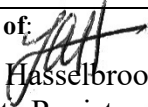


## STATE REGISTRAR NOTICE

<b>Subject:</b>  Collection of Payment for Death Certificates and Submission of Monthly Activity Reports and Payment by a Local Registrar	<b>Type:</b>  <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	<b>Number:</b>  <b>2023-03</b>
<b>Date Issued:</b>  September 13, 2023	<b>Audience:</b>  Local Registrars	<b>By Direction of:</b>  Lisa Hasselbrook State Registrar

This notice discusses the Collection of Payment and the Submission of Monthly Activity Reports and Payments for death certificates issued by a Local Registrar and due to the Pennsylvania Department of Health, Bureau of Health Statistics and Registries (BHSR). These policies apply to registrars appointed as Local Registrars as well as to those appointed as Assistant Registrars.

### Collection of Payment for Death Certificates

- A Local Registrar is responsible for collecting payment for death certificates, in full, at time of pick up.

### Submission of Monthly Activity Reports and Payment for Death Certificates

- A Local Registrar is responsible for the submission of accurate and legible monthly activity reports along with full payment in the amount of seventeen dollars (\$17.00) per each death certificate issued during the prior month, to the BHSR.
- Monthly activity reports and full payment **are due** by the **15<sup>th</sup>** of every calendar month. If the 15<sup>th</sup> falls on a weekend or a holiday, the due date will be the following business day.
- Payments will be processed promptly upon receipt by BHSR.
- If a Local Registrar's monthly activity report and/or full payment is not received by the due date, the Local Registrar may be suspended. If a Local Registrar is suspended for failure to submit a timely monthly activity report and/or full payment by the due date, they will be notified by BHSR in writing of the suspension and reason for the suspension. During a suspension, the Local Registrar will not be permitted to receive additional supplies, file death certificates, or issue permits or death certificates.

### **Contact Information:**

Finance & Operations Support Unit

By Phone: Vital Events Stakeholder Hotline at 800-323-9613

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