



Vital Records Newsletter

Information for Municipal Clerks, Funeral Directors, Hospitals, and Maine Courts

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REMINDERS FROM THE TEAM

Legislative Updates

LD 536, An Act to Provide Natural Organic Reduction Facilities for Maine Residents for the Conversion of Human Remains to Soil, has been enacted, PL 2023, c.676 passed without signature. As non-emergency legislation, the effective date is 90 days after adjournment. The law became effective August 10, 2024. Organic Natural Reduction, also known as human composting, is the accelerated conversion of human remains into soil. Maine is the 12th state to legalize human composting. As of yet, a facility has not been built for this purpose.

LD 1233, An Act Regarding the Maine State Cemetery Preservation Commission, has been enacted, PL 2009, c. 601, §27, the governor signed the bill on Apr 27, 2024. The law now requires the cemetery preservation commission to investigate violations of the laws governing burying grounds and cemeteries and make recommendations related to those violations to the relevant municipal officials and the Attorney General. The bill authorizes the cemetery preservation commission to hire staff, create a web page on the State's publicly accessible website, prepare educational materials for distribution to municipalities and statewide cemetery associations, establish a grant program under which communities may apply for a grant for the restoration of burying grounds and cemeteries and submit legislation at the start of each session regarding the care, protection, and preservation of and access to burying grounds and cemeteries. The bill also directs Data, Research, and Vital Statistics (DRVS) to increase the fee for a disposition permit by \$5, which will be used to fund the operation of the Maine State Cemetery Preservation Commission.

Rulemaking Updates

The Department will go through emergency rulemaking to include the \$5.00 fee increase on the disposition permit in Chapter 1 of 10-146 CMR Department rule. Other changes to the rule will be done later as part of routine technical changes.

The Department is proposing routine technical changes to Chapter 4 of 10-146 CMR Department rule to align the rule with Maine law (22 MRS § 2706) and further specify the Department's criteria for determining who may apply and whether an applicant has demonstrated a direct and legitimate interest in the records they wish to receive from the State Registrar. Changes include adding two categories of applicants who may demonstrate direct and legitimate interest: (1) hospitals and healthcare practitioners seeking to update their patient records by requesting death certificates and (2) organizations and foundations in Maine administering 529 educational funds. Another proposed change includes moving the entirety of Section 8B (Authorized Applicants) to Section 6A(4), to consolidate all aspects of direct and legitimate criteria within Section 6 and designate Section 8 to the Department's conditions of data release for such records.



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UPCOMING TRAINING FOR MUNICIPAL CLERKS



Kim Haggan, Director and State Registrar, and Theresa Roberts, Deputy State Registrar, will be presenting at the Maine Municipal Association’s 88th Annual Convention on October 2nd from 1:15 – 2:30 p.m., Concurrent Session Block #2. We hope to see you there for important updates related to vital records.

The annual MMA Convention offers training, networking, and the opportunity for municipal officials and employees from across Maine to visit with a wide variety of vendors. Please register at <https://ebiz.memun.org/PersonifyEbusiness/Workshops-Training/MMA-Training-Calendar/Meeting-Details/productId/8226610>

The brown bag training scheduled for August 14th from 12-1:30 on the General & Birth Section was canceled this past month due to a COVID outbreak in the office. The training will be rescheduled to September 24th from 12:00 p.m. to 1:30 p.m. Please click the link below to join the webinar:

<https://mainestate.zoom.us/j/84777070326>



SITE VISITS

Data, Research, and Vital Statistics hosted members from the National Association for Public Health Statistics and Information Systems (NAPHSIS) this month.



NAPHSIS, the vital record association for the county’s 57 state and territories, provides a collective voice for advocacy, education and shared resources. Their mission is to ensure secure access to vital records while keeping personal identities protected.

Vital records are the primary source of data for tracking statistics of the nation’s health trends. The data helps public health experts recognize emerging issues, create initiatives for prevention or intervention, and keep track of advancements in addressing health disparities. When you hear about the latest teen pregnancy rates or read about the number of cancer and heart disease deaths in your community, vital records are the source.



