

FUNERAL DIRECTORS' MANUAL

MICHIGAN, 2004

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Vital Records and Health Data Development Section
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INTRODUCTION

This revised manual for funeral directors has been prepared to take the place of the manual that was released to all funeral homes in 1990. This revision serves to update the material provided earlier, making all sections current. The manual contains the new material relative to the revised forms for death registration that were put into effect on January 1, 2004.

The manual is intended to serve the same role as had been the case in the past. It is hoped that this manual will serve as a handy reference for funeral directors. The material contained in the notebook covers those areas within the purview of this office that are pertinent to funeral directors. The outline of the notebook is the same but with the most recent statutory compilations used and with all pages being one sided to simplify keeping the book current.

Though the material enclosed is intended to be as complete as possible, it will certainly not cover all situations or problems that will arise. When you are confronted with an issue or problem and you are not sure what course to follow, you can contact your local registrar or this office for assistance.

Questions related to vital records can be directed to:

Vital Records Verification - (517) 335-8666
Record Changes - (517) 335-8660

Staff to contact are:

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OVERVIEW OF VITAL STATISTICS IN THE U.S. AND MICHIGAN

THE NATIONAL VITAL STATISTICS SYSTEM

The vital records system in the United States refers to the preparation, filing, preservation and tabulation of information on birth, fetal death, marriage, divorce, and death. The growth of vital records in the country and the efforts to achieve uniformity of content and procedures have spanned the history of the country. These records serve to provide valuable information on the people in the country and provide a ready source of documentation for the public.

The value of a national vital statistics system in this country cannot be overstated. Not only does the system provide statistics on the population that is required to manage the ever changing needs of the country, but it also enhances the coordination of activities within the state when providing businesses and government with copies of the official records of the facts for the vital events which take place.¹

The United States system of vital statistics is a decentralized, cooperative association loosely coordinated by the federal government. It comprises 57 registration areas: each State, the District of Columbia, New York City, American Samoa, Guam, Puerto Rico, the Virgin Islands, and the North Mariana Islands.²

Because of the tremendous diversity in registration districts, it became necessary from its very beginning that a certain degree of uniformity be introduced into the system. Over the years this has been achieved by the periodic issuance of recommended national standard documents. Use of similar forms enables interstate coordination. The development of models to follow relative to law, rule and procedure also serves to bind the actions of the nation's many registrars. The formation of a national association for state registrars, now called the National Association of Public Health Statistics and Information Systems (NAPHSIS), has served as a catalyst for the coordination of the states, as well.

The value of recording and tabulating vital records data is based upon the usefulness of vital record documents to the public and upon the ability to make decisions using the information summarized from the records. These ends are enhanced directly and markedly by the ability of the states to coordinate their activities. This occurs through the use of similar forms with similar items of information. It occurs through the adoption of standardized methods of coding, tabulating, analyzing and reporting on the resultant data. This perception of a need to collect the same sorts of information items from place to place has led to the close coordination of vital records offices across the country.

Using similar records insures that the certified copies issued will be of general acceptability when presented for legal purposes. Consistent forms also insure like information will be collected from state to state. The coordinated tabulation of data across the states promotes the development of national data and provides a natural comparative base for use in evaluating state level data.

¹ Vital and Health Statistics, U.S. Department of Health and Human Services, Hyattsville, Maryland, 1983 pp. 1-2.

² *Ibid.*, p.1.

The situation is best explained by the federal Vital and Health Statistics publication which reads:

"The standard certificates have been the principal means for achieving the uniformity in information upon which national vital statistics are based."

"The first standard certificates for the registration of vital events were developed in 1900 by the U.S. Bureau of the Census. These certificates were used for the registration of live births and deaths. The 1902 Act of Congress that established the Bureau of the Census as a permanent agency of the Federal Government included a provision giving the agency statutory authority for the development of registration areas for births and deaths."³

As individual states enacted vital records reporting laws and statistical forms, the information was compiled nationally. Those states that could provide standard data were grouped together into what were termed national registration areas. Michigan adopted the model death certificate when it was first introduced and became a part of the national registration area for deaths in 1900. The model birth certificate form was adopted in Michigan in 1906 and the state became a part of the national registration area for births in 1915. By 1933, all states were providing data to the Census Bureau for the production of national vital statistics. Michigan's participation in the Marriage and Divorce areas started in the late 1950's and early 1960's. It was in 1957 and 1958 respectively, when these registration areas were initiated nationally.⁴ As a result of the establishment of these areas, great strides in the uniform collection and tabulation of national health statistics have been achieved.

When the national registration area for births is considered, the data on the many births that occur can be the basis for school funding, for programs to improve infant health and for the estimation of the population. Locally, planning for student enrollment can indicate the need for teacher training and development of facilities. Such uses can aid in the wise use of funds at the local, state and federal levels.

