

ODH/VS Change of Registrar Appointment Request

In accordance with Ohio Revised Code, section 3705.05, health department personnel should complete the following request form for any change of appointment of a local registrar, deputy registrar, or sub-registrar. All information should be completed and faxed as soon as possible to the Ohio Department of Health, Bureau of Vital Statistics (ODH/VS) HelpDesk at **fax number (614) 564-2420** or vs.helpdesk@odh.ohio.gov

Reg. District #: _____ Location name: _____

Phone number: _____ Fax number: _____

This request form is for change of appointment to: Local Registrar Deputy Registrar Sub-Registrar

Current name: _____ End date: _____

New name: _____ Start date: _____

New email address: _____ Phone number: _____

Mailing address: _____

Is the exiting person an IPHIS-EDRS Facility Administrator for your agency? Yes No

**If yes, a separate Facility Administrator Support Document must be completed (available on the ODH Support Site under "User Management") in order to maintain control of IPHIS-EDRS user access accounts for your facility.*

By submitting this form to ODH/VS, you are certifying the above information is true and accurate. The appointment of a local registrar or deputy registrar must be approved and signed by the health commissioner. The appointment of a sub-registrar may be approved and signed by the local registrar.

Approving signature: _____ Date: _____

Printed Name: _____ Title: _____

1. In the event a local registrar is unable to perform normal filing duties for a short period of time a deputy registrar or other predetermined designee is able to sign vital records in the local registrars name and signature during their absence.
2. In the event a local registrar is removed for any reason (retirement, discharge, etc.) a deputy registrar would automatically be appointed as acting registrar until a replacement local registrar is appointed. Notification to ODH/VS should be faxed as soon as possible so that critical changes can be implemented to the registration system. Notification must include effective beginning and end dates for all affected individuals.
3. For a new local registrar to be officially appointed an action must be documented by the district board of health on the recommendation of the health commissioner. Notification and proof of the board action (meeting minutes) must be forwarded to ODH/VS for documentation. ODH/VS will in response forward confirmation of the change in appointment.
4. For a sub-registrar appointment, Ohio Administrative Code 3701-5-05 states: "The local registrar, with the approval of the director, may appoint one or more sub-registrars for the registration district." **In order to issue burial permits, a sub-registrar must request specific access to the Electronic Death Registration System (EDRS) using the Sub-Registrar User Support Document (available on the ODH Support Site).*