

Vital Records Review Tool

County: [Click here to enter text.](#)

Dates of review (mm/dd/yyyy): [Click here to enter text.](#)

Administrator: [Click here to enter text.](#)

Reviewer: [Click here to enter text.](#)

Review participants: [Click here to enter text.](#)

Date of report (mm/dd/yyyy): [Click here to enter text.](#)

Criteria for compliance	Compliant			Comments
	Y	N	N/A	
I. General 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 ; ORS 432.033(2) ; OAR 333-011-0205(1) ; IM-2016-06*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
2. County official 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 ; OAR 333-011-0205(1) ; IM-2016-06*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
3. County notifies the state registrar in advance if able when deputy registrar leaves duties in order for former employee to be removed from OVERS. ORS 432.033(2) ; IM-2016-06*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
4. County and deputy registrars maintain current knowledge of vital records law, rules and procedures through attendance at trainings and regular review of newsletters, memorandum, policies and instructions. ORS 432.030(1)(e) ; IM-2016-06*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
5. Staff shall only accept reports filed on a form or in a format prescribed by the state registrar. County-specific vital records forms, including order forms, must be approved by the state vital records office. ORS 432.010(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

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<p>6. Any request for vital records certificates, copies, or data must be referred to the state vital records office for approval unless you are providing paid certified copies to eligible persons as outlined in ORS 432.380 or providing notice to the county clerk for updating voter registration rolls as outlined in ORS 247.570</p> <p>Examples of items to be referred to the state include public record requests; government agency requests for verification; subpoenas; and any requests related to county administrative, public health, mental health, research and planning functions outside the vital records office. ORS 432.030(1)(h); ORS 432.350; ORS 432.380</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
<p>7. If a County Vital Records office intends to close or alter standard hours of service for two or more business days, the county must notify the state registrar, local funeral homes, other key partners and the public in advance or as soon as possible in unexpected events. ORS 432.035; OAR 333-011-0205(1)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
<p>8. Counties consider how they may maintain continuity of operations in the event of an emergency and are making progress in creating plans. Examples of elements to consider include identifying essential services and staff, alternative locations for operations and necessary equipment. These plans are not subject to public disclosure. ORS 432.030(1)(i); ORS 432.035(2)(a)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
II. Requirements for registration of vital records				
<p>9. 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 to catch errors that prevent registration including but not limited to blank cause of death and cases where the manner of the death is something other than “natural”, but the medical examiner has not been notified. ORS 432.035(2)(a); IM-2016-06*</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

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10. The County or Deputy Registrar shall sign and date legally sufficient paper and hybrid reports of death the day they are filed at the county. ORS 432.010(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
11. Staff shall forward original reports of death and death amendment affidavits received at county offices to the state registrar within three business days of the date filed by the county registrar. OAR 333-011-0205(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
12. County staff may maintain a copy of the county registered report of death for a period up to 14 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. After 14 calendar days, the county registered report of death must be shredded. OAR 333-011-0205(3)(a) ; IM-2016-06*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
13. The county clerk shall receive death information for the purpose of removing deceased persons from the county voters' registration rolls within five business days of the county registrar receiving a report of death. Because counties don't receive reports of death on the weekend, sending this report once a week meets the requirement. ORS 247.570	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
14. Staff shall review each death to confirm that the county has received the following: <ul style="list-style-type: none"> • 24-hour Notice of Receipt of Body form (for electronic and hybrid records this will be automatically generated in OVERS) • A complete Final Disposition Authorization permit • A report of death (or identified a registered record in OVERS) <p>If one of these three items is missing or the identification tag numbers don't match on the documents, the county must contact the funeral home or place of disposition. ORS 432.158(2-7); ORS 692.405; IM-2016-06*</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