Another benefit of the national birth registration area is that significant problems with fraud can be identified. With the birth certificate being increasingly made a target of fraud, the coordinated efforts of all the registration areas are vital to addressing this issue. The uniformity of approach by the states and the federal government has become an area of new enforcement and cooperation. The United States Office of the Inspector General has stated:

"A birth certificate issued in the States is the key to opening many doors in our society -- from citizenship privileges to Social Security benefits. Such certificates can then be used as "breeder" documents to obtain driver's licenses, passports, Social Security cards or other documents with which to create a false identity."⁵

³ Ibid., p.1.

⁴ Vital Statistics of the United States, U.S. Department of Health Education, and Welfare, Washington D.C. (reprinted 1978) p.14.

⁵ Birth Certificate Fraud, Office of Inspector General Office of Analysis and Inspections, Department of Health and Human Services, Washington D.C., 1988 p. i.

The need for states to establish secure and authentic identification is of national concern. The Federal Advisory Committee on False Identification has made several recommendations in this regard:

- a. Fraudulent applications be discouraged by use of state-issued standard application forms requiring the applicant's signature, justification for request and items of personal history not generally available to impostors.
- b. A system be implemented for intrastate and interstate matching of birth and death records, such that the fact of death is noted on the birth certificates of all persons aged 55 years or less at the time of death.
- c. State laws to protect individual privacy by limiting public access to birth and death records should be enacted in all states lacking such legislation.
- d. Minimum standards for identification of applicants for birth certification and for security of certified copies against theft, alteration and counterfeiting be drafted for adoption by state legislatures.
- e. Federal agencies that require personal identification in application for privileges or benefits accept as primary evidence of age and place of birth only those U.S. birth certifications issued by a state or state-controlled records office.
- f. Formal notification of the abuse of a birth certification be given by state and federal law enforcement agencies to the appropriate state registry officials. The information exchange might be facilitated through the establishment of a national clearing house for false ID information.
- g. Wherever practical, requests for birth certificates be retained by the issuing office to assist in the detection and tracing of fraudulent requests.
- h. Appropriate state and federal legislation be enacted to prohibit the possession, sale and transfer of birth certifications for the purpose of establishing a false identification.⁶

That individual local registrars must also be concerned with the accurate registration of births and deaths goes without saying. Thus, vigilance and a spirit of investigation are important for the integrity of the system and the security of the country at large. The issue of fraud prevention is critical to be addressed if the value of vital records systems is to be maintained. This area is another example of the close coordination of states. Active exchange agreements and development of recommended policy and practice relative to release of records have served to enhance record security in recent years. Indeed, it was the recent recommendation of the National Commission on Terrorist Attacks Upon the United States (the 9/11 Commission) that the federal government "set standards for the issuance of birth certificates and sources of identification, such as driver's licenses." The NAPHSIS organization will be working closely with members of Congress to implement this legislation.

⁶ The Criminal Use of False Identification, The Report of the Federal Advisory Committee on False Identification, United States Department of Justice, U.S. Government Printing Office Washington D.C. 20402., 1976. p. 80 ff.

THE EARLY HISTORY OF VITAL RECORDS

The vital statistics system in the United States had its beginning in Western Europe. Vital statistics like many other U.S. governmental systems in the early years followed previously established European patterns, especially the British system.

The earliest vital records were kept by the church. When baptisms, burials or marriages occurred, clergy would be paid for officiating at the ceremony and notations would be recorded in a church registry book. The clergy in all parishes were required to keep weekly records of christenings, marriages and burials in 1538.

In similar fashion, this county's earliest vital statistics registration law was enacted in Virginia in 1632. This law required that a minister or warden from each parish appear annually at court on the first day of June and present a register of christenings, marriages and burials for the previous year. This register covered only those events for which rites were conducted by the church, but in effect they provided a rough account of births, marriages and deaths for the area. These records produced a limited register as they recorded rites, not events, and they were maintained at the discretion of the clergy. Records were unsystematic and non-uniform.

In 1639 Massachusetts enacted a law in which two significant modifications were made on the Virginia law. The Massachusetts law required that government officials, rather than church officials, keep the records and called for the recording of vital events, births, deaths and marriages rather than the church related ceremonies.

The continuing development of the vital registration system, as we now know it, came about as a consequence of numerous, lethal, catastrophic events. Toward the end of the 16th century an epidemic of plague in London was the driving force for the initial study of vital events. As a result of the plague, a great percentage of the population became infected and many persons died. Bills of mortality were published to restore public confidence. In 1662 John Graunt (1620-1674) made the first analysis of these recorded occurrences of deaths and published a work with the lengthy title: "Natural and Political Observations Mentioned in a Following Index, and Made Upon the Bills of Mortality." For the first time it was discerned that vital events often follow regular patterns. This observation prompted others to undertake further analysis. Astronomer Edmund Halley (1656-1742), applying mathematical techniques, constructed the first scientific life expectancy table in 1693.⁷

With the advance of the Industrial Age, epidemics of old and new diseases became rampant. England was the first country to industrialize and noted increases in overcrowded cities, filth and polluted water. As a result of these conditions, epidemics struck repeatedly. On the European continent, in France, industrial-environmental problems were confronted for the first time in a revolutionary series of studies conducted by Pierre Louis (1787-1872), starting in 1825. He introduced rational medical statistics to clinics and general physicians. This effort was followed by that of Louis Villerme' who adapted the statistical approach to public hygiene in 1828. He demonstrated that the condition of neighborhoods was related to disease in Paris and the French provinces.⁸

A historic turning point in the development of registration and public health took place in England when a cholera epidemic in 1831-32 took nearly 42,000 lives. As a reaction to this event, in 1836, Edwin Chadwick, secretary of the Poor-Law Inquiry Commission, wrote a registration law creating a central register office. The new office had responsibility for the records and statistics of births, marriages, and deaths-by-cause for

⁷ Vital Statistics of the United States, p.3.

