



## STATE REGISTRAR NOTICE

<b>Subject:</b> Death Certificate Security Paper (H105.805)	<b>Number:</b>  2018-10
<b>Date Issued:</b>  November 15, 2018	<b>By Direction of:</b>  Audrey Marrocco State Registrar

### NOTICE TO LOCAL REGISTRARS

This notice is an update to State Registrar Notice 2018-08 issued on August 10, 2018. For full requirements, please refer to that State Registrar Notice.

#### Security Paper

The Bureau of Health Statistics and Registries (BHSR) is now shipping the updated security paper (H105.805 Rev. 7/18) which is pre-printed with the \$20 fee. You should place an order for this new security paper ***once your current inventory levels have reached a one-month supply***. When placing your order, you may order a quantity to meet your four-month supply needs or one full carton, whichever is greater. For planning purposes, each carton contain 2,000 sheets of security paper and orders are typically shipped within one to two weeks.

As a reminder, once you receive a shipment of the new security paper (H105.805 Rev. 7/18), you shall do the following:

1. Continue to issue certificates using the security paper which shows the \$6 fee ***until you have exhausted this supply of security paper***. You must also continue to issue the attached “Notice of Change of Death Certificate Fee” each time you issue death certificates using the security paper that shows the \$6 fee.
2. Once you no longer have a supply of the \$6 security paper, you may start issuing certificates on the new security paper (H105.805 Rev. 7/18). ***You may not issue the new security paper until you have exhausted your entire inventory of the security paper printed with the \$6 fee***. Once you begin using the new security paper, you should discontinue issuing the “Notice of Change to Death Certificate Fee”.

#### Pre-Purchase of \$6 Certificates Where Cause of Death is Pending

We are analyzing all outstanding pre-purchased death certificates. Later this month, we will provide further direction to you on how to issue these certificates. Until then, you should continue to follow the procedures outlined in State Registrar Notice 2018-08.