

## STATE REGISTRAR NOTICE

|   |  |
|---|--|
| <p><b>Subject:</b></p> <p style="text-align: center;">Fee Increase for<br/>Death and Fetal Death Certificates<br/><b>AND</b><br/><b>Update to Reporting Forms for Deaths &amp; Fetal<br/>Deaths</b></p> | <p><b>Number:</b></p> <p style="text-align: center;">2017-04</p>                                     |
| <p><b>Date Issued:</b> November 8, 2017</p> <p><b>Date Effective:</b> November 13, 2017</p> <p><b>Date Amended:</b> <b>January 5, 2018</b></p>  | <p><b>By Direction of:</b><br/><i>Audrey C. Marrocco</i><br/>Audrey Marrocco<br/>State Registrar</p> |

Amended information is displayed in red.

Act 40 of 2017, which implements the 2017-2018 Commonwealth budget, includes a fee increase for a certified copy of a death record (commonly known as a death or fetal death certificate). This change is effective on Monday, November 13, 2017.

### **Fee Increase Details**

The fee shall increase from nine dollars (\$9) to twenty dollars (\$20) for each certificate issued by a Department of Health office. This change brings the fee in line with the cost of a birth certificate.

The twenty-dollar (\$20) fee applies to all certificates issued from a Department of Health office (including mail and on-line orders, as well as those issued to a funeral home representative at a window in one of the public offices).

Act 40 of 2017 does not change any of the following:

- The fee for a *death certificate* issued from a local registrar's office remains at six dollars (\$6). A regularly updated list of [local registrars](#) is published on the Bureau of Health Statistics and Registries' [Electronic Death Registration System \(EDRS\) webpage](#) at [www.doh.pa.gov/EDRS](http://www.doh.pa.gov/EDRS). The Vital Statistics Law of 1953 allows the local registrar to issue a death certificate for ninety (90) days after issuance of the original one.
- The fee may be waived for a *death certificate* if the decedent was an armed forces member or if the applicant is:
  - the decedent's legal spouse;
  - a dependent child; or

- the funeral director listed on the death certificate, if the decedent is listed as a veteran.
- The fee may be waived for a *fetal death certificate* if the decedent is a dependent of an individual who served or who is currently serving in the armed forces.
- One dollar (\$1) received for each *death certificate* shall be used by the Department of Health for distribution to the county coroner or medical examiner in accordance with the Vital Statistics Law of 1953.

### **Forms for Reporting Deaths and Fetal Deaths**

For those organizations that have not yet transitioned to EDRS, an enhanced PDF version of the Certificate of Death reporting form (H105.143 Rev. 11/2017) is now available. An enhanced PDF version of the Certificate of Fetal Death reporting form (H105.024 Rev. 11/2017) is also available. Both are attached, and you may begin using them immediately (replacing the versions revised 09/2017). **The reporting forms must be printed on white 8.5” x 14” paper. Deaths or fetal deaths reported on forms printed on any other size paper will be rejected. Please note that the fetal death report form is two pages. Both pages of this form must be submitted at time of filing.**

After entering information on the PDF reporting form (H105.143 and H105.024) on your computer, the form must be printed and then signed in permanent ink. Signing with a gel pen is highly discouraged due to the non-archival properties of the ink. If you are unable to use the PDF files, you may continue to complete the entire form in pen.

Once you have exhausted your current supply of the Certificate of Death (H105.143) and the Certificate of Fetal Death (H105.024), you may print your own copies using the attached PDFs or you may order copies from us. To order printed copies of these forms, please send an email to the Vital Records Supply Unit at [RA-DH-DVRSupplies@pa.gov](mailto:RA-DH-DVRSupplies@pa.gov), allowing two to three weeks for processing and shipping. The following details should be included in your email message:

- Contact name
- Phone number
- Shipping address
- Form name and number
- Quantity requested

**Although you may continue using your current supply of H105.143 and H105.024 for now, beginning **March 15, 2018**, all reporting entities are required to begin using the attached version of the forms (revised 11/2017).**

Usage of H105.143 for reporting deaths is limited to those facilities that have not yet adopted EDRS. The number of facilities adopting EDRS grows each month. If your organization would like to learn more about EDRS, please visit our [EDRS webpage](#) for educational resources and training information. Note that EDRS is only for reporting deaths, not fetal deaths.

## **Contact Information**

### **Death Reporting Assistance**

Phone: 800-323-9613

(Select “Deaths” from the main menu option)

Email: [RA-DHDeathSupport@pa.gov](mailto:RA-DHDeathSupport@pa.gov)

### **Fetal Death Reporting Assistance**

Phone: 800-323-9613

(Select “Birth and Fetal Deaths” from the main menu option)

Email: [RA-DHBirthReg@pa.gov](mailto:RA-DHBirthReg@pa.gov)

### **Birth and Death Certificate Inquiries (for the general public)**

Phone: 844-228-3516

Click [here](#) to access the online contact form for birth and death certificate inquiries.

## **References**

### **EDRS Webpage**

[www.doh.pa.gov/EDRS](http://www.doh.pa.gov/EDRS)

### **Birth and Death Certificates Webpage (for the general public)**

Click [here](#) to access the Bureau’s Webpage for Birth and Death Certificates.

## **Attachments**

Certificate of Death (H105.143, Rev. 11/2017) reporting form

Certificate of Fetal Death (H105.024, Rev. 11/2017) reporting form

## **Posting Requirements:**

Vital Records Public Offices and all local registrar offices are required to post this State Registrar Notice until March 31, 2018.

To subscribe/unsubscribe to State Registrar Notices (SRNs) by email, please send an email to [RA-DHVITALSTATISTICS@pa.gov](mailto:RA-DHVITALSTATISTICS@pa.gov). If you have subscribed and are not receiving SRNs, please check your SPAM/junk folder in email and add [RA-DHVITALSTATISTICS@pa.gov](mailto:RA-DHVITALSTATISTICS@pa.gov) to your contacts and/or approved senders list. If you have questions about how to do this, please contact your email provider for how-to instructions specific to your email program.