⁸ Ibid., p.4.

all of England and Wales. The new registration law of 1836 was considered by some as the most important sanitary (public health) measure ever adopted in England. It was considered the foundation of nearly all others. Although part of the law was to improve vital records as legal documents "for the security of property", its main emphasis was to collect the facts on birth, death, and disease as a basis for remedying the appalling sanitary conditions of the time.

The Registration law of 1836 became a motivating force in the United States when Massachusetts enacted a similar law in 1842. It was the first instance of a law that provided a state agency control over the registration system.⁹ Other states and cities followed in establishing registration systems but progress was very slow over the next 60 years. Registration laws did not keep pace with the need for vital statistics. Between 1850 and 1900, the principal vital statistics available were those collected as a part of each decennial census.

Parallel to the growth of early registration efforts was Michigan's first vital statistics registration law, which was passed in 1867. This law required the reporting of each birth, death and marriage that occurred. A township supervisor, city supervisor or assessor was responsible for obtaining the data and making a record of the events occurring in their jurisdiction. This was accomplished during an annual house-to-house census. Each year the person conducting the census reported the occurrence of all vital events to the county clerk. The information was transcribed into a ledger and the ledger forwarded to the county clerk. The county clerk would then make an annual report of the events that occurred in his/her jurisdiction to the Secretary of State by transcribing and forwarding the information from the ledgers submitted to them by the township supervisors, city supervisors or assessors. Copies of all vital events were thus established in the counties as well as at the state level. In 1867 not all of the counties were reporting births, deaths and marriages but within a few years there was full compliance.

It is of interest that the Secretary of State was required to prepare and furnish the county clerks with the appropriate blank books with proper rulings and other specifications to facilitate the recording of the data collected. Since uniformity was also to be observed in the various "forms of returns", instructions and explanations were distributed along with the materials. It is quite evident that the work of adequately collecting data has not changed in this respect. The state registrar is still charged with providing this necessary supervisory function.

In Michigan's First Annual Report of the Secretary of State it was of interest that certain of the clergy conducting marriages refused to comply with the registration and reporting required of the 1867 Act. The non-compliance was often due to the assertion that the affairs of God and the Church were not to be rightly administered or regulated by the government in any way. But even these objections were ultimately overcome.

Although the first year of reporting for Michigan was incomplete with several counties, cities and the entire city of Detroit missing, 19,544 children were reported to have been born alive. It was reported that 5,703 couples were married and that there were 6,250 deaths. These facts, in conjunction with an earlier state census of 1864, permitted a rough estimate of the state's population to be established at 1,100,000. Reporting for the second and subsequent years was more complete.

⁹ Ibid., p.5.

The ten most frequent causes of death were tabulated by number and percent:

	Number	Percent
Consumption	952	15.23
Typhoid fever	362	5.79
Pneumonia	313	5.01
Dysentery	258	4.13
Old Age	238	3.81
Dropsy	209	3.34
Heart disease	206	3.30
Casualty	198	3.17
Intermittent fever	176	2.82
Brain disease	160	2.56 ¹⁰

In 1897, a law was passed requiring divorces to be reported to the Secretary of State. Also, in 1897, a law was passed requiring the immediate filing of death records signed by the attending physician and funeral director. A law requiring the immediate filing of birth records signed by the attending physician or midwife was passed in 1905. By this time, experience had shown that people would not, or could not accurately remember and report to the census taker the number of the facts and the details associated with them. Inaccuracies due to mistakes committed by the census takers themselves, also served to cause an end to that method of vital record reporting, as well.

Nationally the census enumeration of vital events was not entirely abandoned until the census of 1910, when the developing registration area was large enough to provide better national statistics. It must be said that the registration system was not ready to take over any earlier and the choice was vital statistics by enumeration or no national data at all.

During 1921, the responsibility for vital records registration in Michigan was transferred from the Secretary of State to the State Health Department. Within a few years, a revision of the vital records laws was passed. This was Act 343, P.A. 1925. It was under this Act, with various amendments, that the vital record registration system was administered until the passage of the Public Health Code (Act 368) in 1978.

The Public Health Code did not significantly change the basic requirement for recording vital events but did provide a general framework by which the Michigan Department of Community Health is required to promulgate rules and instructions to operate the system.