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III. Requirements for amending vital records				
15. County staff only amend fully paper or hybrid death records if the original report of death is at their office, they are able to type a complete footnote onto the report of death, and they have a legally sufficient affidavit from the funeral director (for personal items 1-39 excluding date of death) or the medical certifier (for medical items 46-66 and date of death). Place of death (29-34) can be amended by either the medical certifier or the funeral director. Signatures cannot be amended. If a County is unsure about whether to approve or reject an amendment request, forward the request to the state for processing. ORS 432.235(1)(2) ; OAR 333-011-0300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
16. County staff may only amend marital status, spouse name, informant and funeral home on a death record if they have signed, legally sufficient affidavit from the funeral director that accompanies the death record when it is delivered to the county for initial filing (prior to registration). If a change to these fields is requested after submitting the death record, it may only be completed if they have a signed, legally sufficient affidavit from the funeral director that indicates that the change is requested due to clerical error. For both, the original record must still be in the county’s possession and they must be able to type a footnote onto the record. All other changes to these fields must be referred to the state vital records office. ORS 432.035(2) ; ORS 432.235 ; OAR 333-011-0300 ; IM-2016-06*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
17. Staff must refer all birth amendment requests to the state. OAR 333-011-0265(2) ; IM-2016-06*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
18. 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. Fees are followed as outlined in OAR 333-011-0340 . OAR 333-011-0340(8-9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

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IV. Requirements for issuing vital records				
19. Counties may only issue certified copies of birth and death records until six months following the date of the event. ORS 432.035(3) ; ORS 432.440	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
20. County staff charge all appropriate fees established by State Vital Records in Oregon. OAR 333-011-0328 ; OAR 333-011-0338 ; OAR 333-011-0340	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
21. County staff shall verify eligibility of customer and process payment for services before conducting a search for records. ORS 432.380(2)(c)(A) ; OAR 333-011-0340(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
22. For every order the county shall require customers to provide a signed order form, documentation of identity (ID) and evidence of eligibility. ORS 432.380(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
23. County staff maintain an electronic record of orders and security paper by entering ALL applications to order certified copies into the Oregon Vital Events Registration System (OVERS). <ul style="list-style-type: none"> • Data entered must include all information from the order form that has a corresponding field in OVERS and the security paper number for each certificate issued. • Orders must be marked complete in OVERS once issued. ORS 432.380(5,14) ; IM-2016-06*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
24. The “short form” without the cause of death information is the only certified copy that the county clerk may use for recording purposes. County vital records offices should assist in helping families determine if this version is needed based on their reason for ordering the record. ORS 432.355	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
25. 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. Do not FAX veteran’s certificates. ORS 432.435(2)(a) ; IM-2016-06*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

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26. County staff shall produce certified copies only on security paper. Do not provide uncertified copies of records. Staff cannot provide working white copies of birth or death records to other agencies, even county programs, without specific permission from the State Registrar. ORS 432.035(2)(a) ; ORS 432.350(1)(a) ; ORS 432.380(13,15) ; IM-2016-06*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
V. Requirements for security and confidentiality				
27. Only the county registrar and deputy registrars shall accept records for filing and issue certified copies of vital records. ORS 432.380(15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
28. County vital records staff are aware that unlawful use of a vital record or report is a class C felony. Examples of unlawful use include making a false statement in a vital records report or application, counterfeiting or unlawfully altering documents with the intent to deceive, and furnishing a record while knowing that it is to be used for the purpose of deception. ORS 432.035(1) ; ORS 432.993	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
29. County and deputy county registrars shall check on the compliance of others and make an immediate report to the state registrar of ongoing noncompliance coming to their notice by observation, upon complaint of a person or otherwise. If a confidentiality breach has occurred, such as a certificate being issued to someone who is ineligible for it, the county must notify the state registrar in addition to following relevant county processes for addressing the breach. ORS 432.035(1) ; ORS 432.035(2)(b-c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

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<p>30. Order forms and supporting documentation must be retained and accessible for inspection for at least three years. As an alternative to keeping paper copies, these documents may be scanned and attached to an order in OVERS where they will be retained electronically for 75 years. If county retention policies are more stringent than this requirement, county policy should be followed.</p> <p>All other vital records documents including Final Disposition Authorization forms should be retained in accordance with county policy.</p> <p>Copies of records, permits and other sensitive materials must be shredded when disposed of. ORS 432.033; ORS 432.380(14,16); IM-2016-06*</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
<p>31. County staff shall safeguard original certificates and security paper supplies at all times. At night or when unattended these items must be secured in a safe, cabinet or drawer that is locked, non-portable and only accessible by vital records staff. ORS 432.035; IM-2016-06*</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

*[IM-2016-06](#) refers to the OHA 9803I Vital Records Review Tool Instructional Memo.