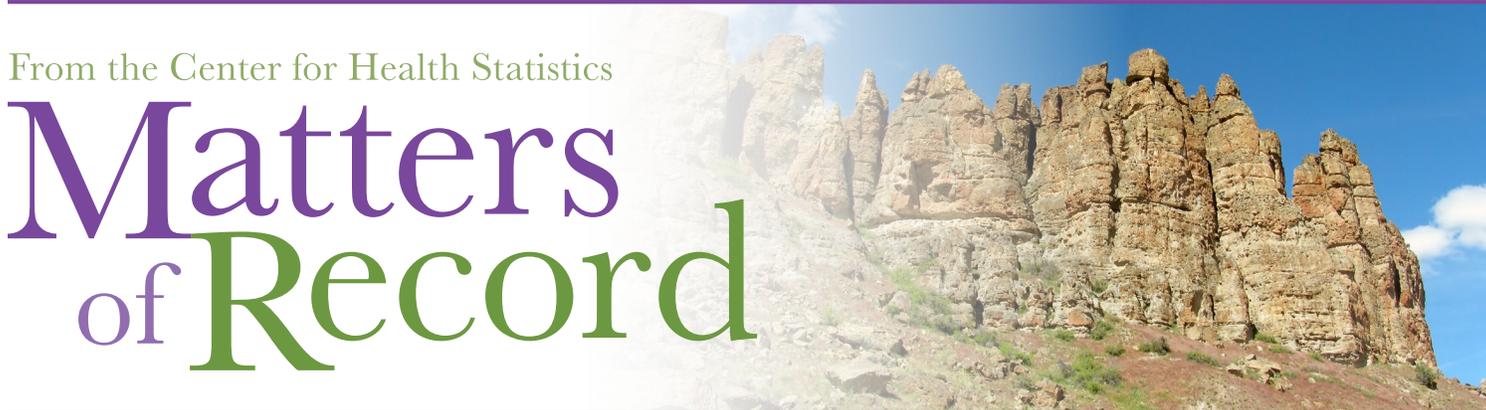


Matters of Record



County Vital Records news December 2017

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Archived articles

Registrar and Deputy Registrar Commissions

Renewals of Registrar and Deputy Registrar commissions are being processed. New commission certificates and a copy of the approved form will be sent to your office by December 31, 2017. Remember that all Registrar and Deputy Registrar Vital Records commissions will expire **December 31, 2017**.

Registrars and Deputies who have **not** sent in their forms will no longer be authorized to register records or issue certified copies of certificates after January 1, 2018, and access to OVERS will be terminated.

If you have not submitted your completed and signed commission forms to us, please do so ASAP. The forms can be found at <http://www.oregon.gov/oha/PH/BIRTHDEATHCERTIFICATES/REGISTERVITALRECORDS/Documents/countyVRenroll.pdf>. Each Registrar and Deputy must complete and hand sign the form. We need a separate form for each Registrar and Deputy Registrar. The County Registrar must approve each Deputy in their county.

Completed forms may be faxed, scanned and sent as an email attachment, or mailed to:

Center for Health Statistics
Attention: Megan Welter

P.O Box 14050

Portland, OR 97293-0050

Megan.L.Welter@state.or.us

Fax: 971-673-1201

Fee Change Reminder

On January 1, 2018 the next phase of the 2016 fee increase will take effect. The fees for the first copy of a vital record will be the same as any additional copies of the record - \$25. Certified copies of long or short form death certificate will be \$25. Remember that the county must charge the same fee as the state.



Click [here](#) for some resources about the change.

The Center for Health Statistics website, forms and OVERS will all reflect the new fees starting January 1, 2018.

If you have any questions, please contact Jennifer Woodward at jennifer.a.woodward@state.or.us.

Make sure you use the correct envelope!

