

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

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## **REMINDERS FROM THE TEAM**

<u>Access to DAVE.</u> Please be sure to notify Data, Research, and Vital Statistics (DRVS) when someone no longer works for your municipality, establishment, facility, or agency, or if there is a change in a mailing address, e-mail address, or phone number so we can end-date them in the Database Application for Vital Events (DAVE) system and update or remove them from our participant listing. Haley Stubbs has started to contact municipalities to verify if the users listed should still have access. She will then reach out to funeral establishments, hospitals, and courts. To assist DRVS with the process, DRVS is asking stakeholders to send an e-mail to <u>Haley.Stubbs@maine.gov</u> with the following information:

- Name of municipality, funeral home, hospital, or court
- Names of staff that should have access to DAVE (or the restricted access portal for court information)
- Title
- E-mail address
- Mailing address
- Phone number

If you would like staff to have access to the DAVE system, please complete the DAVE enrollment form. The enrollment forms may be found on the DRVS website by stakeholder group at <u>https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/edrs/medical-certifiers.html</u>. Please fax the completed form to (207) 287-2861 or e-mail Melissa at <u>Melissa.Boynton@maine.gov</u>.

<u>Vital Records Forms.</u> Please be sure that you are using the most current forms for reporting vital records or when assisting the public in completing them. Vital records forms available to the public are provided on the DRVS website at <u>https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml</u> and restricted forms may be found in the DAVE system under the Forms/Print Forms tab by user type.

**Phone calls.** Vital Records is a busy office, and our phones are constantly ringing. We do our best to answer calls as soon as we can. Please do not leave multiple voicemails for more than one person. Please try e-mailing the person you are trying to reach instead. The staff listing contains the vital records team members, duties, phone numbers, and e-mail addresses. The staff listing may be found on the DRVS website (link above) under the "DAVE Helpdesk and Vital Records Staff" button or in the DAVE system under the Forms/Print Forms tab.



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## Upcoming Brown Bag Training (for municipal clerks and staff)

Please register for each training below:

July 24th from 12:00 to 1:30 (Death Section & DAVE) https://mainestate.zoom.us/webinar/register/WN\_H3O2DJSgQEq81hg8u8GQpA

July 31st from 12:00 to 1:30 (Access and Disclosure of Vital Records) https://mainestate.zoom.us/webinar/register/WN\_ayalaBJET3-w6lSOqAijcg

August 14<sup>th</sup> from 12-1:30 (General & Birth Section) https://mainestate.zoom.us/webinar/register/WN\_kiCGS13nRjG1uTDeOUarXQ



July 2024

Brown Bag Trainings are intended for new clerks and staff or for those that would like a refresher ©



### TOWN OF CHINA, MAINE



## SITE VISITS

Kim Haggan, Director and State Registrar, and Theresa Roberts, Deputy State Registrar, had the pleasure of visiting the Town of China this month and meeting with Angela Nelson, Town Clerk, and her deputies and assistants. It was a great visit, and they all were wonderful hosts. While we were there, we got to check out the town's vault and their ledger books. They did a beautiful job with the restoration!

The Town of China will be hosting its annual "China Community Days" from August 2<sup>nd</sup> through the 4<sup>th</sup>. More information about the Town of China and "China Community Days" may be found on their website at <u>https://chinamaine.org/</u>.





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



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

## INFORMATION FOR MUNICIPAL CLERKS



### TYPING ABSTRACTS OF VITAL RECORDS

Try to avoid typing abstracts of vital records if the original record is available to be photocopied. Many Federal or State agencies will not accept abstracts.

Abstracts typically only need to be issued for vital records occurring from 1892 to 1955 when clerks mostly recorded vital events in ledger books and before the Department changed the format and reporting process in 1956.

The VS-10, VS-20, or VS-30 may be found in the DAVE system under the Forms/Print Forms tab.

More information regarding typing abstracts may be found on page 29 in the general section of the municipal clerk's handbook located at https://www.maine.gov/dhhs/mecdc/public-healthsystems/data-research/vital-records/edrs/medicalcertifiers.html.



### MARRIAGE SEASON IS HERE!

Please remember to print working copies of both the marriage license and the marriage certificate for the parties to review for completeness and accuracy and have the parties initial the copies before issuing the actual marriage license.

Working copies of the marriage license are not provided to the parties to get married. The actual license must be issued by selecting "issue this record" from the left navigation menu under "other links" as shown below.





