NEW APPLICATIONS & AFFIDAVITS

The State Office of Vital Statistics will implement revised application forms for birth and death certifications. Two new forms designed to assist in obtaining certifications when the applicant is someone other than those provided by law to receive the certification (s. 382.025, F.S.) have also been developed and will be implemented. These are the Affidavit to Release a Birth Certificate (DH #1958 2/03) and the Affidavit to Release Cause of Death Information (DH #1959 2/03).

There are several changes on the new applications that relate to the requirements for obtaining certifications. To receive a birth certification, the applicant must state their relationship to the registrant on the birth certificate. If the applicant is someone other than those provided by law to receive a certification, the applicant must have the Affidavit to Release a Birth Certificate (DH #1958 2/03) completed by an authorized person. The affidavit is attached to the application and retained in the file.

By Florida Statutes, birth certificates and death certificates with cause of death information are confidential in Florida. To receive a death certification with cause of death, the applicant must state their relationship to the registrant named on the death certificate.

If a funeral director is obtaining certified copies for the family of the decedent, that funeral director must indicate whether or not they are from the funeral home listed on the record. He or she must sign the application and provide their license number as well as state who they represent. If the applicant is not an authorized person to receive cause of death, the applicant must have the Affidavit to Release Cause of Death Information (DH #1959 2/03) completed by an authorized person and attached to their application.

The revised birth and death applications as well as the above mentioned affidavits will be available by writing the state office, contacting the county vital statistics office or on the Vital Statistics website at:


CHIEF DEPUTY REGISTRAR ADVISORY COMMITTEE

Since the introduction of the CDR Operations Manual at the statewide meeting in Orlando last year, the committee, like all of you, has spent much of our time coordinating the implementation of logs and other new processes in our individual county offices. During the last quarter, the CDRAC was given the opportunity to review and provide feedback to QA on several initiatives QA has undertaken. Included were setting up hospital noncompliance files; reviewing standard birth and death applications; an instructional document for working with “reluctant” physicians; and a new, more detailed chapter on burial-transit permits, which will be added to the handbook.

The CDRAC meets monthly via regularly scheduled conference calls to discuss issues that may need to be addressed with the state office. If you have an item you would like for us to include, please contact your area CDRAC representative.

A project CDRAC has recently undertaken is that of collecting CDR reports of

SUBREGISTRAR TRAINING VIDEO

The Subregistrar Training Video and accompanying Facilitator Guide were sent to all chief deputy registrars (CDR) in January, 2003. This video is the first in a series of training videos being developed by the state office to assist the chief deputy registrar in training activities in the county. Use of the training videos and associated materials will result in greater uniformity in the training of subregistrars, birth registrars, funeral directors and medical examiner staff.

The normal training time required to become a subregistrar is approximately three hours. This allows time for the CDR to present the video, stop at the designated places for detailed review of the burial-transit permit, the death certificate and the fetal death certificate. There is also sufficient time for the CDR to administer the Subregistrar Quiz and go over specifics about the office, who to contact, office hours, etc.

So far, we have had a very favorable response from those CDRs who have been the first to try out the video. As the saying goes, “try it, you’ll like it!”

Any questions regarding training or use of the video should be directed to the chief deputy registrar or the Quality Assurance Field Representative at the state office.
**IDENTIFICATION REQUIREMENTS**

All requests for certifications of birth certificates and death certificates with cause of death must include a photo identification (ID). Acceptable forms of photo ID include the following:

- Driver’s license
- State ID, issued by Department of Motor Vehicles
- Military ID
- Passport

If the applicant appears in person, they must complete the application and present their photo ID. Documentation of this ID must be retained with the application, whether in the form of a photocopy of the ID and attached to the application or a notation on the application of the type of ID and ID number.

Requests processed through the mail must also include a copy of the applicant’s photo ID. If the required ID has not been provided, the request should be returned with instructions to the applicant on how to proceed.

Birth events over 100 years and death events over 50 years or those that do not include cause of death information do not require ID for their release.

For additional information or clarification on proper ID, refer to the CDR Operations Manual, Chapter 5, “Issuance and Certifications - Forms of Identification.”

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**REVISED BIRTH CERTIFICATE**

Approximately every 10 years the National Center for Health Statistics (NCHS) initiates a revision to the birth, death and fetal death certificates. The ten year mark would have coincided with the census, so it was decided to push back the normal date for revisions. The birth certificate is the first certificate to be revised.

NCHS put together a panel of experts (representatives from the American College of Obstetrics & Gynecology, the American Academy of Pediatrics, the American Hospital Assn., etc.) to discuss the items on the current birth certificate and the merits of additional items. All proposed items must pass the test of being needed for legal or public health use before inclusion on the certificate. States review the proposed standard certificate and decide what additional items, if any, are needed for their particular state.

The Florida Office of Vital Statistics plans to implement its revision to the standard birth certificate on January 1, 2004. Beginning in the fall, training will be provided to county vital statistics staff as well as hospital staff, birthing center staff and midwives. More detailed information will be provided in the September issue of the Vital News.
HOSPITAL COMPLIANCE – LIST OF CHAMPIONS

The following hospitals/birthing centers are to be congratulated for filing 90% or more of their birth records on time with the county vital statistics office for the first quarter of 2003. Twenty-nine (29) hospitals/birthing centers had perfect compliance for all three months. Sixty-one (61) hospitals were in the 90%+ range.

