided by **Vital Statistics** and all supplies listed under "Responsibilities and Duties of the Local Registrar" are **locked** up in a file cabinet designated for **Vital Statistics** use only.
- The Local Deputy State Registrar and Local Registrar will have keys to the file cabinet. At the district's option, the assistant(s) may have a key. One extra key may also be located in the district's administrative office. **No one else will have keys or have access to the file cabinet;**
- Must attend local or regional Vital Statistics workshops or other training as provided or required by **Vital Statistics**;
- Must establish good working relationships with participants in the registration system (physicians, physician assistants, advanced practice professional, nurses, coroners, hospital staff, morticians and other funeral facility staff);
- Must affix his or her signature to certified copies of death and stillbirth certificates or to a letter when a "live" signature is needed to transport the dead human remains;
- Must make sure that all monies due from local issuance of death and stillbirth certificates under the contract are properly forwarded by the District Health Department to **Vital Statistics** as stated in [Procedures for Local Certification and Issuance](#);
- Must serve as a Local Registrar or Assistant Local Registrar of a county within the District Health Department if so appointed by the State Registrar;

- May perform other **Vital Statistics** related duties imposed by the [Idaho Code](#), rules promulgated by the State Board of Health and Welfare, or assigned by the State Registrar or the Field Coordinator, acting on behalf of the State Registrar, with the concurrence of the District Director.

K. Responsibilities and Duties of the Local Registrar

The Assistant Local Registrar is empowered to act in the place of the Local Registrar and while serving, all certificates, reports, and permits should be signed with "Assistant Local Registrar" or "Assistant" following his or her signature. **(Examples: Jane Doe, Assistant Local Registrar or Jane Doe, Assistant)**

In the case of the death or resignation of the Local Registrar, the Assistant Local Registrar should immediately notify the State Registrar and, pending the appointment of a successor, the Assistant Local Registrar shall act as Local Registrar. While acting in this capacity, the Assistant Local Registrar should sign all certificates, permits, and reports with "Acting Registrar" following his or her signature. **(Example: Jane Doe, Acting Registrar)**

The Local Registrar or designated assistant(s), if any, will perform the following duties:

- Must obtain a completed certificate for each death, stillbirth, and live birth that occurs in the registration district and that is required to be routed through them; and make sure that a 24 hour report of death is filed for every death and stillbirth in the registration district;
- Must register each 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;
- *Note: The birth certificate is no longer (as of 2004) signed or numbered by the Local Registrar.*
- Must screen all certificates thoroughly for errors and omissions. No certificate of death or stillbirth should be sent for certified copy issuance and no certified copies shall be issued until the certificate is acceptable for filing -- all items completed, all minor or obvious errors corrected and all signatures including the mortician, the proper certifier, and the Local Registrar have been obtained.

Note: All (confirmed or suggested) externally caused deaths and stillbirths must be certified by the coroner. If the death was from an external cause, items 32-37 (and items 38a-b if transportation injury) must be completed on the death certificate. All unattended (by a physician, physician assistant, advanced practice professional and nurse) deaths and stillbirths must also be certified by the coroner.

- I. The following list of causes of death or stillbirth requires the signature of the coroner as the certifier (pursuant to [Idaho Code § 39-260](#)) and, in the case of a death, the external causes section (Items #32-37 and 38a-b if transportation injury) to be completed:

- Abrasion
- Aspiration (except when stated to be due to a disease)
- Accident
- Bruise
- Burns
- Choking
- Concussion
- Contusion
- Crushing
- Cut
- Exposure
- Found dead without seeing a physician, p.a. or a p.n. during last illness
- Fractures (except those specified to be spontaneous, pathologic, or due to a disease condition such as osteomalacia, osteoporosis, etc.)
- Hanging
- Hematoma (see note II below)
- Homicide
- Hypothermia (except when stated to be due to a disease condition)
- Inhalation
- Injury
- Laceration
- Late effects of injury
- Overdose
- Puncture
- Strangulation
- Suffocation
- Suicide
- Toxicity (medications, drugs, alcohol, etc.)
- Trauma
- Wound

- Any external agent as the underlying cause of death or stillbirth such as: sting (e.g., bee),

- Any other external means as cause of death or stillbirth such as bite, anaphylactic shock, etc.