On the national level, other events occurred which helped to form the current vital record system as it relates to the country as a whole. When the U.S. Constitution was framed, it included a provision for a decennial census so that Congressional representation could be apportioned by population. Consequently, the census was established as a national function in this country. Provision for a vital statistics system, on the other hand, was not made; therefore, the vital registration developed not as a national undertaking, but, as a local and then a state function.

The major impetus for the development of the registration system between 1900 and 1930 was the need for health and demographic data about the population. With the increase of social programs in the 1930's and the outbreak of World War II in 1941, the need for vital records for legal purposes increased dramatically. These changes initiated a significant improvement on the completeness of registration. In 1940 many states were

¹⁰ First Annual Report of the Secretary of State, Lansing Michigan, 1868, p. 82.

still below 90 percent completeness on the reporting of births and deaths but, by 1950, all states were well above the 90 percent level.

The National Association for Public Health Statistics and Information Systems was organized in 1933 as the American Association of Registration Executives to provide a forum for the study, discussion and solution of problems related to programs of vital statistics in the respective state health departments.

Originally, membership was limited to the person in charge of vital registration in the health department of each of the states, territories and possessions of the United States. The activities of the Association have expanded over the years and membership is now composed of over 250 individuals who are professionally engaged in vital records and public health statistics programs at both the state and local levels.

The NAPHSIS works closely with the National Center for Health Statistics (NCHS) in promoting uniformity among the states through the continuing development of standard certificate forms and model laws and regulations. The Association also plays an important role by presenting the collective states' viewpoints on Federal programs and policies that impact the vital and health statistics programs of the states.

During World War II, there was serious discussion of the possibility of making the vital registration system a Federal system. It was decided, however, to leave the system in the hands of the states but for the Federal government to provide more assistance to the states to promote improvements. In 1946, responsibility at the Federal level for vital statistics was transferred from the Census Bureau to the U.S. Public Health Service. There was also a recognized need to establish a mechanism for registration executives, vital statisticians and public health statisticians from all registration areas to get together in a conference type organization. This was accomplished on May 17, 1949 when the Public Health Conference on Records and Statistics was formally launched. This conference, held annually to this day, serves as a forum for state and other registrars, and provides a strong coordinating influence on vital records activities across the country.

SUMMARY

Vital records have a long history within the nation and here in Michigan. The usefulness of the documents has grown progressively over the years. Certified copies of these records are needed in an increasing number of situations. The documents have come to be relied upon by business and government in efforts to validate facts and thereby control fraud. This has led in turn, on the one hand, to the records becoming a target for falsification and misuse while, on the other hand, vital records is an area of coordinated effort to protect against abuse and misrepresentation. This latter area has proven to be of considerable impetus for coordinating the activities of the many vital records registrars across the country and within Michigan. The use of common forms, procedures, statutes and policies across these offices work to complement the objectives of quality vital statistics systems that can be relied upon to produce reliable information for the many legal purposes that arise.

While the use and importance of vital records has expanded, the need for statistical information has grown in pace. The uniformity of form and process that is in place today serves to complement the usefulness and reliability of data derived from the records processed. The potential for increases in the need for these data indicate that significant growth in data utilization is inevitable.

The emphasis on coordination and improved data quality will undoubtedly increase. The efforts of those involved with vital records completion, registration and management

have resulted in a source of reliable and valuable information. The level of coordination across the country that has evolved over the years is an integral part of that success story.

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THE REGISTRATION PROCESS

VITAL STATISTICS REGISTRATION SYSTEM IN MICHIGAN

The vital statistics system in Michigan is the collection, compilation, amendment, coordination and preservation of vital records including the tabulation, analysis and publication of vital statistics. Inherent to the vital statistics system is the registration of vital events. The recording of vital events is a state and local function.

By law, the Michigan Department of Community Health has the responsibility for the supervision of the registration of vital events in the state. The law also provides for local registrars to assist the state in the registration process. The county clerk of each of the 83 counties, the city clerk in 25 cities and the city health department in one city serve as local registrars.

The registration of vital events requires the conscientious efforts of the informants, physicians, hospital personnel, funeral directors, medical examiners, local registrars, court clerks, attorneys and others who are responsible for preparing or certifying to the information required for proper completion of vital records.

RESPONSIBILITY FOR REGISTRATION AND REPORTING OF VITAL EVENTS

The Role of the Funeral Director

The role of the funeral director is to report the occurrence of a death; see to the overall completion of the death certificate; obtain the physician's or medical examiner's certification of death; secure all necessary signatures on the certificate; notify the medical examiner of any death falling within the jurisdiction of the medical examiner; file the death certificate within 72 hours after death; and obtain the necessary permit for final disposition of a dead body. The funeral director must review the death certificate for legibility, completeness and accuracy.

The funeral director is responsible for the proper completion of the Burial Transit Permit for Disposition of a Dead Fetus, when the parents authorize the funeral director to be responsible for final disposition of a dead fetus. The funeral director must then retain the permit for a minimum of 7 years.

The Role of the Informant

The role of the informant is to provide accurate personal information that is used in the completion of vital records and related documents.

