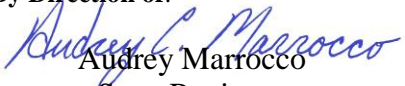


STATE REGISTRAR NOTICE

Subject: Local Registrar Requisition for Vital Records Forms and Supplies	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	Number: <p style="text-align: center;">2019-11</p>
Date Issued: September 20, 2019 Date Effective: September 20, 2019	Audience: Local Registrars and Assistant Registrars	By Direction of:  Audrey Marrocco State Registrar

The Bureau of Health Statistics and Registries (BHSR) has updated the Local Registrar Requisition for Vital Records Forms and Supplies (H105.048). This form is being provided in PDF format so that you can enter your order directly into the PDF file.

Once you have opened the PDF form, tab to each field to type your order information directly into the PDF. Save your order form on to your computer and then submit it by fax or email.

Please note that all orders must be submitted on this order form. As such, phone orders will no longer be accepted.

This form has also been redesigned to include the following information:

- Form Number
- Material Code -- This column is for BHSR's informational purposes only
- Name of Form
- UOM (unit of measure) – If the UOM is something other than “EA” (each), see the Name of Form column for more information on the quantity being provided in the UOM.
- Max Order Quantity – Any orders for quantities that exceed the maximum order quantity will be reduced to align with the Max Order Quantity listed on this form.
- Quantity Requested Column – When ordering, you may request the Max Order Quantity listed if the quantity is less 50 EA or less. For all other items, please order approximately a three-month supply.

You should place your order about six weeks prior to needing the additional supplies. Please allow up to two weeks for processing of your order.

Contact Information:

Vital Records Supply unit
 Fax: 724-656-3155
 Email: ra-dh-dvrsupplies@pa.gov

Attachment:

Local Registrar Requisition for Vital Records Forms and Supplies (H105.048)