We recently discovered that we had over 70 death records that should have been sent to the Center for Health Statistics for registration. We learned that they were put in the wrong envelope and sent to the US Department of Veterans' Affairs (USDVA) by mistake. The records could not be retrieved from USDVA. All of the death records had to be recreated. This put a burden on the county, funeral homes, families and medical certifiers.

Remember to check the addresses on the 9" x 12" manila business-reply mail envelopes to make sure the correct documents are being sent to the correct place.

- The "US Department of Veterans' Affairs" business-reply mail envelopes are used to send certified records for veteran use only and Applications for Veteran's Affairs burial benefits.
- The "Oregon Health Authority, Public Health Division Center for Health Statistics" business-reply mail envelopes are for death records and other documents you want to send to the state vital records office.

For more information, contact JoAnn Jackson at joann.jackson@state.or.us or at 971-673-1160.

Our website has a new look

Did you know that the state underwent a web migration and our website has a whole new look? If you've ever been to the Center for Health Statistics' website, then you know there is a wealth of information and resources there for our customers and partners. Haven't seen it yet? You might be surprised at how much easier it is to navigate to where you need to go. In this article we'd like to point out some key areas where you can find great resources to assist you in the important work you do.

Our new [main webpage](#) is a landing page for you and our customers with an overview of our services. Check out our new 'News' section, where you'll see links to our new [2018 fees webpage](#), our [info page for House Bill 2673](#), and what changes we're making to the [marriage form](#). From this main page you can navigate to our many other webpages for more information about ordering vital records (including updated [order forms](#)), amendments (find the correct affidavit [here](#)), and even learn more about the [statistics our office provides](#).

Vital Records and Certificates

News

- 2018 Fee Increase
- House Bill 2673: Name and Gender Changes on Birth Certificate
- Changes to Marriage License Form

Our Services

- Ordering vital records
- Changing vital records
- Register vital records

For hospitals, funeral homes, counties, and families filing vital records

- Oregon Vital Events Registration System
- County Information
- Birth
- Death
- Fetal Death
- Marriage

Contact Us

Walk-in hours are 9 AM to 4 PM Monday-Friday. Order by 3:30 PM for same day service. Find our office

Orders Hotline: 888-896-4988
Order online: [www.vitalchek.com](#)
General Information: 971-673-1190
FAX: 971-673-1201
TTY: 711

Find our Office View Staff Directory

About Vital Records

Oregon law requires all vital events such as birth, marriage, divorce, registered domestic partnership, dissolution of registered domestic partnership, fetal death, and death be permanently recorded and registered. These are legal records documenting a vital event.

Certified copies of vital records are required to get social security benefits, a driver's license, passport, and other legal documents.

The Oregon Vital Records office, known as the Center for Health Statistics (CHS), is where to get certified copies of birth certificates, death certificates, and other vital records in Oregon. This process is governed by Oregon Revised Statute and Administrative Rule.

But the area you may want to especially dive into is the [County Information webpage](#). If you didn't know already, our office has an entire webpage dedicated solely to our county vital records partners. Here you can find information to assist you in your duties as County Registrar, Deputy Registrar, or vital records staff who helps issue birth and death certificates. Need to know what to do when you have new or departing staff? Would you like a one-stop-shop for an archive of all our past newsletters (birth, death and county)? Information about trainings and our quarterly webinars? What about handouts (English and Spanish) to provide to customers about replacement fees and what to do when they find an error on a record? Looking for information about what the Triennial Review is? All this and more can be found from your county homepage.

County Vital Records

This page is a clearinghouse for our county vital records partners issuing birth and death records in Oregon.