The Role of the Physician

The role of the physician is to provide concise and accurate information regarding live births and deaths:

Births - When a birth occurs in or en route to an institution, the attending physician must provide all medical information required on the certificate and sign the certificate within 72 hours after delivery, certifying to the time, date and place of birth. When the birth occurs outside an institution, the attending physician must prepare, certify and file the certificate with the local registrar within 5 days after birth.

Deaths - When a death occurs in Michigan the attending physician is to complete the medical certification section and sign the death certificate within 48 hours after death, certifying to the time, date, place and cause(s) of death or, if appropriate, notify the county medical examiner of the death for his or her investigation.

Fetal Deaths - The physician's primary responsibility is completing the cause-of-death section of the Fetal Death Report to the best of his or her knowledge, based upon available information, the initiating condition that most likely began the sequence of events resulting in the death of the fetus and other contributing causes or conditions.

Disposition of Dead Fetuses - Physicians must certify that a fetus was born dead on a form entitled Final Disposition of a Stillbirth (DCH-0490) to permit proper disposition.

The Role of the Hospital or Institution

The role of the individual in charge of the institution, or his or her designated representative is to obtain vital records information, prepare and submit certificates and reports to the proper agency.

Births - When a birth occurs in or en route to an institution, the designated institution personnel are to obtain the personal data; secure the signature(s) of the parent(s) and, within 72 hours after birth, the signature of the person responsible for the medical certification; prepare the certificate; and file the certificate with the local registrar or as otherwise directed by the state registrar within 5 days after the birth. Note: When the physician or other individual in attendance does not sign the birth certificate within 72 hours, the individual in charge of the institution (or his appointee) must complete the medical information and sign the certificate.

Deaths - When a death occurs in an institution and it does not fall within the jurisdiction of the medical examiner, institution personnel authorized by the person in charge of the institution may initiate the preparation of the death certificate by entering on the death certificate only the following information:

1. The full name of the deceased, sex of the deceased and the date and place of death.
2. The signature of the attending physician and the cause(s) of death and other information required of the physician.

Upon completion of the preceding information, the partially completed certificate should be presented to the funeral director or person acting as such.

Note: It is suggested that the name of the decedent be entered in the left margin of the certificate on the special vertical line provided. This is to help reduce the likelihood of an error in the name of the decedent.

Fetal Deaths - Institutions are also charged with forwarding reports of fetal deaths to the Michigan Department of Community Health if a delivery occurs within the institution. Where the parent(s) of a dead fetus elect that the institution dispose of the fetus, the institution must obtain a properly completed Burial Transit Permit for Disposition of a Dead Fetus (or some other form approved by the state registrar) and must retain that consent for a seven year period.

The Role of the Medical Examiner

The role of the medical examiner is to investigate and certify to the date, cause, time, place and manner of death for all deaths falling within his or her jurisdiction and sign a death certificate within 48 hours after taking charge of each case.

When a fetal death occurs without medical attendance at or after the delivery, or if inquiry is required by the medical examiner, the medical examiner shall investigate, prepare and submit a report (Report of Fetal Death) to the state registrar within 5 days after the occurrence.

The medical examiner must authorize the cremation of any human body prior to that cremation.

The Role of the Local Registrar

The role of the local registrar is to examine each certificate of birth or death for accuracy, legibility and completeness before accepting it for filing. If the record is incomplete or unsatisfactory, the local registrar shall require submission of additional information necessary to complete the record or request the preparation of a new record before accepting it for filing. The local registrar is to insure that certificates are filed on time; to place a local file number on each certificate; to affix his/her signature to each vital record; to retain a copy of each certificate filed in his/her office; and to mail all original certificates to the state by the fourth day of each month. The local registrar is to issue copies or certified copies of certificates retained in his/her office and certificates of registration for births. The local registrar is to issue burial transit permits for dead bodies. The local registrar is also responsible for the disbursement of forms and instruction letters as requested by the state registrar. Each local registrar is responsible for the retention, maintenance and security of the local vital records files. The registrar must insure the proper handling of confidential information while held in the local office, safeguard against improper access to vital records, update the local file upon receipt of vital records changes from the state and provide for the preservation and protection of documents.

Each county clerk must receive applications for marriage, issue licenses for marriage and receive, review and file licenses returned by the person officiating at the marriage ceremony. A copy of each marriage certificate returned during a month is mailed to the state by the fourth day of the following month. Corrections to marriage certificates are the responsibility of the county clerk in conjunction with the circuit court.

County clerks generally receive partially completed divorce reports from petitioners. Upon the issuance of a final decree of divorce by the court, the clerk must complete the

report. Reports for divorces finalized during a month are forwarded to the state by the fourth day of the following month. Note that in certain counties, this responsibility has been delegated to other court officials.

County clerks must report court determinations of paternity to the state.

