

# Vital Statistics Desk Guide for Local Offices – 2018 Edition

## Birth Correction Steps - 2006 to Present

1. Log into IPHIS and search for the birth record. Open/display once found.
2. Select **Requests - Corrections - New Birth Correction**.
3. Two windows will launch: Birth Record and Layer Birth.
4. Click **Save** on the Layer Birth window.
5. Click "OK" on the record save pop-up message. Close the Layer Birth window.
6. Click **Save** on the Birth Record and close that window.
7. Go back to the search screen and start a new search for the birth record.
8. Open/display the new "Cloned" birth record.
9. Select **File – New - Birth Correction**.
10. A new window will launch titled "BAFFIDAVIT".
11. On the *Corrections* tab select the fields that need to be changed and enter the correct information.
12. On the *Complete* tab enter a "Y" in the "Correction Info Complete" field. Click **Save**.
13. Choose **Request - Print: Birth Correction Affidavit**.
14. Review the Birth Correction then print the document.
15. **The applicant will sign the correction and have it notarized.**
16. Once you receive a signed and notarized birth correction, submit it to **VS.Corrections@odh.ohio.gov** via email or fax for approval with the appropriate cover sheet.
17. If the Special Reg. Clerk approves the correction the changes will be updated on the birth record within 15 minutes. If the correction is denied an email will be sent detailing the reason.
18. If approved the birth abstract can now be issued to the customer. The footnote will only list the correction to fields that are shown on the birth abstract.

## Issuance Guidelines for Birth

**Birth certificates must be issued from IPHIS.**

**The Certification of Birth (aka 'abstract') is the standard for Ohio birth certificate issuance.**

**Birth Certificates ('longform' or 'book copy') are available for records with no attachments as follows:**

- **2006 & Forward Birth Records: Electronic Certificate**
- **2005 & Prior Year Birth Records: Paper Certificate**

**Birth Record Summaries may be printed by Local Registrar Supervisor and Local Registrar Clerk roles in IPHIS.**

## What to Watch For On Birth Records

- Look on the *Summary* tab for a "Y" in the "Correction Present" field or an entry in the "Change Type" field to indicate whether a Birth Record has been updated.
- **DO NOT** issue an Electronic Certificate if the birth record has an affidavit, correction or legal name change. Issue a Paper Certificate with a copy of the affidavit or birth correction.
- Legal Name Change court orders should not be issued as part of a birth certificate, whether electronic or paper. The customer can be issued a certification of birth.
- Scanned paper birth certificates can be seen for 2006 forward birth records with a registered correction by selecting the **Actions – Display Image/Document** menu.
- Birth affidavit corrections or birth affidavits should not be attached to a birth abstract for issuance.
- Do not cut or alter the security paper when issuing certificates.

## Other Items to Know

- Birth records from 2005 and prior years will continue to use the old Birth Affidavit form and process.
- Birth Corrections and Birth Affidavits have the same rules for what fields can be updated and who can sign as applicant.
- The Local Reg. Clerk and Local Reg. Supervisor can see all the corrections that have been created for their vital records district in the last 30 days by selecting the "Birth Corrections w/in 30 Days" work queue menu option.
- 2016 and prior year Birth Records will still be printed, signed, and filed as paper records.

## Contacting ODH/VS

**Issuance:** Public inquiries, Certified Letters of No Record for delayed birth registration

[VS.Issuance@odh.ohio.gov](mailto:VS.Issuance@odh.ohio.gov)

**Special Registration:** Submitting Birth Corrections, Birth Affidavits, Questions regarding previously registered court orders, adoptions, or corrections

[VS.Corrections@odh.ohio.gov](mailto:VS.Corrections@odh.ohio.gov) or fax to 614-564-2457

**Stakeholder Support:** Abstract errors, Policy questions, Staff changes, IPHIS/EDRS Access problems, IPHIS/EDRS Support

[VS.Helpdesk@odh.ohio.gov](mailto:VS.Helpdesk@odh.ohio.gov) or 614-466-2531, option 2 then 3

[www.odh.ohio.gov/vitalstatistics/stakeholder/support/](http://www.odh.ohio.gov/vitalstatistics/stakeholder/support/)