Key Links

- County Newsletters
- County Training
- County FAQs
- County Triennial Review

On this page

- Vital Records Staff Turnover Instructions
- Vital Records Fees Information
- Newsletter Archives
- Resources & Communication
- Triennial Review Information

Vital Records Staff Turnover Instructions

New Staff

When a new County Registrar or Deputy Registrar joins your team, here are the documents the Center for Health Statistics will need to get them up and running. Your new appointee will not be able to fulfill their duties until these documents are processed. Please complete and fax to:

- A letter to the State Registrar on County letterhead that includes the new Registrar/Deputy Registrar's name and effective date. This letter should come from the County Registrar for new deputies, or the county official making the appointment for a new County Registrar (e.g. the County Public Health Director or the County Registrar's supervisor). A County Registrar may not appoint their self.
- Vital Records Commissions for County Registrar and Deputy Registrar form
- OVERS Registration Application form
- Two forms of ID, including one with a photo (see page 1 of the OVERS Registration Application for a list of acceptable ID)

Please call JoAnn Jackson at 971-673-1160 if you have any questions about these documents or want to track the status of an appointment.

Once the commission is approved and an OVERS account created, they'll be ready to attend our three part vital records training webinar. We also provide a number of training resources online, and our OVERS Help Desk is available weekdays at 971-673-0279.

We hope you take a moment to check out our new site and benefit from the loads of material just waiting for you to discover. If you have any questions or feedback about the site, please contact Karen Hampton at 971-673-1191 or karen.r.hampton@state.or.us.

Barcode Scanners for County Offices

The State uses barcode scanners for intaglio paper; scanners are faster and more accurate, reducing the number of keyed-in errors. To reduce keying errors and save time, we recommend counties invest in a barcode scanner for their own offices. Scanners are plug and play, so there's no need to install separate software to operate them. They are also easy to use; simply pass the barcode under the scanner's red laser and the paper number will automatically load into OVERS.

To purchase a barcode scanner for your office go to: <https://www.barcodesinc.com/zebra/part-li2208-sr7u2100sgn.htm>. If you have any questions, contact Kelly Stacey at kelly.a.stacey@state.or.u.

Amendment tool

Earlier this month we introduced a new amendment tool to assist you as you amend death records. We also sent you laminated copies of this amendment tool in the mail. This tool was inspired by feedback we received from our county partners and has been piloted in four counties to help make it as efficient as possible.

Legend on back

FOR COUNTY USE ONLY
AMENDMENT TOOL - Death certificate
OREGON HEALTH AUTHORITY
CENTER FOR HEALTH STATISTICS
CERTIFICATE OF DEATH

STATE FILE NUMBER

245874
I.D. TAG NO.

1. Legal Name	First John	Middle	Last Doe	Suffix	2. Death Date June 22, 2011
3. Sex Male	4. Age 56 years	5. Social Security Number 123-45-6789		6. County of Death Multnomah	
7. Birthdate March 12, 1955	8. Birthplace Portland, Oregon		9. Decedent's Education High school grad. or GED		
10. Was Decedent of Hispanic Origin? No	11. Decedent's Race(s) White		12. Was Decedent Ever in U.S. Armed Forces? Yes		

CITY

Medical but footnoted in #45

The amendment tool is similar in format to the sight verification tool and is designed to help you in your day-to-day work as you evaluate whether or not an item can be changed on a death record. It clarifies which items can be amended and by whom, warns you of restrictions to specific items such as marital status and the spouse's name, and offers examples of footnotes.

Please refer to our December [webinar](#) for more information regarding the use of this amendment tool. In addition, the electronic versions of this tool will also be made available to you through our email list. If you have questions regarding the amendment tool please contact Derrick Patterson at 971-673-1163 or derrick.c.patterson@state.or.us.

Gender-neutral language in vital records

The Center for Health Statistics is making several changes to certified copies as we move away from traditional labels. We are already allowing all parents to choose Mother and Father or Parent and Parent as the headers on birth records. On several instances, county staff have contacted us when the wrong header is used. We have been able to quickly make changes in OVERS to produce the correct header on the certified copies.

Changes to law

This last legislative session, two bills passed that will affect the language on birth records.

