

Vital Events

New Hampshire Department of Health & Human Services

JANUARY 2003



Year End Closing

Once again we are approaching the annual ritual of closing Vital events for the calendar year 2002.

Please ensure that a state copy for every record you have filed locally during 2002 has been forwarded to the Bureau. If you are holding a "PROBLEM RECORD", such as a death certificate with a "pending cause of death" or any record for any reason, please send it in at this time.

All records filed at the local level shall be forwarded to the bureau weekly. If you have any questions in this regard, please contact Steve Wurtz at 271-4655.

VITAL RECORDS IN TOWN REPORTS

It is permissible to list vital events in town reports. However, the format used must conform to the guidelines of confidentiality, as required by state statutes.

When publishing vital events in town reports the following may be used in accordance with RSV 126:14:

1. A written request from a resident that a particular event be omitted from the town report shall always be granted.

2. A written request from a resident registrant that a certain event be published in the town report, even when it involves the birth of a child to an unwed mother, shall be granted.

3. Items of information that may be shown in a town report shall be as follows:

TYPE OF REPORT ITEMS THAT MAY BE INCLUDED IN THE TOWN REPORT

Date of event is always permitted

Birth:

Child's name, name of father, name of mother, place of birth.

Death:

Name, place of death, name of father, maiden name of mother.

Marriage:

Groom's name and place of residence.
Bride's name and place of residence.

VSE

Monthly Return of Vital Records

The VSE (pink card) monthly reporting of Vital Records forwarded to the Bureau each month by clerks is no longer required. However, the forwarding of the paper copy of a Vital Event **MUST** be sent to the Bureau weekly. At no time shall any Clerk retain the completed "State" copy. Failure to submit the completed record is in direct violation of the NH State Statutes.



Reporting of Monies

Attached is a copy of the form used in the reporting of monies to the COAF / FINANCIAL SERVICES as required by NH Statutes, RSA 126:12, 126:15, 457:29, 173-B: 13 & Vital Records Improvement Fund RSA 126:31.

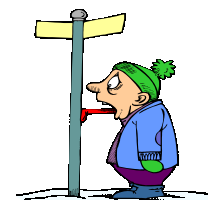
These fees are payable to the "TREASURER STATE of NEW HAMPSHIRE" and are due within 15 days from the reporting date.

Failure to submit funds as required by law can result in the prosecution of the Local Registrar (town clerk).



VRV2000 UPDATE

We are all looking forward to a progressive new year and want to extend our appreciation to all those who have been instrumental in helping us attain these goals.





CORRECTION PROCEDURE

Correction(s) made to a Birth, Marriage or Death record(s) are accomplished by using the Bureau's VSX or VSCr correction forms. VRV2000 sites can make a VSX correction for an event that has occurred within their City or Town. AMC and ADC Clerks can make corrections by using the AVRIS system. However, in order to do so, all records must be transferred from ADC / AMC into AVRIS. After completing the above process, Re-index both Marriage & Death records. (AVRIS & AMC, ADC).

Any correction made shall be noted in the marginal note section of the item amended, ie: "child first name corrected per VSX 07/01/2001"

NOTE: Any VSX correction to a Death record must be initiated by the Funeral Director or Informant.



VRV2000 CORRECTION PROCEDURE

VRV2000 locations making a correction per VSX, must amend the VRV2000 record using the VSX correction procedure within the VRV system. All items must be amended prior to sending the paper VSX to the Bureau. A notation on the VSX form shall be made indicating the State File Number of the amended record and the date the correction was made.

NOTE: Some data fields must also be changed when entering new information into the VRV system, ie: If you have changed the City/Town of residence on a record, the County of residence & zip code may also need to change. A telltale sign that ALL data fields were

not amended correctly is when you print out a Certified Copy of the record and the item(s) are omitted from printing. Please double check all items before you save the correction.

If you need to go back into the record to make an additional correction, a second marginal note will be displayed.

When correcting a Death record in VRV the relationship of the requestor is limited to the Funeral Director or the Informant and shall be stated within the VSX correction field.



2003 MARRIAGE EXPIRATION DATES

Enclosed is this year's calendar of marriage license expiration dates. This calendar has proven to be very helpful to the local registrar offices in the past. The 90 days is calculated from the date the intention of marriage was filed by the local registrar. The calculated "90 day" date shall be listed in the item box "expiration date".



ACCESS POLICY DISCLOSURE OF INFORMATION FROM VITAL RECORDS (RSA 126:14)

In order to protect the integrity of vital records, to insure their proper use, and to insure the efficient and proper administration of the systems of vital statistics, the State Registrar of Vital Records and Health Statistics or the custodian of permanent local records

shall not permit inspection, or disclose information contained in vital statistics records, or copy or issue a copy of all or part of any such records unless he/she is satisfied that the applicant has a direct and tangible interest in such record, ie: the registrant, a member of his immediate family, his guardian, or their respective representatives shall be considered to have a direct and tangible interest. Others may demonstrate a direct and tangible interest when information is needed for determination or protection of a personal or property right.

The term "legal representative" shall include an attorney, physician, funeral director or other authorized agent acting in behalf of the registrant or his family.



When determining if the "LEGAL REPRESENTATIVE" has access to the record, it will be necessary for them to state the NAME of the person they represent, that person's relationship to the record they request and the interest in the record. This direct and tangible interest must be listed in any correspondence received or clearly expressed if application is made in person. A reason **MUST** be listed on the application for a vital record. If received by mail, the clerk must list the relationship and reason on the application request form retained in the clerk's office.