If you would like to be added to the site visit list, please contact Kim Haggan at (207) 287-5459 or Kim.E.Haggan@maine.gov or Theresa Roberts at (207) 287-3657 or Theresa.Roberts@maine.gov.



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INFORMATION FOR MUNICIPAL CLERKS

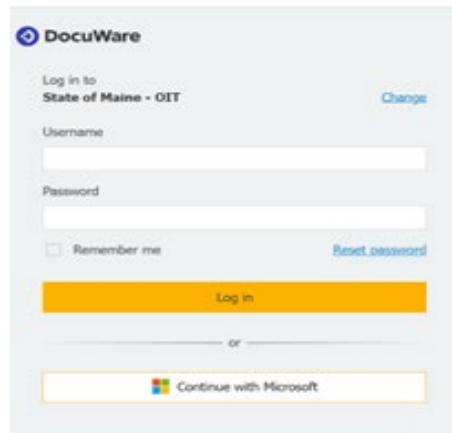
STATE FILE NUMBERS & DRVS INDEX PORTAL

Have you ever been asked to add a State File Number to a birth, death, or marriage certificate?

DRVS provides Maine death, marriage, and birth index portals to municipalities and genealogists who hold a valid genealogical researcher card. Municipal clerks may use the portal to search to see if a record exists and if the records should be on file in their municipality. The indexes contain the identifying information about the record and provides the State File Number (if applicable). The searchable ranges of vital records are as follows:

- Births from 1892 to September 1995
- Deaths from 1892 to January 2011
- Marriages from 1892 to January 2017

Please use the portal going forward when a State File Number (SFN) is requested to be added to the vital record rather than faxing a verification request. If the customer does not request that the SFN be added to the record, it is most likely not needed, and copies may be issued without it.



When municipalities type or print the SFN on the record on file, please remember to write the SFN on the actual record, not the certified copy, in the top right-hand corner of the record.

Please contact Melissa Boynton at (207) 287-5451 or Melissa.Boynton@maine.gov for more information.

IDENTIFICATION WHEN FILING MARRIAGE INTENTIONS



There is no requirement in Maine Law that parties must provide identification when filing the marriage intentions, unless the clerk or Department is not satisfied as to the identity of the applicants (or the clerk is acting as a notary public). To be consistent, municipal clerks may establish an office policy for this purpose. The policy may be made at the municipal clerk's discretion.

Examples of acceptable identification would be a passport, driver license, State identification card, and a green card.



Green card holders, are non-citizens who are lawfully authorized to live permanently within the United States, and they also may apply to become U.S. citizens if they meet certain eligibility requirements. Marriage to a U.S. citizen makes someone eligible for U.S. lawful permanent residence (a "green card"), not for U.S. citizenship. Spouses of U.S. citizens may be eligible to apply for naturalization three years after being admitted as lawful permanent residents, rather than the five years.

Refugees and asylum seekers in the United States have the same legal right to marry as any other person in the country. They must meet the same legal requirements, such as being of legal age, not being married to someone else, and obtaining a marriage license. For more information on documents that establish both identity and employment authorization, please visit the U.S. Citizenship and Immigration website at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents#:~:text=Form%20I%2D94%20issued%20to,stamp%20issued%20to%20a%20refugee.>

Remember, do not retain identification documents, you only need to see them to verify a person's identity, unless otherwise defined in your office policy.





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PRIOR MARRIAGES

There is no limit to the number of marriages allowed to individuals in the State of Maine.

Parties who have been previously married and plan to marry again, must provide the clerk or the Department with a certified copy of the death certificate, divorce decree, or annulment to demonstrate how the last marriage ended.

The clerk or the Department must ensure the information regarding how the last marriage ended on the marriage intentions match the certificate or certified copy of the death certificate, divorce decree or annulment presented. This includes the title and location of the courts, the names of the parties to the proceeding for the divorces or annulments and the date when the decrees became absolute.