- Senate Bill 512 amended language describing parental relationships in several statutes, including those in Chapter 432 (vital records).
- House Bill 2673 amended law to allow an administrative process to change the name and sex of the registrant on their birth record if the sex on the birth record does not match the gender with which the registrant identifies. This will allow transgender individuals to have a legal birth record that reflects the name and sex that matches their gender identity more quickly, more privately and at a much lower cost than requiring a court order. The law goes into effect on January 1, 2018.

What happens when doing paternity establishment?

Using a paternity acknowledgment to establish a legal relationship with a child still requires both parents have a biological relationship with the child. However, we cannot judge a person's biological status based on their name or their appearance. It is acceptable to verbally confirm that each parent is a biological parent of the child. Explain that you ask because the law that authorizes establishing the legal relationship through a paternity acknowledgement requires the biological relationship. No proof of biological parentage other than the two parents' signed statements on the acknowledgment form is required.

What about non-binary?

There is not a change in law regarding non-binary on vital records. However, there have been court cases requiring amendment of birth records to show 'non-binary' or variations. We are working with our OVERS vendor to modify the system to allow X (for other than male or female) to be entered into the system and to print on certified copies. This will affect birth, death and marriage records.

Future activities to support inclusiveness

The Center for Health Statistics is continuing to modify our forms and our processes to be inclusive and welcoming of all Oregonians. In addition to the change by the vendor to allow entry of X on birth,



death and marriage records, we are updating the marriage application, license and record form. The form will include 'Mother/Parent' and 'Father/Parent' for the parents of the parties being married. The new marriage form will be available January 1, 2018. The new functionality in OVERS is expected late spring or early summer in 2018.

The rules for House Bill 2673, changing name and sex if sex on the birth record does not match the gender identification of the individual by administrative process, are completed. . You can find the rules and specific information online at <http://www.oregon.gov/OHA/PH/BIRTHDEATHCERTIFICATES/Pages/rules.aspx>.

If you have any questions about the new laws or other activities to support gender neutrality on vital records, contact Jennifer Woodward, State Registrar, by email Jennifer.A.Woodward@state.or.us or telephone 971-673-1185.

Instructional Memo to County Registrars and Deputy Registrars

A reprint of the Instructional Memo sent to County Registrars and Deputy Registrars that was sent to you on October 24, 2017 is below. Please take time to read this memo.



PUBLIC HEALTH DIVISION
Center for Health Statistics

Kate Brown, Governor



October 24, 2017

TO: County Registrars & Deputy County Registrars

FROM: Jennifer A. Woodward, Ph.D.
State Registrar,
Center for Health Statistics

RE: Instructional Memo (2017-10)
County and Deputy County Registrar Roles and Responsibilities

This Instructional Memo is a supplement to Instructional Memo (2016-06) and **does not** replace Instructional Memo (2016-06).

Oregon has a statewide vital statistics system. This means the state registrar is responsible ensuring that all laws and regulations are followed throughout the state. The state registrar works cooperatively with county vital records offices to provide secure records and consistent service across the state. To support these goals, Oregon law requires county registrars and deputy registrars to comply with all instructions of the state registrar. ([ORS 432.035](#))

While the great majority of vital records requirements are in statute (*Chapter 432 – Vital Statistics*) and administrative rule (*Chapter 333, Division 11*), procedures or other instructions supported by law are sometimes needed. These procedures are shared through Instructional Memos (IM) such as this one.

The purpose of this Instructional Memo is to clarify the roles and responsibilities of the county registrar and deputy county registrar. According to ORS 432.035, “the state registrar shall designate for each county a government employee or, to the extent allowed under state and federal law, an employee of a local public health authority as defined in ORS 431.003, to act as a county registrar.” Current law, ORS 431.003(7), defines a local public health authority as one of the following:

- (1) A county government;
- (2) A health district formed under ORS 431.443; or
- (3) An intergovernmental entity that provides public health services pursuant to an agreement entered into under ORS 190.010 (5).

Therefore, the state registrar may only appoint a county registrar who is a government employee since the definition of local public health authority only includes governmental entities.

