

October 8, 2017

Please see below for important Vital Statistics updates.

Certified copy issuance:

When individuals apply for a certified copy or certification, every field on the application must be completed and must match the record exactly unless the field specifically says 'Optional.' The current application states 'Full name...' which means First, Middle, and Last name. The middle name is NOT optional. In order to avoid any further confusion, the application has been updated to include middle name. Please visit our website and immediately begin using the new form. The REG-27, REG-28, REG-37, and REG-38 have all been updated. It is imperative that you use our forms and do not use any self-made forms. The forms have been separated so that English and Spanish versions are on separate sheets. Additionally, the instructions will now print out as a page 2 for each version printed. On forms REG-37 and REG-38, you must insert your office information in the header and your hours, fees, etc on page two. Upon completion, click the signature box to save and lock the document. The password for the forms will be OVSRvital123 I am sorry for the long password, but it is required for a fillable pdf document. If you are unable to open the new forms, please clear your cache and try again.

Waived fees:

The fee must be waived for homeless individuals when the following criteria are met:

- 1) Shelter representative / social worker will make the signed request on facility letterhead requesting the record of the homeless individual;
- 2) Shelter representative / social worker will provide copy of their photo work ID. If their facility does not issue employee photo IDs, then a government issued photo ID, such as their driver's license may be submitted as a substitute for when the facility does not provide staff with photo work ID
- 3) Homeless individual will complete the application which is to be submitted along with the above two items if all required fields are not noted within the application;
- 4) Record is mailed to the facility to the shelter representative who will give record to the appropriate homeless individual.

Amendments:

We are currently completing amendments within 4-6 weeks. With that being said, our goal is to continue to reduce the time to completion. Please see below for some of the most common issues and refer to our website for the specific language to be used when notating proof in section 4 and the specific proof that is acceptable for each field. Please see the following link to access this information on our website. Scroll down to the Fact Sheets and click on the Amendment folder and use password VSFACTS to open the desired document. <http://www.nj.gov/health/vital/pro-partners-info/reg-training/>

- When correcting mother's or father's name, make sure the informant's name does not need to be corrected as well
- OVSR requires a copy of a certified copy of a vital record- registrars cannot print out vital records on plain white paper as they will not be accepted as documentary proof
- Make sure documentary proof being sent reflects the changes being requested
- If the proof submitted is altered in any way, it cannot be accepted
- Notations in section 4 must be appropriate and satisfy requirements

Marriages:

If there was an annulment, that does not count as a marriage for total number of marriages and that person's name does NOT get listed on the application or license as a former spouse. I apologize if there has been any conflicting guidance on this topic recently.

Fetal Deaths:

Registrars can only sign fetal death certificates and issue burial permits IF the event occurred in your municipality.

Please submit all marriage certificates and amendments in a timely fashion. The sooner we receive these documents, the sooner we can process them.

Please let me know if there are any questions.

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