The Role of the State Registrar

The role of the state registrar is to administer and control the only system of vital statistics for the state of Michigan. The state registrar is responsible for insuring proper registration and reporting of vital events, for issuing instructions for the administration of the vital statistics system and conducting training programs to promote uniformity of policies and procedures throughout the state in matters pertaining to the vital statistics system. The state registrar is also responsible for prescribing, furnishing and distributing forms for reporting vital events, and prescribing procedures for transmitting records of vital events and statistics.

The Role of the Vital Records and Health Data Development Section

Under the direction of the state registrar, the staff of the Vital Records and Health Data Development Section queries inconsistent or incomplete information on reports and records of vital events; insures the documents comply with standards on acceptable documents; registers records of vital events; corrects errors on records of vital events; issues copies or certified copies, certificates of registration of birth; and verifies the occurrence of vital events. The staff also prepares statistical tabulations from the reports and certificates for use in health planning. Copies of records and data derived from these reports and records are sent to the National Center for Health Statistics.

The office coordinates activities with those of local registrars and insures the indefinite preservation of all vital records information. All vital records forms blanks are supplied to local registrars and others responsible for reporting events. Reports of deaths occurring outside the decedents county of residence are organized and forwarded to that county. Certificates of birth or death for residents of other states are forwarded to those states.

Where deaths to individuals under the age of 45 years are reported, the certificates of birth for the decedents are located where possible. The record is marked "deceased" and certified as such. Local registrars retaining birth records identified in this process are notified and instructed to mark their records accordingly.

As changes to birth or death records occur, the office notifies local registrars who have copies of records that have changed to insure the consistency of the information within the state and local files.

The office develops and makes available instructional material related to vital records, conducts training seminars and provides specific instructions to those involved in the vital records system.

The responsibility for monitoring compliance with the provisions of the vital statistics laws rests with the office, as well.

The Role of the National Center for Health Statistics

The National Center for Health Statistics prepares and publishes national statistics of births, deaths, and fetal deaths; and constructs the official United States life tables and related actuarial tables. They also conduct health and social research studies based on vital records and on sampling surveys linked to records. The National Center conducts research and methodological studies in vital statistics methods including the technical, administrative and legal aspects of vital records registration and administration. They also maintain a continuing technical assistance program to improve the quality and usefulness of vital statistics.

The Reporting and Registration Process for Vital Events in the State of Michigan

Document	Responsibility of Person or Agency	Process
Birth Certificate	Hospital Authority	<ol style="list-style-type: none"> 1. Completes entire birth certificate in consultation with parents 2. Obtains signature of certifying physician 3. Files completed certificate with local registrar of district in which birth occurred within five days after birth
	Physician or Attendant at Delivery	<ol style="list-style-type: none"> 1. Supplies the medical information and signs the certificate within 72 hours after birth 2. Completes, certifies and files the certificate within five days after delivery when the birth does not occur in or en route to an institution
	Local Registrar	<ol style="list-style-type: none"> 1. Examines the record for accuracy, timeliness and completeness 2. Requires the submission of additional information necessary to complete unsatisfactory or incomplete records before accepting for filing 3. Affixes his or her identification to the records accepted for filing 4. Records the date of acceptance and gives it a local file number 5. Retains a copy, ledger entry or index for local use 6. Transmits original to state registrar by the fourth of the following month
	Vital Records and Health Data Development Section, MDCH	<ol style="list-style-type: none"> 1. Queries for incomplete, missing or inconsistent information 2. Requires the submission of additional information necessary to complete unsatisfactory or incomplete records before accepting for registration 3. Numbers the record when it is acceptable for registration 4. Microfilms and codes the records 5. Incorporates the record into the state vital records system
Death Certificate	Certifying Physician	<ol style="list-style-type: none"> 1. Completes medical certification and signs certificate with 48 hours after death or finding of the body 2. Gives certificate to funeral director
	Hospital Authorities	<p>May initiate preparation of the death certificate if the death occurs in the institution and it is not a medical examiner's case by:</p> <ol style="list-style-type: none"> 1. Entering the full name of the deceased, sex of the deceased and the date and place of death Give the partially completed death certificate to the funeral director 2. Obtaining the signature of the attending physician and the cause(s) of death and other information required of the physician
	Funeral Director	<ol style="list-style-type: none"> 1. Responsible for completion of entire death certificate 2. Obtains medical certification and certifier signature 3. Files completed certificate with local registrar of district in which death occurred obtain burial-transit permit