In the case of a death of a former spouse, the clerk or the Department must show the name of the deceased along with the date and place of death.

Persons who reside and intend to continue to reside in a foreign country, must present an affidavit stating that they are free to marry by the laws of the State/Country in which they reside, as well as under the laws of the State of Maine, if their Country does not have such documents.



Adult Acknowledgment of parentage (Adult AOP)



ACKNOWLEDGMENT OF PARENTAGE (AOP) FOR AN ADULT

ADULT'S DETAILS	1. Adult Child's Name (First, middle, other middle, last, suffix) * State of birth (state only) * Sex (M/F) * Place of birth (city or state)
STATEMENT OF ADULT CHILD: I am requesting that this, Record, and Vital Statistics (DRVS) amend my birth certificate to identify a parent who was not known or listed at the time of my birth by the consent of the acknowledgment of parentage for an adult 18 years or older. I affirm, under penalty of perjury, that I have read and understand the language of this form and that it is correct to the best of my knowledge and belief. I am requesting this acknowledgment of parentage without being subject to stress, coercion, or threat of harm of any kind and I would like to retain my parental rights.	
<input type="checkbox"/> My birth certificate currently lists only one parent, and I would like to add an acknowledgment parent. <input type="checkbox"/> My birth certificate currently lists two parents, and I would like to add acknowledgment parent as a third parent. <input type="checkbox"/> My birth certificate currently lists two parents, and I would like to replace the parent listed with an acknowledgment parent.	
Signature of Adult Child _____ (Date Signed (month/day/year))	
NOTARY PUBLIC/MUNICIPAL CLERK: The above individual personally appeared before me and made an oath to the truth of the foregoing statements.	
Name of _____ Notary or Notary Public/Municipal Clerk County of _____ Commission Expiration Date: _____ Signed or attested before me on (month/day/year): _____	
ADDRESS	1. Mother/Father Current Legal Name (First, middle, last, suffix) 2. Mother/Father Home (First or Last Marriage) (First, middle, last, suffix) 3. Mother/Father Residence Address (Street and number, apt./suite, state, zip code)
10. Parent Current Legal Name (First, middle, last, suffix) 11. Parent Home (Street or First Marriage) (First, middle, last, suffix)	
12. Date of Birth (month/year) 13. Birthplace (State, Territory, or Foreign Country) 14. Social Security Number (XXX-XX-XXXX)	
EDUCATION	ANCESTRY
1. Highest grade completed at the time of adult child's birth: <input type="checkbox"/> 9th grade or less <input type="checkbox"/> 10-12th grade, no diploma <input type="checkbox"/> High school graduate or GED-completed <input type="checkbox"/> Some college credits, but no degree <input type="checkbox"/> Associate degree, BA, BS <input type="checkbox"/> Bachelor's Degree, MA, MEd, BS <input type="checkbox"/> Master's Degree, MEd, MA, MEd, MDiv, MBA, MHA <input type="checkbox"/> Doctorate, PhD, EdD or Professional Degree, MEd, DDS, DVM, LL.M, JD 2. Name: _____ <input type="checkbox"/> Unknown <input type="checkbox"/> Unknown	(Check one box below and specify, if other) <input type="checkbox"/> Mexican, Mexican American, Chicano <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Cuban <input type="checkbox"/> Other _____ <input type="checkbox"/> Non-Hispanic <input type="checkbox"/> Indian <input type="checkbox"/> Hawaiian <input type="checkbox"/> American <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown
RACE	(Check all that apply)
<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Spanish or Hispanic <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Don't know/Not sure <input type="checkbox"/> Refused	
STATEMENT OF PARENTS: We affirm, under penalty of perjury that the woman giving birth (mother parent) and the person seeking to establish parentage, have read and understand the language of this form and that it is correct to the best of our knowledge and belief. We are voluntarily agreeing this acknowledgment of parentage without being subject to stress, coercion, or threat of harm of any kind.	
Signature of Mother Parent _____ (Date Signed (month/day/year)) Signature of Acknowledging Parent _____ (Date Signed (month/day/year))	
NOTARY PUBLIC/MUNICIPAL CLERK: The above individual personally appeared before me and made an oath to the truth of the foregoing statements.	
Name of _____ Notary or Notary Public/Municipal Clerk County of _____ Commission Expiration Date: _____ Signed or attested before me on (month/day/year): _____	