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

## INFORMATION FOR FUNERAL DIRECTORS



### **Need Training?**

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

### SUB-REGISTRARS

The Department or a municipal clerk may appoint one or more suitable and proper persons in a municipality as sub-registrars, who are authorized to issue permits (Permits for Disposition of Human Remains, VS-35) for transportation and final disposition of dead human bodies. Sub-registrars must be appointed in writing, and sworn in, and the annual appointment must be recorded in the office of the Department or the municipal clerk who appointed them. In the event a municipal clerk's term has ended before the expiration date of the sub-registrar's annual appointment, the sub-registrar must be reappointed. Municipal clerks may rescind a sub-registrar appointment at any time for any reason, although it is the responsibility of a municipal clerk to notify a sub-registrar in writing when the appointment has ended or been rescinded. Sub-registrars must issue disposition permits in the same manner as is required of a municipal clerk as specified in Title 22 §2843; except for issuing a permit for disinterment.

Please contact Melissa Boynton at (207) 287-5451 or <u>Melissa.Boynton@maine.gov</u> if you are a funeral director interested in applying to become a State Sub-registrar.

### **FETAL DEATHS**

When a woman gives birth to a non-vital fetus at or after the 20th week of gestation, the completed Certificate of Fetal Death (VS-4) must be filed directly with the Department. The fetal death certificate form is printed on white legal-size (8.5x14) regular photocopy (20 LB) paper. Health care providers, funeral directors, and municipal clerks may obtain the fetal death certificate form and instructions for completion under "Forms, Print Forms" in the Database Application for Vital Events (DAVE) system or by contacting the Department directly at (207) 287-5451.

Fetal Deaths are NOT entered into the Electronic Death Registration System (EDRS). Once the fetal death certificate is reviewed and accepted for filing, an attested copy of the fetal death certificate will be prepared and sent to the municipal clerk in the place of death for filing and issuing purposes within 14 days.

#### State of Maine Appointed Sub-Registrars

Name	Date Appointed	Valid Until	
Peter Arsenault	04/12/2024	04/12/2025 02/13/2025 08/03/2024 02/08/2025 11/20/2024 01/17/2025	
Dwayne Black	02/13/2024		
David Bryant	08/03/2023		
Benjamin Cayford	02/08/2024		
Christopher Cowen	11/20/2023		
Emily Dumond	01/17/2024		
Nathan Fetterhoff	04/17/2024	04/17/2025	
Alan Fortier	02/16/2024	02/16/2025	
Dustin Hancock	02/22/2024	02/22/2025	
J'anna Hedrich	05/14/2024	05/14/2025	
Kevin Kilcline	01/12/2024	01/12/2025	
Charles Kincer	02/16/2024	02/16/2025	
Thomas LaBerge	02/05/2024	02/05/2025	
Brianna Melanson	04/18/2024	04/18/2025	
. Michael Murphy	01/17/2024	01/17/2025	
Steven Nadeau	02/16/2024	02/16/2025	
Brian Paradis	02/24/2024	02/24/2025	
Jeffrey Pelkey	05/24/2024	05/24/2025	
Jeffrey Popadak	08/16/2023	08/16/2024	
Marianne Russell	08/07/2023	08/07/2024	
Julie Vigue	03/19/2024	03/19/2025	
Jason Wilson	03/05/2024	03/05/2025	



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	Deve		0:-1-
	Boys		Girls
1	Theodore	1	Charlotte
2	Oliver	2	Evelyn
3	Henry	3	Olivia
4	Hudson	4	Amelia, Eleanor
5	Jackson, Lucas, Owen	5	Harper
6	Noah	6	Emma, Violet
7	James	7	Aurora
8	Benjamin	8	Hazel
9	Grayson	9	Grace
10	Levi	10	Ava

### INFORMATION FOR HOSPITALS

### CHILD'S NAME AT BIRTH

There are no restrictions on the parents' privilege to name their child as they choose. They may use either their parent's last name or any other name of their choice. The provision of the law that once required children whose parents were not married at the time of birth (formally known as born out-of-wedlock) to obtain the mother's last name was repealed in 1977. Once the parent(s) have decided on the child's last name and the birth record has been registered (assigned a State File Number) in the EBRS, the last name may only be changed upon an adoption, legitimation, or a legal name change order from a court with competent jurisdiction.