The Reporting and Registration Process for Vital Events in the State of Michigan

Document	Responsibility of Person or Agency	Process
Death Certificate (cont.)	Local Registrar	<ol style="list-style-type: none"> 1. Examines the record for accuracy, timeliness and completeness 2. Requires the submission of additional information necessary to complete unsatisfactory or incomplete record before accepting for filing 3. Affixes his or her identification to the record accepted for filing 4. Records the date of acceptance and gives it a local file number 5. Retains a copy, ledger entry or index for local use 6. Transmits original to state registrar by the fourth of the following month
	Vital Records and Health Data Development Section, MDCH	<ol style="list-style-type: none"> 1. Queries for incomplete, missing or inconsistent information 2. Requires the submission of additional information necessary to complete unsatisfactory or incomplete records before accepting for registration 3. Numbers the record when it is acceptable for registration 4. Microfilms and codes the records 5. Incorporates the record into the state vital records system
Fetal Death Report	Hospital Authority, Physician	<ol style="list-style-type: none"> 1. Prepares entire report 2. Submits directly to state registrar within five days of delivery
	Vital Records and Health Data Development Section, MDCH	<ol style="list-style-type: none"> 1. Reviews report 2. Numbers the report 3. The fetal death reports are incorporated in the official vital records system
Burial Transit Permit	Funeral Director	<ol style="list-style-type: none"> 1. Presents required evidence to local registrar that death occurred in the local registrar's district 2. Issues permit to himself or herself only if the local registrar's office is closed during the 72 hours following death provided that the certificate of death is mailed to the local registrar of the district of occurrence within 72 hours after death
	Local Registrar	<ol style="list-style-type: none"> 1. Issues burial transit permit upon presentation of evidence that death occurred in his/her registration district
Permit for Disposition of a Still Birth	Hospital Authority, Funeral Director, Facility Authorities authorized to accept donated body or fetus	<ol style="list-style-type: none"> 1. Complete permit prior to final disposition, parents(s) signature required 2. Retains permit for a minimum of seven years <p>The permit for disposition of a still birth is not filed with the local or state registrar. The person the parent(s) authorized to dispose of the fetus retains it for a minimum of seven years</p>

The Reporting and Registration Process for Vital Events in the State of Michigan

Document	Responsibility of Person or Agency	Process
Marriage License	County Clerk	1. Types the marriage licenses. Give the typed marriage license to one of the individuals entering into the marriage.
Marriage Certificate	Person performing the marriage ceremony	1. Completes the marriage certificate. Gives a carbon copy to the individuals getting married 2. Submits the original and carbon copy of the marriage license and certificate to the county clerk
	County Clerk	1. Submits the carbon copy to the Vital Records & Health Data Development Section each month
	Vital Records and Health Data Development Section, MDCH	1. Queries for incomplete, missing or inconsistent information! 2. Requires the submission of additional information necessary to complete unsatisfactory or incomplete records before accepting for registration 3. Numbers the record when it is acceptable for registration 4. Microfilms and codes the records 5. Incorporates the records into the vital records system
Divorce Certificate	Attorney for the Petitioner	1. Prepares the Record of Divorce or Annulment 2. Submits the completed record with the petition for the divorce to the county clerk
	County Clerk	1. Signs the record when the divorce has been granted 2. Submits the record to the state registrar by the fourth of the following month
	Vital Records and Health Data Development Section, MDCH	1. Queries for incomplete, missing or inconsistent information 2. Requires the submission of additional information necessary to complete unsatisfactory or incomplete records before accepting for registration 3. Numbers the record when it is acceptable for registration 4. Microfilms and codes the records 5. Incorporates the record into the state vital records system

DEATH CERTIFICATES AND RELATED INFORMATION

REPORTING DEATHS

The following instructions on the registration of death records were developed for funeral directors to use as a guide for preparing the death certificate for filing.

<p>MICHIGAN DEPARTMENT OF COMMUNITY HEALTH</p> <p>Bureau of Epidemiology</p> <p>Vital Records & Health Data Development Section</p> <p>Approved by:</p> <p><u>//s// Glenn Copeland</u> Glenn Copeland, State Registrar</p>	<p>INSTRUCTION LETTER NUMBER <u> 14 </u></p> <p>Effective Date <u> January 1, 2004 </u></p> <p>Replaces Letter Number <u> 14 </u></p> <p>Dated <u> November 1, 1992 </u></p> <p>Page <u> 1 </u> of <u> 20 </u></p> <p>Date <u> March 1, 2004 </u> (last revised)</p>
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INSTRUCTIONS FOR: Completing the 2004 Version of the Certificate of Death

These instructions provide information on the proper completion of the certificate of death form as revised for use in the reporting of deaths that occur on or after January 1, 2004. This new form is identified as form number DCH-0483 (10/03) in the lower left hand corner of the certificate. The form is an 8½ inch by 11 inch form. All certificate of death forms dated earlier than 10/03 should be retained for use in reporting of deaths occurring in 2003 and earlier, until all are reported. The supplies of pre 10/03 forms will then become obsolete and must be destroyed. If reporting a 2003 death in 2004, it is important to properly match the form used with the death being recorded, as deaths reported on an incorrect form cannot be accepted for filing.

When a death occurs in this state, the responsibility to report the death rests with the funeral director who first takes charge of the body. A certificate of death must be prepared and filed for each individual that dies within the state as well as for individuals whose place of death is not known but the body is found and pronounced dead in this state.

The death certificate must be prepared and filed within 72 hours after the death or the finding of a body. The document must be filed with the local registrar for the place where the decedent was pronounced dead.