ORS 432.035 also states that the county registrar, in consultation with the state registrar, can designate one or more deputy county registrars. In designating deputy county registrars, county registrars must:

- have sufficient contact with deputy county registrars to ensure compliance with ORS 432 Vital Statistics and OAR 333 Division 11;
- meet all compliance standards related to:
 - Notification and approval of County and Deputy County Registrars
 - Registration of death records
 - Completion of voluntary acknowledgment of paternity forms
 - Confidentiality of records
 - Issuance of certified copies of birth and death records
 - Collection of fees
 - (Physical) Security of documents
 - Penalties; and
- have sufficient control over the operations needed to meet the standards above. These compliance standards are included in the vital records review tool, IM 2016-06 and are supported by ORS 432 and OAR 333 Division 11.

If the county registrar can meet these standards and ensure that a deputy county registrar can meet the compliance standards above, the county registrar may appoint an employee of a non-governmental entity to act as a deputy county registrar. If a county registrar appoints an individual who is not a government employee as a deputy county registrar, the county registrar must have a legally binding agreement in place with the deputy county registrar or the entity for which the deputy works, requiring compliance with applicable vital records laws and state registrar instructions.

In sum, county registrars must be government employees. However, if the county registrar can ensure compliance of all operations of the county vital records office, the county registrar may designate deputy county registrars who are not employees of a government entity. The county registrar, and presumably their government office, is legally responsible for all operations at the county vital records office.

The state registrar will approve in writing county registrar appointments by issuing commission certificates annually or when staff transitions occur.

County registrars must consult with the state registrar prior to the appointment of any deputy county registrars and must provide notice to the state registrar of the appointment or removal of any deputy county registrar.

Wanted: Newsletter Topics:

Have a question or idea for a future newsletter article? Contact Judy Shioishi, at 971-673-1166 or judy.shioishi@state.or.us. Judy collects ideas for articles and then shares them with the writing team.

Contributors: Thank you to the contributors of this newsletter:

Jennifer Woodward, JoAnn Jackson, Ryan Sanders, Karen Hampton, Karen Rangan, Judy Shioishi, Dani Hall, Neal Peterson, Melissa Alarcon Evans, Maria Louie, Megan Welter, Derrick Patterson, Jill Janisse, Kelly Stacey, Johanna Collins, Jalene Plaisted, Carolyn Hogg, Krystalyn Salyer, Krista Markwardt, and Cody Wang.

Frequent contacts

Paternalities

Debbie Gott
971-673-1155

Death Corrections

Derrick Patterson
971-673-1163

Security Paper Orders and Inventory

Kelly Stacey
971-673-1193

Birth Corrections

<1 year, Amanda Vega
971-673-1169
1 year +, Vanessa Grayson
971-673-1137

Filiations

Laura Munoz
971-673-1143

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Debbie Draghia
971-673-1152

Delayed Filings

Johanna Collins
971-673-1147

OVERS Help Desk

971-673-0279

CHS managers

State Registrar

Jennifer Woodward
971-673-1185

Vital Statistics and Systems Manager

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971-673-1191

Registration Manager

JoAnn Jackson
971-673-1160

Amendments Manager

Ryan Sanders
971-673-1178

Certification Supervisor

Karen Rangan
971-673-1182

The Center for Health Statistics is located at:

800 N.E. Oregon Street, Suite 225
Portland, OR 97232-2187

Mailing address: P.O. Box 14050
Portland, OR 97293-0050

General information: 971-673-1190

Order vital records: 1-888-896-4988

Website:

<http://public.health.oregon.gov/BirthDeathCertificates>

OVERS website:

<http://healthoregon.org/overs>

PUBLIC HEALTH DIVISION

Center for Public Health Practice/Center for Health Statistics

Oregon
Health
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You can get this document in other languages, large print, braille or a format you prefer.
Contact the Center for Health Statistics at 971-673-1173 or 711 for TTY.