Parents who do not name their child before they leave the hospital may do a completion to the birth record at any time upon application and the required \$60.00 fee.

The VS-7 correction application to complete a vital record in Maine and instructions may be found on the Department's website at <u>https://www.maine.gov/dhhs/mecdc/public-health-systems/dataresearch/vital-records/forms/index.shtml</u> or under "Forms/Print Forms" tab in the EBRS.





### SAFE-HAVEN PROCEDURE

Hospitals should contact the Office of Child and Family Services when a Safe Haven child is born or brought to the hospital following the birth. The OCFS Director is responsible for naming the child. (The OCFS Director shall not name the child as "Safe Haven, Haven, Doe, Unknown", nor shall the child's last name be the same as the resource family the child is placed in). Hospitals are encouraged to capture as much of the mother's medical information as possible, such as the mother's attributes, education, race, and ethnicity. The information entered in the DAVE system should be entered as described below.

- The mother's first, last, and maiden name fields should be entered <>>>>>> (6 left-facing chevrons, space, and 6 right-facing chevrons).
- The marital status should be checked as "refused" so the father's page will not show, and the addresses will be left blank.
- The Social Security enumeration at birth checkbox should not be selected. It will not pass SSA system validation without the mother's name.
- A confidential medical comment should be entered on the birth case in DAVE to indicate it was a Safe Haven child.

At any time within the first 90 days after the date of filing the birth record, the first and middle name of the child may be changed without obtaining a legal name change from a court of competent jurisdiction. If the Safe Haven child is named and the birth is registered before the mother relinquishes custody of the child, OCFS must obtain a court order to change the child's name and remove the parent's information.

DRVS has no authority to void a record for a Safe Haven child. The record can be amended to remove the parent information but will not be treated as a sealed record.



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

## INFORMATION FOR MAINE COURTS

### **COURT ORDERS**

Did you know?

A court order may be obtained from a court with competent jurisdiction over an individual to use as evidence to amend a vital record provided the court order references the specific record to be amended and the specific changes to be made as specified in section 5(C) subsection 4(e) of the Department's rule at 10-146 CMR Ch.2.



### BIRTH PARENT MEDICAL HISTORY

Please remember to complete the "medical history" form when a child has been adopted. The form may be found in the restricted portal for clerks on DRVS website. Please contact Sharon Wright at (207) 287-6048 or Sharon.Wright@maine.gov for more information.

Any medical or genetic information in the court records relating to an adoption must be made available to the adopted child when the adopted child attains 18 years of age and to the adopted child's descendants, adoptive parents or legal guardian on petition of the court.







Maine Department of Health and Human Service: Maine Center for Ditease Control and Prevention 11 State Houre Station 220 Capitol Street Augusta, Maine 4033-6011 Tel: (207) 287-3771, Foll Free: (385) 664-9491 TTY: Dial 711 (Maine Relay); Fax: (207) 287-1093

Use the Tab Key t	o go from one fiel	d to the next				
		-	dated Medical History	Reset Form		
		lete as many item	s as known, required items are n	uarked (*required)		
Name of Child on Orig	inal Birth Record:	First name	Middle name	Last name (*required)		
City/Town of Birth:			Hospital:	Tase name ( reduned)		
Data of Birth:			Sex: Female Male			
	(mm/M/yyyy)	10122-10 0010				
Birth Parent's Name (A	As shown on child's	birth record)				
Person completing this	form is: Biolo	gical Birth Parent	Other Biological Bin	th Parent		
	Please indicate i	f information is u	nknown (''unk'') or not available	("N/A").		
MEDICAL CONDIT	TONS OF CHILD	'S BIOLOGICA	L FAMILY			
Birth Parent's Famil *Please list relationshi separate sheet when fi	p to child; e.g., pare			space is needed, please attach a		
Condition	Birth Parent's Family*	Other Birth Parent's Family*		mments tted in death, note here)		
1. Respiratory						
Allergies						
Asthma						
Bronchitis	1					
Emphysema						
Tuberculosis						
Cystic Fibrosis						
Other						
2. Gastrointestinal						
Ulcers				l		
Inflammatory Bowel						
Cleft lip or palate						
Other						
3. Cardiovascular						
High blood pressure						
Heart attack						
Stroke						
Congestive heart failure						
Atherosclerosis						
Heart rhythm	-					