

# Electronic Birth Registration Resources Birth Certifier

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## WHAT IS DAVE?

DAVE is the Database Application for Vital Events which Data, Research, and Vital Statistics (DRVS) implemented in 2010 starting with the death module. DAVE allows for the electronic registration of vital records in Maine. Dave currently houses electronic death, birth and marriage records.

- Births have been registered in DAVE from September 1995 to present
- Deaths have been registered in DAVE from January 2011 to present (some 2010)

### REQUIREMENTS TO CERTIFY BIRTHS ELECTRONICALLY IN DAVE

#### **Registering for DAVE account**

1. Submit the completed DAVE enrollment form and signed Confidentiality and Non-Disclosure Agreement
  - Application form is located on DRVS website at <https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/edrs/documents/pdf-files/med-cert-birth-DAVE-enrollment-form.pdf>
  - Send completed form to the Office of Vital Records, DRVS:
    - FAX form to 207-287-2681OR
  - Email form to [EDRS.DHHS@Maine.gov](mailto:EDRS.DHHS@Maine.gov)
  - Once an application is reviewed and approved you will be sent an email with login instructions
2. Some facilities may have an EBRIS Administrator onsite that may provide health care providers with a username and password

#### **Technology Requirements**

- A smartphone or tablet with Internet connectivity
- Laptop or desktop computer
- Internet connectivity
  - Operating Systems: Windows 2000; Windows XP; Vista; Windows 7; Windows 8; and (Windows 10 with supported browsers of IE 11, Chrome or Firefox).
  - Browsers: Internet Explorer 6 SP2 through Internet Explorer 11; Chrome V26; and Firefox V20.
  - Adobe Acrobat Reader 5.0 to 9.0 (to view and print forms and reports)

#### **Please note:**

The following browsers are **not** supported: Netscape Navigator, Windows Edge, and Safari

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## Definitions

### LIVE BIRTH

The complete expulsion or extraction from its mother of a product of human conception, irrespective of the duration of pregnancy, which, **after such expulsion or extraction, breathes, or shows any other evidence of life** such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached. Heartbeats are to be distinguished from transient cardiac contractions; respirations are to be distinguished from fleeting respiratory efforts or gasps.

*Model State Vital Statistics Act and Regulations. Consistent with WHO definition*

### FETAL DEATH

Death prior to the complete expulsion or extraction from its mother of a product of human conception, irrespective of the duration of pregnancy and which is not an induced termination of pregnancy. The death is indicated by the fact **that after such expulsion or extraction, the fetus does not breathe or show any other evidence of life**, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles.

*Model State Vital Statistics Act and Regulations. Consistent with WHO definition*

### MISCARRIAGE

An interruption of a pregnancy of a fetus of **less than 20 weeks gestation**, other than the intentional interruption of a pregnancy by the application of external agents, whether chemical or physical, or the ingestion of chemical agents with an intention other than to produce a live birth or to remove a dead fetus, regardless of the length of gestation.

*Title 22, Chapter 263-b: Abortions, §1596. Abortion and Miscarriage Data*

## Comparison of Filing Processes

	Live Birth	Fetal Death	Miscarriage
<b>Forms used in filing</b>	Parent Worksheet Medical Worksheet	Certificate of Fetal Death	Report of Miscarriage
<b>How to file</b>	<p><b>Electronically in DAVE</b></p> <p><b>Retention of Original Documents:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Medical and Parent Worksheets to be retained permanently by affiliated institution or provider if not affiliated with an institution</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Medical and Parent Worksheets can be attached to the Birth Record in DAVE</li> </ul>	<p><b>Mail to:</b> Office of Vital Records DRVS 220 Capitol Street 11 State House Station Augusta, ME 04333</p>	<p><b>Mail to:</b> Office of Vital Records DRVS 220 Capitol Street 11 State House Station Augusta, ME 04333</p> <p><b>OR</b></p> <p><b>Faxed to:</b> 207-287-2681</p>
<b>Days to file</b>	<p>Births inside an institution*: <b>2 days</b></p> <p><b>OR</b></p> <p>Births outside an institution*: <b>within 7 days after the birth</b></p>	<p>Within <b>14 days after delivery</b> and prior to removal of the fetus from the state</p>	<p>Not later than <b>10 days following the end of the month</b> in which the miscarriage occurs</p>
<b>Who can certify?</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Medical Doctor</li> <li><input type="checkbox"/> Doctor of Osteopathy</li> <li><input type="checkbox"/> Physician’s Assistant</li> <li><input type="checkbox"/> Certified Nurse Practitioner</li> <li><input type="checkbox"/> Registered Nurse</li> <li><input type="checkbox"/> Certified Midwife</li> <li><input type="checkbox"/> Certified Professional Midwife</li> <li><input type="checkbox"/> Health Information Clerk</li> <li><input type="checkbox"/> Health Information Supervisor</li> <li><input type="checkbox"/> Hospital Administrator</li> <li><input type="checkbox"/> Maternity Unit Clerk</li> <li><input type="checkbox"/> Maternity Unit Supervisor</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Medical Doctor</li> <li><input type="checkbox"/> Doctor of Osteopathy</li> <li><input type="checkbox"/> Physician’s Assistant</li> <li><input type="checkbox"/> Certified Nurse Practitioner</li> </ul>	N/A
<b>Additional forms that may be needed</b>	<p><b>Acknowledgement of Paternity</b></p> <p><b>Denial of Paternity</b></p>	<p><b>Disposition Permit VS-35:</b> If final disposition is done by an Authorized Person**</p>	<p><b>Facility/Physician letter</b> for disposition of fetal remains less than 20 weeks gestation or product of induced abortion of any gestation</p>

