

The Center for Health Statistics would like to share a checklist that may be helpful to you when preparing for the change in vital records fees. The new fee is effective January 1, 2018.

Vital Records Fees Preparation Checklist

- NEW FEES APPROVED:** On January 1, 2018 the next phase of the fee increase will take effect. The change in fee is part of existing rule and does not require another rule update. The fee for the first copy of a vital record will remain the same. The fee for each additional copy will be \$25.00.

Please confirm that the new fee has been approved by your county government entity. Remember that the county must charge the same fee as the state. If the county is not able to implement the new fee amount by January 1, 2018, the county cannot issue additional certified copies. This means that if the county gets an order for six death certificates, only one can be provided until the new fee is in place.

Orders received by mail after January 1, 2018 that are postmarked in 2017 can be at the old fee of \$20.00. Orders received in person or by telephone must have the new fee beginning January 1, 2018.

- FORMS:** County forms, such as for orders for customers use, should be checked and revised as necessary. All state vital records forms will be updated and available by January 1, 2018.
- BROCHURES or PUBLICATIONS:** Make sure any brochures or publications that have the fees listed are updated.
- POLICIES and PROCEDURES:** Update fee amounts that are listed in your policies and procedures.
- WEB PAGES:** Change all web pages with new fee information. Don't forget to check forms that you may have loaded on your websites.
- PHONE MESSAGE SCRIPTS:** Ensure that voice mail messages that contain fee information are updated.
- OVERS ORDER PROCESSING SCREENS and REPORTS:** The state vital records office is working with the OVERS vendor to make sure the new fees are set up for each county.
- BILLING SOFTWARE and REPORTS:** Remember to check your billing software and reporting system and make the appropriate changes.
- STAFF:** Communicate with staff regularly about the fee changes and train staff as needed.