If access is not clearly stated in the written correspondence the letter shall be returned to the requester for additional information to determine access.

I.E.:
PURPOSE FOR WHICH CERTIFICATE IS REQUESTED: **Property Land Title Search**

BY WHOM: **Jack Justice**

RELATIONSHIP TO REGISTRANT:
Attorney for John Smith
OR

PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:

Divorce Proceedings

BY WHOM: **Jack Justice**

RELATIONSHIP TO REGISTRANT:

Attorney for John Smith

OR

PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:

Estate Probate

BY WHOM: **Jack Justice**

RELATIONSHIP TO REGISTRANT:

Attorney for John Smith

Vital Records Improvement Fund Advisory Committee Member Listing

Patricia Little, Chair, City Clerk

Jane Ireland, Town Clerk

Thomas Janosz, Funeral Director

David Kruger, Public Member

Vacant, Health Info Specialist

Paul Bergeron, City Clerk

Linda Hartson, Town Clerk

Bill Armstrong, DITM

Dr. Frank Mevers, State Archivist

William R. Bolton, Jr.,
State Registrar

Thomas Andrew, MD
State Medical Examiner



Registrar's Update

Welcome to 2003! 2002 certainly turned out to be a whirlwind year for the New Hampshire Bureau of Vital Records. We added new cities and

towns to the automated system; installed additional modem lines, moved several high volume users to the new VPN Concentrator; released updated versions of the software and continued to receive high praise and awards from the feds and other registration areas. New Hampshire's award winning VRV2000 software is held in high regard throughout the United States.

Due to increased concerns of bio-terrorism, our bureau has been placed on the front lines. Our IT staff were tasked with developing a software program that flags any death records submitted with symptoms that could signal an outbreak or biological attack. These reports are shared daily with the state's bio-terrorism team and are constantly monitored so that a response could be launched instantly to a threat.

As you are all probably aware, the bureau is currently in the process of selecting a vendor to web enable the VRV2000 software. The selection process has been exhaustive, but I am confident that the final vendor will be able to satisfy all of our requirements. The web enablement of the software will mean no more busy signals or other inconveniences of dialing into the system. The potential bidders have been made aware that we want the exact same look and feel we have grown accustomed to. They will just be expected to adapt the current software to the Internet. Regardless, our new vendor will meet with our users to assure our software is efficient and user friendly. Our crack OIS team will still handle all upgrades, changes, and fixes to VRV2000. The only difference will be, when a correction or change is made to the software in the future, it will be instantaneous. You will no longer be mailed disks and be asked to load the updates onto your system because you will log onto the most up-to-date system each day.

Because of the change of administration, and some additional information we requested from vendors, the selection period had to be extended. The contract approval will be before the Governor and Council shortly and we hope to then be able to announce that a contract has been awarded.

The Vital Records Improvement Fund Advisory Committee (VRIFAC) has

approved a FileNet solution to automate the digitization of the bureau's Oracle database that will satisfy archive requirements. It will also protect the data should the Oracle database have a catastrophic failure or go down for an extended period.

VRIFAC has also approved the hiring of a new staff member to assist the bureau in continuing to provide excellent customer service to researchers and citizens alike. The position is expected to begin in March 2003. In other personnel news, after numerous interviews an offer has been made to a candidate for the Technical Support Specialist we have been seeking.

Greg Milligan is quite an act to follow, but with patience and a little training we hope to have a specialist to assist you when you discover problems. Some of our team from OIS assisted with interviewing and lent their expertise to the selection of the best applicant for the position.

VRIFAC will soon contract with a vendor to develop a business plan for the expenditure of funds to be allocated for vital records preservation. There have also been discussions regarding a credit card interface that would allow everyone to process their VRV2000 transactions on the spot.

The Church of Jesus Christ Latter Day Saints has been back in touch with the bureau and is graciously offering to microfilm birth records. It is a wonderful service they provide and it costs the bureau or the VRIFAC nothing. We just provide a secure work area and they do the rest. On behalf of the State of New Hampshire and the employees of the Bureau of Vital Records I wish you a very...

**HAPPY NEW YEAR
&
HAPPY VALENTINES
DAY!**



**NEW HAMPSHIRE
BUREAU OF VITAL RECORDS**

Bureau Chief: William R. Bolton, Jr. 271-4505

Adoptions, Birth VSX corrections
Melanie Orman 271-4156



REGISTRATION / CERTIFICATION STAFF

Supervisor,
Steve Wurtz 271-4655

Birth
Steve Wurtz 271-4655

Home Birth
Michelle Fraser 271-4662

Death, Supplemental Death Correction
Death VSX Correction
Heather Bentley 271-4649
Debra Walden 271-4645

Marriage
Doris Michniewicz 271-5322

Counter, Mail & Clerk support staff
Lee Calkins 271-7975
Peg Buckley 271-4650
Michelle Fraser 271-4662
Wendy Kizer 271-4650

Legitimation, VSCr, Corrections,
Delayed Birth Certificates
Steve Wurtz 271-4655

**DHHS Technical Support
1-800- 835-2379**

**You are encouraged to call the Bureau whenever you need advice or assistance.
Please feel free to use our toll-free number 1-800-852-3345.**