The items on this list are meant to be guidelines, not “hard and fast” rules. If any of the conditions mentioned above are stated to be due to a disease condition, contact Vital Statistics for verification before returning the certificate to the funeral director or sending it to the coroner.

II. When there are questions concerning the validity of certain causes of death or stillbirth, call the Cause of Death Specialist at Vital Statistics at (208) 334-4991.

Examples of questionable causes of death or stillbirth are:

- Hematoma (usually indicates a trauma; if natural the terminology used is usually hemorrhage.)
- Pneumonia with mention of a fracture, unless fracture is over 28 days old (if no date is given for fracture, it is considered to be recent and thus within 28 days)
- Hip pinning or Hip nailing (often done because of an injury)
- Surgery (some surgeries are done because of injuries; if this is the case, the injury becomes the underlying cause of death, and the coroner must sign the certificate)

Screen the cause of death and stillbirth section; check for any indication of other than natural cause of death or stillbirth. If death or stillbirth certificate must be returned to the coroner, it is not necessary in most cases, to prepare a new certificate.

- Must return the certificate to the appropriate person (i.e., midwife or funeral home representative, etc.) for completion, if any item(s) is blank on the certificate and is necessary. If the appropriate person has the information, the Local Registrar or designated assistant(s), if any, may type it on the certificate for them. **(Any item(s) in the certifier section must be completed by the certifier.);**
- Must contact the appropriate person if any item(s) appears to be in error and, if necessary; return the certificate to them with a brief inquiry for completion or correction. 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;
- Must transmit all certificates of death or stillbirth to the State Registrar within one (1) working day from the date they are received by the Local Registrar or designated assistant(s), if any, as required by rules promulgated by the State Board of Health and Welfare. All certificates of live birth must be transmitted to the State Registrar within five (5) working days from the date they are received by the Local Registrar or designated assistant(s), if any, as required by rules promulgated by the State Board of Health and Welfare. All certificates must be accompanied by a transmittal report form(s). Each kind of certificate must have a separate transmittal;
- Must forward the death or stillbirth certificate, with the Transmittal Report form, if local issuance certified copies have been requested, to the designated Local Deputy State Registrar at the District Health Department's local issuance site(s). If the death or stillbirth certificate is being hand-carried to a local issuance site, it must be placed in a sealed envelope and addressed to the Local Deputy State Registrar for local issuance. (The Local Registrar or designated assistant(s), if any, must call the Local Deputy State Registrar at the local issuance site to inform them that a certificate is being hand-carried for local issuance.) If no local copies are requested, the Local Registrar or designated assistant(s), if any, will follow normal procedures and send the certificate directly to Vital Statistics;
- Must comply with the provisions of the Vital Statistics Act and rules promulgated by the State Board of Health and Welfare for registering death, stillbirth, and live birth certificates. The Local Registrar or designated assistant(s), if any, must also follow all instructions of the State Registrar or the Field Coordinator, acting on behalf of the State Registrar;
- Must establish and maintain office hours based on the volume of certificates processed. The State Registrar or the Field Coordinator, acting on behalf of the State Registrar, shall work with the Local Registrar or designated assistant(s), if any, to establish these hours and to inform registration system participants of these hours. Any changes in hours must be agreed upon by the State Registrar or the Field Coordinator,

acting on behalf of the State Registrar;