\*An Institution is any establishment, public or private, which provides inpatient or outpatient birthing services  
Title 32 §2205-B (5) Chapter 10 Section 1 (E)

\*\*MRSA Title 22, Chapter 707 - §2846

## Frequently Used Forms

	Worksheets	Reference Code	Where to Find It
<b>Live Birth</b>	Parent Worksheet	HCP_VS1C	DAVE/Forms/Print Forms
	Medical Worksheet	HCP_VS1D	DAVE/Forms/Print Forms
<b>Fetal Death</b>	Certificate of Fetal Death	ALL_VS4	DAVE/Forms/Print Forms
	Disposition Permit	ALL_VS35	DAVE/Forms/Print Forms
<b>Miscarriage</b>	Report of Miscarriage	HCP_VS48B	DAVE/Forms/Print Forms
<b>Paternity</b>	Acknowledgement of Paternity	HCP_VS27A	DAVE/Forms/Print Forms <u>OR</u> <a href="https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/AOP.pdf">https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/AOP.pdf</a>
	Denial of Paternity	HCP_VS27B	DAVE/Forms/Print Forms <u>OR</u> <a href="https://www.maine.gov/dhhs/mecdc/public-health-sys-research/vital-records/documents/pdf-files/Denial-of-P-VS27-B.pdf">https://www.maine.gov/dhhs/mecdc/public-health-sys-research/vital-records/documents/pdf-files/Denial-of-P-VS27-B.pdf</a>
<b>Birth Certifier Enrollment Form</b>	Application for DAVE	N/A	Maine.gov website at: <a href="https://www.maine.gov/dhhs/mecdc/public-health-sys-research/vital-records/edrs/documents/pdf-files/med-c-DAVE-enrollment-form.pdf">https://www.maine.gov/dhhs/mecdc/public-health-sys-research/vital-records/edrs/documents/pdf-files/med-c-DAVE-enrollment-form.pdf</a>

## Maine Laws Related to Birth Registration, Fetal Death, Miscarriage, Paternity and Gender Options

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## Maine Legislature Revised Statutes

### Live Births:

Title 22: HEALTH AND WELFARE

Subtitle 2: HEALTH

Part 6: BIRTHS, MARRIAGES AND DEATHS

Chapter 703: BIRTH RECORDS

§2761. REGISTRATION OF LIVE BIRTHS

<https://legislature.maine.gov/legis/statutes/22/title22sec2761.html>

### Fetal Death:

Title 22: HEALTH AND WELFARE

Subtitle 2: HEALTH

Part 6: BIRTHS, MARRIAGES AND DEATHS

Chapter 707: DEATHS AND BURIALS

§2841. REGISTRATION OF FETAL DEATHS

<https://legislature.maine.gov/legis/statutes/22/title22sec2841.html>

### Miscarriages:

Title 22: HEALTH AND WELFARE

Subtitle 2: HEALTH

Part 3: PUBLIC HEALTH

Chapter 263-B: ABORTIONS

§1596. ABORTION AND MISCARRIAGE DATA

<http://legislature.maine.gov/statutes/22/title22sec1596.html>

### Paternity:

Title 19-A: DOMESTIC RELATIONS

Chapter 61: MAINE PARENTAGE ACT

§1831 - §1939

<https://legislature.maine.gov/legis/statutes/19-A/title19-Ach61sec0.html>

### Gender Marker on Birth Certificate- **NEW RULE**

GENDER MARKER ON BIRTH RECORD RULE- Effective July 14, 2020

10-146 CODE OF MAINE RULES

CHAPTER 16

19-A §1501

<https://www.maine.gov/sos/cec/rules/10/chaps10.htm#146>

Note: All above references can be found at [legislature.maine.gov](https://legislature.maine.gov)

## Contacts-Updated 11/10/2020

Name	Contact Information	Job Title/Responsibilities
Daniel O’Leary	<a href="mailto:Daniel.OLeary@Maine.gov">Daniel.OLeary@Maine.gov</a> <a href="mailto:EDRS.DHHS@Maine.gov">EDRS.DHHS@Maine.gov</a> 1-888-664-9491 (option 7)	Help Desk DAVE Application Usernames and Passwords
Jessica Raven	<a href="mailto:Jessica.Raven@Maine.gov">Jessica.Raven@Maine.gov</a> 1-207-287-5452	Birth Registration Hospital Corrections Acknowledgement of Paternity Denial of Paternity VS-7 Birth Corrections Name Changes
Melissa Boynton	<a href="mailto:Melissa.Boynton@Maine.gov">Melissa.Boynton@Maine.gov</a> 1-207-287-5451	DAVE User Enrollment and Participant Listing Vital Records Forms Death Registration and Corrections Fetal Deaths
Anna York	<a href="mailto:Anna.York@Maine.gov">Anna.York@Maine.gov</a> 1-207-287-3148	Home Births Paper-based Acknowledgement of Paternity
Shannon M. Gifford	<a href="mailto:Shannon.M.Gifford@Maine.gov">Shannon.M.Gifford@Maine.gov</a> 1-207-287-5466	Field Agent Data Quality
Theresa Roberts	<a href="mailto:Theresa.Roberts@Maine.gov">Theresa.Roberts@Maine.gov</a> 1-207-287-3657	Vital Records Supervisor Deputy State Registrar
Kim E. Haggan	<a href="mailto:Kim.E.Haggan@Maine.gov">Kim.E.Haggan@Maine.gov</a> 1-207-287-5459	Director and State Registrar Data Research and Vital Statistics

### MAILING ADDRESS:

Data, Research, and Vital Statistics (DRVS)  
220 Capitol Street  
11 State House Station  
Augusta, ME 04333

### DRVS WEBSITE:

Contains links to forms and information for Vital Records and Electronic Birth Registration  
<https://www.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/forms/>