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**EDRS/EBRS NEWSLETTER**  
**November 7, 2013**

**Number of EDRS/EBRS Participants**

145 Funeral establishments  
430 Municipalities  
85 Medical facilities  
41 Medical examiners  
97 Birth Certifiers

**All Users**

**New Address**

Data, Research, and Vital Statistics will be moving to a new physical address in mid to late November. Notification of this move and the effective date will be sent out to the public in the near future. Our new address will be:

Data, Research, and Vital Statistics  
Division of Public Health Systems  
Maine Center for Disease Control and Prevention (Maine CDC)  
Department of Health and Human Services  
220 Capitol Street  
11 State House Station  
Augusta, Maine 04333-0011

Telephone numbers will remain the same.

## Municipal Clerks

### New Paper Death Certificate

In our last newsletter we mentioned a few upcoming changes on the paper death certificate. These changes have now been incorporated into the paper death certificate which is now available on the Vital Records web page under Restricted Access Forms.

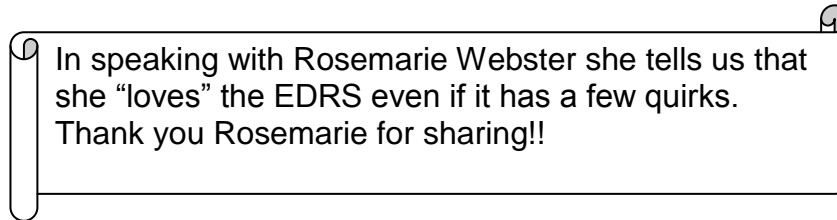
### Gender Neutral Labels

We are required by law (M.R.S.A. Title 19-A §650-A) to incorporate gender neutral language into all our documents. As part of this requirement, we have added three new items to the Order Processing, Applicant Relationship dropdown in DAVE:

Parent (which replaces Mother and Father)

Maternal Grandparent (which replaces Maternal Grandmother and Maternal Grandfather)

Paternal Grandparent (which replaces Paternal Grandmother and Paternal Grandfather)



### Death and Birth Index Report

Please do not use the Death Index Report and the Birth Index Report when looking for births and/or deaths for your municipality. There is still work being done on these reports by our provider and therefore the data on these reports is incomplete. We will let you know when these reports become available from DAVE. Meanwhile, should you need to obtain this information, please visit the Vital Records web site under Restricted Access Forms at:

<http://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/index.shtml>

### Order Processing – Matched Event

We have received many calls on why there is “No Matching Event” listed when preparing an order. Prior to calling, please check the following:

1. Is Registrant’s name spelled correctly?
2. Is Registrant’s residence and/or place of death your municipality? If not, let the applicant know from which municipality they need to obtain the certificate.
3. Is Registrant’s residence and/or place of death a legal municipality? Example: If the residence and place of death shows “China Village” instead of “China”, the town of China will not find a matching event because China Village is not a legal municipality. If, however, China is on the record as either residence, or as place of death, China will be able to issue that record.

#### 4. Is the case registered?

To verify any of the above you can go to the record itself (not the order). You will need to go to the Main page and select Life Events>Birth>Search or Life Events>Death>Search. Key in the values for the type of search you are most comfortable with, and select the Search button.

Click on the Decedent's or Child's name link to open and view the data on the case. In addition, the Status Bar at the top of each page in the record will show you if the case is "registered" or "not registered". If the case is registered you will also see a State File Number on the status bar.

### **Municipal Clerks and Hospital Personnel**

Please see the attached letter dated May 6, 2013 regarding the Acknowledgement of Paternity (AOP) for military personnel who may not be able to attend the birth of their child because of military duty.

### **Funeral Directors**

#### Paper Death Certificate

In our last newsletter we mentioned two new questions that you would see on the paper death certificate.

1. Was body embalmed?
2. Was body viewed after death?

These two new questions have now been added to the paper death certificate which is now available on the Vital Records web page. In addition, we have added "Medical Examiner case number" on the new form.

#### Gender Neutral Labels

We have begun work to change the EDRS/EBRS forms to incorporate gender neutral labels. It will be months before the gender neutral changes occur as it requires modifications of DAVE by our vendor.

#### Date Certified

We continue to receive death certificates attached to the EDRS that do not include the "date certified". Please remember to complete this field before attaching the death certificate to the EDRS. Records will not be registered, and will be rejected if the "date certified" field is blank.

#### Fees

The following is how fees are calculated when you place an order using the Order Certified Copies' link in EDRS:

First Copy - \$15.00

Remaining Copies – \$6.00

Vitalchek Fee - \$5.50 for the first ten (10) copies, and an additional .50 for each additional copy.

We want to remind you that DRVS will no longer provide the free Veteran Administration's certified copy as the first copy, but as the last copy in any order for certified copies. See the attached letter dated August 8, 2013 that went out to all funeral establishments on our list serv regarding this matter.

## Place of Death – Other Specify

When selecting Other (Specify) for the place of death, please complete the Other Specify box to the right as shown below.

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### Place Of Death

Type of place of death   Other Specify

Facility Name

Thank you James J. Wohlrab, Albert & Burpee

We thank you James for going out of your way to obtain "In Appreciation" certificates, and the "keep up the good work" letter for the Office of Vital Records.