

Janet T. Mills  
Governor

Sara Gagné-Holmes  
Commissioner



Maine Department of Health and Human Services  
Maine Center for Disease Control and Prevention  
11 State House Station  
220 Capitol Street  
Augusta, Maine 04333-0011  
Tel: (207) 287-3181; Toll Free: (888) 664-9491  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-1093

## **Recommended Phone Policy**

<https://legislature.maine.gov/legis/statutes/22/title22sec2706.html> Section 4

The Department highly recommends that municipalities adopt a phone policy. Information on a vital record should never be verbally disclosed over the phone, regardless of whether the record is considered public or restricted. Individuals requesting the information must be deemed eligible prior to receiving any information about a vital record. Regulations require individuals to submit an application or a written request, identification, and when applicable, their direct and legitimate interest (or lineage) in the record requested.

- ✓ Individuals requesting data or information contained in the annual town report should be referred to the municipality's website or a *printed* version of the annual report.
- ✓ Individuals requesting data or information from a public vital record should be encouraged to complete an application to obtain a non-certified copy of the vital record in question.
- ✓ Researchers engaged in genealogical research who hold a valid researcher identification card should be encouraged to complete an application to obtain a non-certified copy of the vital record in question.
- ✓ Municipal clerks may use their discretion if or when verifying a vital record is filed within their municipality.

A municipal clerk must not disclose personal identifiable information contained in vital records or issue a copy of all or part of any such record unless the applicant is authorized to obtain a such record for a proper purpose or is authorized to obtain such data.