**Registration:** Home Birth Record paperwork and registration, Surrogacy/divorce paperwork, HOLD status Birth Records

[VS.Registration@odh.ohio.gov](mailto:VS.Registration@odh.ohio.gov)

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## Death Correction Steps - 2007 to Present

1. Log into EDRS and search for the death record. Open/display death record once found.
2. Select **Requests - Corrections - New Death Correction >2006**.
3. Two windows will launch: Death Record and Layer Death.
4. Click **Save** on the Layer Death window.
5. Click **"OK"** on the record save pop-up message. Close Layer Death window.
6. Click **Save** on the Death Record then close the window.
7. Go back to the search screen and start a new search for the death record.
8. Open/display the new "Cloned" death record.
9. Select **File – New - Death Correction**.
10. A new window will launch titled "DAFFIDAVIT".
11. On the *Applicant* tab complete the applicant's information.
12. On the *Corrections* tab select the fields that need to be changed and enter the correct information.
13. On the *Complete* tab click **Save**. Choose **Request - Print: Death Correction Affidavit** to print a draft copy for review.
14. Once reviewed, place a "Y" in the "Correction Info Complete" field. Click **Save**.
15. Click **"OK"** on the electronic signature pop-up message.
16. Click **"OK"** on the linking pop-up message.
17. Choose **Linking - To Death Record**.
18. A search window will launch. Open/display the Death Record.
19. Click **Save**. This will change the overall record status from CORRECTION to REGISTERED.
20. Death record will display updated information. Death record may be issued by selecting **Request – Print: Death Cert NO SSN or Print: Death Cert With SSN**

## Issuance Guidelines for Death

### **2006 & Prior Year Death Records: Issue Local Copy**

**Paper Death Records in FILED Status: Paper Certificate**

**2007-2017 Deaths w/o Attachments: Electronic Certificate**

### **2007-2017 Deaths w/ Attachments:**

If attachments overlay correctly: **Electronic Certificate**

If attachments do not overlay: **Paper Certificate**

**2018 REGISTERED Death Records: Electronic Certificate**

Social Security Number must be redacted for death records within the past five years unless the applicant is authorized by ORC 3705.23 (5) to view the SSN.

## Other Items to Know

### **Medical Supplements**

- Remember to Sign, Date, and File paper supplements
- Check 2017 and prior supplements before issuing to verify if the information overlaid correctly

### **Causes of Death – Paper Death Records**

- Cause of Death must be legible
- Verify that time of death and date pronounced are present
- Verify that the certifier has signed/dated the record

### **E-Filing**

- Accept or reject certificate within 24 hours
- Communicate with funeral home requesting the filing

## Glossary of Vital Statistics Terms

**Affidavit:** A paper document used to make minor corrections to the demographic information on a birth or death record. Still in use for births 2005 and prior and deaths 2006 and prior.

**Certificate:** A certified copy of the full public record of an Ohio birth or death. Also known as the "longform" or "book copy". May be an Electronic or Paper Certificate.

**Certification of Birth:** The standard issuance format for birth records, also known as the "abstract". Generated from IPHIS.

**Clone Record:** An active document showing the current and updated information on a vital record.

**Correction Document:** A IPHIS/EDRS document that allows users to make updates to a birth or death record. Used for 2006 to present birth records and 2007 to present death records.

**Court Order:** A certified copy of a judgment entry from a county probate court instructing Vital Statistics to update a vital record, including updating parents or creating a new record.

**Electronic Certificate:** A certified copy generated from IPHIS/EDRS data or the full public record of an Ohio birth or death.

**Layer Record:** A sealed/inactive document showing the original information on a vital record.

**Legal Name Change:** A certified copy of a judgment entry from a probate court updating the legal name of a child or adult that can be used by Vital Statistics to update a birth record.

**Local Copy:** An original birth certificate from prior to 2016 or an original paper death certificate kept at the local Vital Statistics office in paper, scanned image, microfilm, or other format.

**Paper Certificate:** A certified copy of an Ohio birth or death record made from a reproduced copy of the original document and any filed attachments.

**Paternity Affidavit/Acknowledgement of Paternity:** A signed and notarized form from an unmarried mother and father of a child used to add the father to a birth record and update the name of the child. Also known as "AOP" or "APA".

**Record:** The IPHIS/EDRS database entry associated with an Ohio birth or death.