100%

Birthing Center of Gainesville
Patience Corner Nursing Midwifery Center
Seven Rivers Community Hosp.
Orange Park Medical Center
Family Birth Center of Naples
Family Birth Center of Miami
Memorial Hospital of Jacksonville
W. Florida Regional Medical Ctr.
US Naval Hospital at Pensacola
Sacred Heart Hospital
Highlands Regional Medical Ctr.
Florida Hospital Heartland
Gulf Coast Hospital
Blake Medical Center
Munroe Regional Medical Center
Martin Memorial Hospital
Florida Lower Keys Hlth. System
N. Okaloosa Medical Center
E. Pasco Medical Center
Pasco Community Hospital
Countryside Birthing Place
Labor of Love Childbirth Services
Bartow Hospital
Heart of Florida Hospital

Putnam Medical Center
Birth and Beyond Birthing Center
Flagler Hospital
Santa Rosa Medical Center
Milton Memorial Birthing Center

90%+

Shands at University Of Florida
Shands at Alachua General
Women’s Center at N. Florida
Gulf Coast Medical Center
Bay Medical Center
Cape Canaveral Hospital
Holmes Regional Medical Center
Wuesthoff Memorial Hospital
Broward General Medical Center
Memorial Regional Hospital
Coral Springs Medical Center
Plantation General Hospital
Northwest Medical Center
Memorial Hospital West
Bon Secours St. Josephs Hospital
Citus Memorial Hospital
N. Collier Hospital
Baptist Hospital of Miami
Mt. Sinai Hospital
DeSoto memorial Hospital
Baptist Medical Ctr. Jacksonville
St. Luke’s Hospital
St. Vincent’s Medical Center
US Naval Hospital at Jacksonville
Baptist Hospital at Pensacola
Spring Hill Regional Hospital
St. Joseph’s Women’s Hospital
University Community Hospital

Indian Rover Memorial Hospital
Jackson Hospital
Leesburg Regional Medical Ctr.
Cape Coral Hospital
Lee Memorial Health Park
Lehigh Regional Medical Center
Tallahassee Community Hospital
Tallahassee Memorial Healthcare
Manatee Memorial Hospital
Ocala Regional Medical Center
Baptist Nassau Hospital
Mt. Walton Beach Medical Center
96th Medical Group
Osceola Regional Medical Center
Celebration Hlth. Florida Hospital
Bethesda Memorial Hospital
Glades Memorial Hospital
St. Mary’s Hospital
Boca Raton Community Hospital
Palm Beach Gardens Medical Ctr.
Community Hospital of New Port Richey
Helen Ellis Memorial Hospital
Bayfront Medical Center
Mease Hospital & Clinic
Morton F. Plant Hospital
Lakeland Regional Medical Ctr.
Winter Haven Hospital
Lawnwood Regional Medical Ctr.
Sarasota Memorial Hospital
Central Florida Regional Hospital
S. Florida Seminole Hospital
Halifax Medical Center
Memorial Hospital at Ormond Beach

TOP 20 FIRST NAMES OF 2002

<table>
<thead>
<tr>
<th>MALE</th>
<th>FEMALE</th>
</tr>
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<tbody>
<tr>
<td>1. Michael</td>
<td>1. Emily</td>
</tr>
<tr>
<td>2. Joshua</td>
<td>2. Madison</td>
</tr>
<tr>
<td>3. Jacob</td>
<td>3. Ashley</td>
</tr>
<tr>
<td>5. Daniel</td>
<td>5. Isabella</td>
</tr>
<tr>
<td>6. Christopher</td>
<td>6. Brianna</td>
</tr>
<tr>
<td>7. Anthon</td>
<td>7. Sarah</td>
</tr>
<tr>
<td>8. Nicholas</td>
<td>8. Samantha</td>
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<tr>
<td>10. Jonathan</td>
<td>10. Alyssa</td>
</tr>
<tr>
<td>11. Tyler</td>
<td>11. Kayla</td>
</tr>
<tr>
<td>15. William</td>
<td>15. Taylor</td>
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<tr>
<td>17. Ethan</td>
<td>17. Olivia</td>
</tr>
<tr>
<td>18. Zachary</td>
<td>18. Nicole</td>
</tr>
<tr>
<td>19. James</td>
<td>19. Lauren</td>
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</tbody>
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BITS ‘N PIECES

• Reminder – Logs, CDRs should have: an Audit Control Number Log for each type of security paper used that includes the VOID log (this can be a separate log if desired); a Shipment Receipt Log that includes all shipments received, the monthly Inventory Log and any note of transfer of paper, and the completed Transfer of Paper form DH 1941.

• Clarification – Last quarter’s Vital News stated that the ME may not take jurisdiction of all traumatic cases. All traumatic causes of death must be reported to the medical examiner for investigation. The only circumstance where the ME would not certify is when the traumatic event is discovered through the certifying physician’s completion of the cause of death that indicates trauma and the decedent has already been buried.

STATISTICAL TABLES HAVE MOVED

The statistical tables, along with past issues of the Vital News, can be found on the department’s website at the following address:

CHANGE OF ADDRESS FORM

Date: _______________________

Address as shown on current newsletter: ____________________________________________________ 
_______________________________________________________________________________________ 
_______________________________________________________________________________________ 

New Mailing Address: ____________________________________________________________________ 
_______________________________________________________________________________________ 
_______________________________________________________________________________________ 

PLEASE PRINT OR TYPE ALL INFORMATION

PLEASE MAIL CHANGE OF ADDRESS TO:
OFFICE OF VITAL STATISTICS, QUALITY ASSURANCE UNIT
P. O. BOX 210
JACKSONVILLE, FLORIDA 32231-0042

Department of Health
Office of Vital Statistics
Quality Assurance Unit (HPEVSRR)
P.O. Box 210
Jacksonville, FL 32231-0042