- Must keep information contained on death, stillbirth, and live birth certificates and related documents **confidential**. Copies of certificates and related documents must be retained for **three (3) years** after the received date on the certificate or document. When no longer pertinent, these items may be destroyed by burning or shredding when they are over three (3) years old;
- Must make sure that all blank certificates, completed certificates, copies of completed certificates, 24 hour reports, log book of identifying information, if used, and other supplies provided by **Vital Statistics** are **locked** in a file cabinet designated for **Vital Statistics** use only. The **Local Deputy State Registrar** and the **Local Registrar** will have a key to the file cabinet. At the district's option, the **designated assistant(s)**, if any, may also have a key. One extra key may also be located in the district's administrative office. **No one else will have keys or have access to the file cabinet;**
- Must follow up on certificates not filed within the time prescribed by law (**five (5) days**) for death and stillbirth certificates, **fifteen (15) days** for birth certificates). If the birth occurs in a facility doing birth certificates electronically, or the death is being filed by a facility doing death certificate electronically, the **Local Registrar** or **designated assistant(s)**, if any, does not need to follow up unless requested to do so by the **State Registrar** or **Field Coordinator**, acting on behalf of the **State Registrar**;
- Must submit monthly summary reports promptly by the **fifteenth (15th)** of the month along with other information that may be required by the **State Registrar**. Some of the other evaluation data to be collected and submitted to Vital Statistics with the monthly summary reports are:
 - Number and nature of comments received from funeral facility staff, families, or the public
 - Late certificates of death and stillbirth by funeral home
 - Missing 24 hour reports or ones not filed in a timely manner by the funeral home;
 - Must attend local or regional **Vital Statistics** workshops or other training as provided or required by **Vital Statistics**;
 - Must personally fulfill registration duties on a continuous basis. The **Assistant Local Registrar** may serve as an assistant to and/or in the absence of the **Local Registrar**. If the Local Registrar cannot fulfill the duties continuously for two months, then the Local Registrar may be relieved of those duties and a new local Registrar appointed;
 - Must establish good working relationships with participants in the registration system (physicians, physician assistants, advanced practice professional nurses, coroners, hospital and birthing center staff, morticians and other funeral facility staff);

- Must perform other **Vital Statistics** related duties imposed by **Idaho Code**, rules promulgated by the State Board of Health and Welfare, or assigned by the State Registrar or the Field Coordinator, acting on behalf of the State Registrar, with the concurrence of the District Director;
- Must act as the administrative registrar for **Vital Statistics** in their county.
- *Note: This item pertains only to the Local Registrar and not the Assistant Local Registrar(s).*

L. Responsibilities and Duties of the State Registrar

The **State Registrar** will perform the following duties as related to the **Local Deputy State Registrar**:

- Will appoint an employee of the District Health Department as a Local Deputy State Registrar, pursuant to authority of [Idaho Code § 39-247](#), for specific and limited purposes including local issuance of certified copies of death and stillbirth certificates. The person so appointed will have been appointed as a Local Registrar or Assistant Local Registrar in the district health department and nominated or approved by the District Director;
- Will provide one certification stamp to be placed on the back of each locally issued certified copy to the Local Deputy State Registrar for use by the Local Deputy State Registrar;
- Will provide a "Copy For Veterans Benefits Use Only" stamp to be placed on the front of each certified copy issued locally at no charge for Veteran's benefit use to the Local Deputy State Registrar for use by the Local Deputy State Registrar;
- Will provide paper products for certified copies to the Local Deputy State Registrar for use by the Local Deputy State Registrar at no cost to the District Health Department.
- Will provide on-site training to the Local Deputy State Registrar as needed throughout the program. The Field Coordinator may act on behalf of the State Registrar to provide this training.

The **State Registrar** will perform the following duties as related to the **Local Registrar** and/or designated assistant(s), if any:

- Will appoint a person as a **Local Registrar**, pursuant to authority of [Idaho Code § 39-247](#), for collection of death and stillbirth and live birth certificates, to carry out duties incidental to registration within the specific registration district, and to perform other duties as assigned by the **State Registrar** or the Field Coordinator, acting on behalf of the State Registrar. The person so appointed will have been nominated or approved by the **District Director** if that person works for the District Health Department;
- Will appoint a person(s) as an **Assistant Local Registrar(s)**, pursuant to authority of [Idaho Code § 39-247](#), for collection of death and stillbirth and live birth certificates, to carry out duties incidental to registration within the

specific registration district, and to perform other duties as assigned by the State Registrar or the Field Coordinator acting on behalf of the State Registrar. The person(s) so appointed will have been nominated or approved by the **District Director** if that person works for the District Health Department;

- Will provide on-site training to the **Local Registrar** and designated assistant(s), if any, as needed throughout the program. The **Field Coordinator** may act on behalf of the **State Registrar** to provide this training;
- Will provide to the **Local Registrar** and/or designated assistant(s), if any, all necessary forms, postage-paid envelopes, and on-line information to perform registration duties, and have technical assistance available as needed by the **Local Registrar** and/or designated assistant(s), if any;
- Will certify biannually to the Auditors of the various counties the names of the **Local Registrars** and the number of certificates and monthly reports with "no activity" filed by each **Local Registrar** and accepted by the **State Registrar**. ([Idaho Code §§ 39-251 and 39-254](#)). Note: This item pertains only to the **Local Registrar** and not the **Assistant Local Registrar(s)**.