The State Registrar of Vital Statistics shall amend the birth certificate of a person 18 years of age or older born in this State to identify a parent who was not known or listed at the time of birth if the birth certificate lists only one parent or if a parent listed on the birth certificate will be replaced with a new parent when the state registrar has received the following:

- A signed, notarized request to amend the birth certificate from the adult subject of the birth certificate;
- A properly executed voluntary acknowledgment of parentage that complies with the requirements of [Title 19-A, chapter 61, subchapter 3](#); and
- If the acknowledged parent will replace a parent listed on the birth certificate, a properly executed denial of parentage from the parent to be replaced that meets the requirements of [Title 19-A, chapter 61, subchapter 3](#).

A new Adult AOP form (VS-27 C) has been developed for this purpose. The form may be found in the DAVE system under the Forms/Print forms tab and on DRVS website at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml>



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INFORMATION FOR FUNERAL DIRECTORS



TIME REQUIREMENTS FOR DEATH REGISTRATION

The funeral director must ensure that a completed death certificate is registered within **five days** after the day on which death occurred, unless there are unusual extenuating circumstances. The personal data/information must be completed and signed within 24-48 hours* after death by a funeral director.

The death certificate is considered “registered” once both the funeral director and health care provider have completed and signed/certified and the record has been assigned a State File Number.

Certified copies of the death certificate may then be issued by the Department, the municipality where the death occurred and/or the municipality where the decedent resided in Maine.

The funeral director, authorized person and/or the informant are the only ones with the authority to make a change (correction or amendment) to the personal/demographic information on the death certificate after the death has been registered, unless a court order is presented directly to the Department.

Need Training?

Any funeral establishments that would like to schedule a training on death registration, please contact Melissa Boynton @ (207) 287-5451 or Melissa.Boynton@maine.gov.

DISPOSITION PERMITS

Each municipality **MUST** maintain a record of any endorsed permit received in the EDRS effective as of March 17, 2020. Most funeral directors started attaching the endorsed permits in September of 2019.

Please make sure you are either attaching the completed and endorsed permit to the death case in the DAVE system or sending the paper permits to the municipality that issued (or the municipality in which you are a sub-registrar) along with the required fee, so the municipality can scan and attach them to the death case in the DAVE system.





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INFORMATION FOR HOSPITALS

IS THERE A FEE TO GET A CERTIFIED COPY OF MY BABY'S BIRTH CERTIFICATE?



Yes, a certified copy of a birth certificate is \$15.00. Each additional copy issued at the same time is \$6.00. The parents may request a copy from the city/town where the birth occurred, or from the city/town where they reside if they are a Maine resident.

For more information on how to order a copy, please visit the DRVS website at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/order/index.shtml>.

WHAT IS THE BIGGEST BIRTH WEIGHT FOR A BABY DELIVERED IN 2024?

FUN FACTS

What is the biggest birth weight for a baby delivered in 2024?

- The biggest female baby weighed 13.2 pounds
- The biggest male baby weighed 11.9 pounds





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INFORMATION FOR MAINE COURTS

COURT ORDERS

Did you know?

The State Registrar of Vital Statistics shall amend the birth certificate of a person 18 years of age or older born in this State in response to a request by the adult that the adult's birth certificate reflect the adult's parentage as outlined in:

- A court order adjudicating parentage under [Title 19-A, chapter 61](#);
- An adult adoption decree under [Title 18-C, article 9](#).

The fee to apply parentage by court order or an adult adoption decree is \$60.00 which includes a copy of the new birth certificate.

