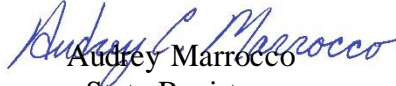


STATE REGISTRAR NOTICE

Subject: Procedural Changes due to Modifications to Certificate Fee and New Funeral Director Application	Number: 2018-08
Date Issued: August 10, 2018 Date Effective: August 21, 2018	By Direction of:  Audrey Marrocco State Registrar

NOTICE TO LOCAL REGISTRARS

In accordance with Act 42 of 2018, the fee for all death certificates and fetal death certificates issued by a local registrar increases to \$20 effective August 21, 2018. Based on the distribution of fees listed in Act 42 of 2018, the fee shall be handled as follows:

- \$3 shall be retained by the local registrar
- \$17 shall be remitted to the Bureau of Health Statistics and Registries

The current certificate fee of \$6 for purchase from a local registrar shall remain in effect through August 20, 2018.

Security Paper

BHSR understand that the security paper (H105.805) is pre-printed with the fee listed as \$6. New security paper has been ordered to reflect the \$20 fee. At this time, you shall continue to issue certificates using the current security paper (which reflects the \$6 fee).

Beginning on August 21, 2018, you shall also provide the funeral home with the attached “Notice of Change to Death Certificate Fee”. This notice is only to be issued when you are using the old security paper (which reflects the \$6 fee) while collecting the new \$20 fee.

Once you receive a shipment of the new security paper (H105.805 Rev. 7/18), you should do the following:

1. Continue to issue certificates using the current security paper (which shows the \$6 fee) until you have exhausted your current supply of security paper.
2. Once you no longer have a supply of the \$6 security paper, you should start issuing certificates on the new security paper (which reflects the \$20 fee). At that time, you should also discontinue issuing the “Notice of Change to Death Certificate Fee”.

Updates to the Local Registrar Manual

Due to this price increase and the creation of the new Funeral Director's Application for Death Certificate (HD02085F), the following pages of the local registrar manual are changing.

- Section 2: Personnel & Payroll – pages 5, & 10-11
- Section 6: Issuance – pages 3-7, 10, 13 & 15
- Section 7: Submission Requirements – Numerous changes throughout

These sections of the manual are attached to this state registrar notice. Please print these sections to update your manual.

Submittal of Local Registrar's Monthly Report – Summary Schedule of Activity and Income (H105.026)

This form has been updated to reflect the distribution associated with the \$20 fee. In addition, we have conducted a complete review of the form and redesigned it to meet today's requirements. Attached you will find a PDF of this form. The revision (Rev.) date of this form is 07/18. You do not need to place an order for this form since we are having copies sent to each of you. In the next few weeks, expect to receive a shipment of 15 sets of this 2-part form.

For the August monthly mailing, you will need to submit both the old version of this form and the new version of this form to us. Below are additional instructions on how you will report your Summary Schedule of Activities and Income to us for August:

- **H105.026 Rev. 08/06** – Use this old version of the form to report activities up until August 20, 2018 (which is the last day that the \$6 fee is in effect). You will use the old instructions in Section 7 of the Local Registrar Manual to complete this form.
- **H105.026 Rev. 07/18** – Use this new version of the form beginning on August 21, 2018 (which is the first day that the \$20 fee is in effect). You will use the new instructions in Section 7 of the Local Registrar Manual to complete this form.

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

State Registrar Notice 2018-07 announced the process for funeral homes to pre-purchase death certificates at the \$6 rate for cases where the cause of death is still pending. Please read that state registrar notice closely and make yourself familiar with the requirements surrounding these pre-purchased certificates.

The funeral director must complete the "Funeral Home Application for a Death Certificate Showing Final Cause of Death" by August 20, 2018. Payment for these certificates should be made on a separate check or money order. The funeral director should not combine on one check the payment for multiple applications.

Upon receipt of a completed “Funeral Home Application for a Death Certificate Showing Final Cause of Death” and the submittal of the payment, you should complete all columns on the “Tracking Log for Pre-Purchased Certificates” except for the “Date Issued” column.

You should store the “Funeral Home Application for a Death Certificate Showing Final Cause of Death” along with the payment in a secured area. Do not cash the check or money order until you have issued the certificate.

Once the funeral director has notified you that the cause of death has been finalized, you may issue the pre-purchased certificates and deposit the check. You also need to update the “Tracking Log for Pre-Purchased Certificates” by completing the “Date Issued” column.

As you issue pre-purchased certificates, you will continue to report these monthly activities on the H105.026 Rev. 08/06 (which shows the \$6 fee rate and remittance calculations).

In addition, you need to submit a copy of the “Tracking Log for Pre-Purchased Certificates” each month until all pre-purchased certificates have been issued.

In November, the Local Registrar Support Unit will reach out to you to provide further direction on how to issue any outstanding pre-purchased certificates where the cause of death has not yet been finalized.