M. Contract Review

District: The **District Director** must ensure that any new **Local Deputy State Registrar, Local Registrar or Assistant Local Registrar** working for the District Health Department review the existing contract before signing their appointment forms. The **District Director** must ensure that all existing **Local Deputy State Registrars, Local Registrars and Assistant Local Registrars** working for the District Health Department review the contract at each contract renewal.

Private: The **Local Registrar** must ensure that any new **Assistant Local Registrar** review the existing contract before signing their appointment forms. The **Local Registrar** must ensure that all existing **Assistant Local Registrar(s)** review the contract at each contract renewal.

N. Termination of the Contract

District: The **State Registrar** or the **District Director**, when the contract is with the District Health Department, will have the right to terminate and revoke the contract at any time for any reason with **thirty (30) days** written notice. The contract with the District Health Department will not terminate when local registration officer changes are made. The **Local Deputy State Registrar(s), and/or Local Registrar(s) and/or Assistant Local Registrar(s)** will be removed from office with thirty (30) days written notice when:

Private: At the discretion of the State Registrar, the contract may be terminated and the Local Registrar and/or Assistant Local Registrar(s) may be removed from office with thirty (30) days written notice when:

- A Local Deputy State Registrar fails to perform any of the specific duties listed in section III-A and the Appendix of the Local Registration Contract; [Procedures for Local Certification and Issuance](#).
- A Local Registrar or Assistant Local Registrar(s) fails to perform any of the specific duties listed in - *Responsibilities and Duties of the Local Registrar* (preceding) (III-B of the district contract, III-A of the private contract);
- A Local Deputy State Registrar, Local Registrar, or Assistant Local Registrar fails or neglects to perform any of the duties imposed by [Idaho Code](#), rules promulgated by the State Board of Health and Welfare, or assigned by the State Registrar or the Field Coordinator, acting on behalf of the State Registrar;
- A Local Deputy State Registrar, Local Registrar, or Assistant Local Registrar requests to be relieved of the position for personal reasons;
- A Local Deputy State Registrar, Local Registrar, or Assistant Local Registrar is no longer eligible for office for any reason;
- The State Registrar in consultation with the District Director determines there is cause to terminate the services of a Local Deputy State Registrar, Local Registrar, or Assistant Local Registrar who works for the District Health Department;
- The District Director finds cause to delete the Vital Statistics function as a local public health service.

O. Acknowledgment

The **State Registrar** will provide no direct reimbursement to any **Local Deputy State Registrar, Local Registrar, Assistant Local Registrar**, or the **District Health Department** under the contract. The parties acknowledge that payments made to the **District Health Department** will only be made by the following entity:

The customer receiving a certified copy of a death or stillbirth certificate issued under the contract, at a local issuance site, will pay the District Health Department the required amount for the locally issued certified copy. Fourteen dollars (\$14.00) for Death Certificates and Thirteen dollars (\$13.00) for Stillbirth Certificates of the amounts charged for each locally issued certified copy will be sent to Vital Statistics according to the procedure defined in [Procedures of Local Certification and Issuance](#); the District's service fee as per [IDAPA 16.02.08.250.05.d](#) must be retained by the District Health Department. Of the amount charged for replacement copies, fourteen dollars (\$14.00) for Death Certificates and thirteen (\$13.00) for Stillbirth Certificates for the first copy and two (\$2.00) for each subsequent copy will be sent to Vital Statistics as per above; any additional service fee will be retained by the District Health Department.

Pursuant to [Idaho Code §39-251](#) and [§39-254](#) and rules promulgated by the State Board of Health and Welfare [IDAPA 16.02.08.250.01](#) and [16.02.08.250.02](#), one dollar (\$1.00) for each certificate filed by a Local Registrar or Assistant Local Registrar and

accepted by the State Registrar and one dollar (\$1.00) for each monthly report of “no activity” reported to the State Registrar shall be paid to the District Health Department by the respective County Treasurer in which the Local Registrar or Assistant Local Registrar is situated.