



DPH PROBATE

County: _____ Interviewee: _____

Date: _____ Regional Consultant: _____

General Requirements	
1	Roles & Responsibilities
	Adhere to O.C.G.A. Title 31-10 and DPH Rules Chapter 511-1-3. Comment:
	Adhere to governance provided by the State Registrar. Comment:
	Collect and receive death records, review for completeness and accuracy, then register. Comment:



	<p>Retrieve, review, and issue certified birth and death certificates.</p> <p>Comment:</p>
	<p>Issue final disposition, disinterment, and reinterment permits.</p> <p>Comment:</p>
2	Provision of Data and System Access
	<p>Store access user IDs and passwords in a safe and secure place for each GAVERS user. Do not share individually-assigned user IDs or passwords with anyone inside or outside the county office.</p> <p>Comment:</p>
	<p>Update local county employee's status when the need arises to remove, delete, or change an employee's access to GAVERS.</p> <p>Comment:</p>



3	Original Records Held Locally
	<p>Forward to SOVR/DPH any original birth record held locally that does not have a state file number when a customer requests a certified copy.</p> <p>Comment:</p>
4	Registration of Death Records
	<p>Work with local funeral homes and death record certifying physicians to efficiently and effectively file death records for natural deaths that occur within the county.</p> <p>Comment:</p>
	<p>Register Death Records within ten calendar days from the date of death.</p> <p>Comment:</p>
	<p>Monitor death registration queue for death records daily, and agree to register all deaths electronically that occurred in the local county via the GAVERS system by close of the next business day after receipt.</p> <p>Comment:</p>



	<p>Register death records received in paper form from the funeral home or physician certifying the record within two business days.</p> <p>Comment:</p>
	<p>Work with local coroners, medical examiners, and other officials in the recording and registering of non-natural deaths.</p> <p>Comment:</p>
5	Issuance of Final Disposition Permits, Reinterment, Disinterment
	<p>Implement procedures to ensure that final disposition permits can be issued upon request 24 hours a day, 7 days a week.</p> <p>Comment:</p>
	<p>Issue disinterment and reinterment permits upon request and proper application.</p> <p>Comment:</p>



	<p>Maintain permanent copies of disposition permits.</p> <p>Comment:</p>
6	Issuance of Certificates
	<p>Use the GAVERS system and data for the purpose of retrieving, reviewing, and issuing birth and death certificates.</p> <p>Comment:</p>
	<p>Do not issue certificates from paper custodial files.</p> <p>Comment:</p>
	<p>Maintain a minimum of 40 hours of operation per week (excluding holidays) for vital records service and post hours of operation in a visible location for customers to see.</p> <p>Comment:</p>



	<p>Staff the operation appropriately with employees who are authorized and capable of registering, retrieving, reviewing, and issuing birth and death certificates during hours of operation.</p> <p>Comment:</p>
	<p>Secure written application only from requestors having a direct and tangible interest in the vital record certificate.</p> <p>Comment:</p>
	<p>Use the GAVERS' Fee & Issuance module to record all transactions for certificates, scan security paper for issued birth certificates, verify requestor's appropriate relationship and access to the record, and capture all transactional information for the requestor.</p> <p>Comment:</p>
	<p>Use only birth security paper purchased from the SOVR/DPH with embossed seal, bar code, and current State Registrar's name and signature for the purpose of issuing birth certificates.</p> <p>Comment:</p>



	<p>Use only blue, green, or blue-green basket weave paper for the issuance of death certificates with a local county seal and SOVR/DPH statement on the back with State Registrar signature.</p> <p>Comment:</p>
	<p>Charge all requestors the state-approved fee of \$25 for the first certificate and \$5 for each additional certificates requested during the same transaction.</p> <p>Comment:</p>
	<p>Ensure that all birth certificates are signed by the local county registrar or a deputy registrar.</p> <p>Comment:</p>
	<p>Ensure death certificates are signed by the registrar and a local county vital records employee.</p> <p>Comment:</p>



	<p>Issue birth or death records as certificates to military veterans or their immediate family members free of charge. The certificate(s) itself must be in the name of the military veteran.</p> <p>Comment:</p>
7	Issuance of White Copy Records
	<p>Issue death records as white copies, with a redacted SSN and the “<i>not for legal purposes</i>” watermark, to local law enforcement personnel free of charge. Law enforcement personnel are required to present the request on their agency’s official letterhead with the requestor’s signature affixed and present a copy of their official government ID.</p> <p>Comment:</p>
	<p>Issue white copy records, with redacted SSNs, for genealogic searches for \$25 and print the record on white paper only with a stamp, watermark, or handwritten statement on the face of the document that says “for genealogy purpose only”.</p> <p>Comment:</p>
	<p>If a person is deceased for whom a birth certificate is requested, a white copy of the birth certificate stamped “deceased” can be issued for the \$25 search fee. The copy must contain a stamp, watermark, or handwritten statement on the face of the document that says “for genealogy purposes only”.</p> <p>Comment:</p>



	<p>Do not release certified birth or death records for genealogic purposes. These white copies are considered “records” and should not be issued as a certified copy.</p> <p>Comment:</p>
8	Confidentiality
	<p>Protect vital records data, both in electronic and paper form, and use that data only for the purpose of vital records operations.</p> <p>Comment:</p>
	<p>Do not disclose information contained in vital records. Do not copy or issue all or part of a record except for the purpose of issuing a valid certificate.</p> <p>Comment:</p>
9	Security & Fraud Prevention
	<p>Paper stored in a secure, locked location. Be able to account for every piece of birth security paper by serial number.</p> <p>Comment:</p>



	<p>Ensure that vital records are issued only to persons that are legally eligible to receive them; Ensure that no record or report is improperly altered, amended, mutilated, counterfeited, or falsified; Ensure that no certificate is issued for the purposes of deception.</p> <p>Comment:</p>
10	Training
	<p>Attend and ensure attendance of vital records staff at a minimum of two face-to-face quarterly registrar meetings and two webinars hosted by SOVR/DPH during the calendar year.</p> <p>Comment:</p>
	<p>Alert SOVR of new local vital records employees. Arrange orientation and onboarding training within sixty business days of hire, or at a time and place agreed upon between both parties.</p> <p>Comment:</p>