



Vital Records Newsletter

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

IN THIS ISSUE

Reminders From the Team

Access to DAVE, Forms, and Phone Calls

Upcoming Trainings

Brown Bag Training and Site Visits

Stakeholder Updates

Reminders or New Information for Stakeholders

REMINDERS FROM THE TEAM

Access to DAVE. 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 Haley.Stubbs@maine.gov 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 <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/edrs/medical-certifiers.html>. Please fax the completed form to (207) 287-2861 or e-mail Melissa at Melissa.Boynton@maine.gov.

Vital Records Forms. 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 <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml> 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.



Vital Records Newsletter

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

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 14th from 12-1:30 (General & Birth Section)

https://mainestate.zoom.us/webinar/register/WN_kiCGS13nRjG1uTDeOUarXQ



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 2nd through the 4th. More information about the Town of China and "China Community Days" may be found on their website at <https://chinamaine.org/>.



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.



Vital Records Newsletter

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-health-systems/data-research/vital-records/edrs/medical-certifiers.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.





Vital Records Newsletter

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 Melissa.Boynton@maine.gov.

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 Melissa.Boynton@maine.gov 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 Arsenaunt	04/12/2024	04/12/2025
Dwayne Black	02/13/2024	02/13/2025
David Bryant	08/03/2023	08/03/2024
Benjamin Cayford	02/08/2024	02/08/2025
Christopher Cowen	11/20/2023	11/20/2024
Emily Dumond	01/17/2024	01/17/2025
Nathan Fetterhoff	04/17/2024	04/17/2025
Alan Fortier	02/16/2024	02/16/2025
Dustin Hancock	02/22/2024	02/22/2025
Janna Hedrich	05/14/2024	05/14/2025
Kevin Kalcine	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
L. 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 Vigne	03/19/2024	03/19/2025
Jason Wilson	03/05/2024	03/05/2025



Vital Records Newsletter

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.



Janet T. Mills
Governor

Sara Gagne-Holmes
Acting Commissioner



Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention
11 State House Station
220 Capitol Street
Augusta, Maine 04333-9011
Tel: (207) 287-3771; Toll Free: (888) 664-9491
TTY: Dial 711 (Maine Relay); Fax: (207) 287-1093

Use the Tab Key to go from one field to the next

Birth Parent Updated Medical History [Reset Form](#)

Please PRINT and complete as many items as known, required items are marked (*required)

Name of Child on Original Birth Record: _____
First name Middle name Last name (*required)

City/Town of Birth: _____ Hospital: _____
 Date of Birth: _____ Sex: Female Male

Birth Parent's Name (As shown on child's birth record) _____

Person completing this form is: Biological Birth Parent Other Biological Birth Parent
Please indicate if information is unknown ("unk") or not available ("N/A")

MEDICAL CONDITIONS OF CHILD'S BIOLOGICAL FAMILY

Birth Parent's Family and Other Birth Parent's Family
*Please list relationship to child; e.g., parent, grandparent, aunt, uncle, sibling. If additional space is needed, please attach a separate sheet when filing this form.

Condition	Birth Parent's Family*	Other Birth Parent's Family*	Comments (if condition resulted in death, note here)
1. Respiratory			
Allergies			
Asthma			
Bronchitis			
Emphysema			
Tuberculosis			
Cystic Fibrosis			
Other			
2. Gastrointestinal			
Ulcers			
Inflammatory Bowel			
Cleft lip or palate			
Other			
3. Cardiovascular			
High blood pressure			
Heart attack			
Stroke			
Congestive heart failure			
Atherosclerosis			
Heart rhythm abnormality			
Congenital heart defect			