The certificate of death that is completed and filed is retained in the state vital records repository as a permanent legal record of the event. The document will be available for the issuance of certified copies to permit establishing the facts of death in settling the affairs of the decedent and will serve as a historical record of interest to descendants into the future. Great care should be taken in the preparation of these documents to insure each is complete, accurate and legible.

By exercising care in completing the death certificate, the intended purposes of supplying data on the mortality of people in Michigan and serving as a permanent legal record of the event can be accomplished. The immediate family of the deceased realizes the most direct value of a death certificate. Certified copies of the filed document will be an important part of handling pension and insurance claims, probating the estate, obtaining social security

<p style="text-align: center;">INSTRUCTIONS FOR: Completing the 2004 Version of the Certificate of Death</p>	<p style="text-align: center;">EFFECTIVE DATE: January 1, 2004</p>	<p style="text-align: center;">INSTRUCTION LETTER NUMBER: <u>14</u> PAGE <u>2</u> OF <u>20</u></p>
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benefits and other uses in the weeks and months just following the death. The document will become of historical and genealogical interest with time, as well. At the same time, the information on certificates of death will collectively be used in the study of mortality within the state in general as well as in very specific ways. The mortality data is an integral part of evaluating many public health and medical problems, program planning and evaluation and other valuable uses.

Responsibilities of the Funeral Director in Death Registration

The funeral director is the keystone in the death registration system. The funeral director or his/her authorized agent is responsible for seeing to the preparation and filing of the death certificate. In general, the duties of the funeral director are:

1. Obtaining the personal data on the deceased and completing the form.
2. Obtaining the physician’s or medical examiner’s certification of death.

Note: The medical certification must be completed and signed no later than 48 hours after death by the certifying physician or within 48 hours after taking charge of the case by the medical examiner.

3. Securing all necessary signatures on the certificate.
4. Notifying the medical examiner of any death that is believed to fall within the medical examiner’s jurisdiction.
5. Obtaining and recording information on final disposition.
6. Reviewing the certificate for legibility, completeness and accuracy.
7. Filing the properly completed death certificate with the appropriate local registrar within 72 hours after death.
8. Obtaining all necessary permits.

The funeral director should also be familiar with the laws, rules and regulations governing the handling of death certificates and related permits.

Note: In accordance with Section 2651 of Act 368, P.A. 1978 as amended, an anatomy board member or a person acting under his/her directions may act as a funeral director in the handling of unclaimed bodies or bodies designated for scientific use.

Note: Medical examiner’s cases are defined by law. Michigan Compiled Laws of 1970, Section 52.202 reads:

“County medical examiners or deputy county medical examiners shall make investigations as to the cause and manner of death in all cases of persons who have come to their death by violence; or whose death was unexpected; or without medical attendance during the 48 hours prior to the hour of death unless the attending physician, if any, is able to determine accurately the cause of death; or as the result of an abortion, whether self-induced or otherwise. If any prisoner in any county or city jail dies while so imprisoned, the county medical examiner, upon being notified of the death of the prisoner, shall make an examination upon the body of the prisoner.”

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Section 2844 of Act 368, P.A. 1978, as amended reads:

“(1) When death occurs more than 10 days after the deceased was last seen by a physician, if the cause of death appears to be other than illness or conditions for which the deceased was being treated, or if the attending physician cannot accurately determine the cause of death, the case shall be referred to the county medical examiner for investigation to determine and certify the cause of death. If the county medical examiner determines that the case does not fall within his or her jurisdiction the county medical examiner shall refer the case back to the deceased’s physician within 24 hours for completion of the medical certification. (2) When an investigation is required under Act No. 181 of the Public Acts of 1953, as amended, being sections 52.201 to 52.216 of the Michigan Compiled Laws, the county medical examiner shall determine the cause of death and shall complete and sign the medical certification within 48 hours after taking charge of the case”.

General Instructions

Death registration is required for each individual who dies in this state. If the place of death is unknown, but the body is found in this state, the death certificate shall show this fact and shall be completed and filed in this state. The place where the body is found shall be shown as the place of death.

When death occurs in a moving conveyance in the United States and the body is first removed from the conveyance in this state, the death certificate shall show this fact and the place where the body is first removed from the conveyance shall be shown as the place of death.

When the death occurs in a moving conveyance while in international waters or air space or a foreign country and the body is first removed from the conveyance in this state, the death shall be registered in this state but the certificate shall show the actual place the death occurred insofar as the place can be determined.

The key words in completing a certificate of death are complete, accurate, and legible.

Use only the current Michigan Department of Community Health form DCH-0483 “Certificate of Death”.

Completion of the Certificate of Death

The documents must be completed using a typewriter with a black ribbon and clean keys or, if not typewritten, must be printed in black permanent ink. If the documents are to be computer generated, a high quality printer that is of “letter quality” must be used.

Signatures must be hand written in black unfading ink. Rubber stamp signatures or computer facsimiles are not acceptable.

The names of the individuals recorded on the document, including the decedent, a spouse and the parents must be written in English alphabetic characters, except that surname suffixes may be entered as Roman or Arabic numerals.

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The document must not be corrected or altered in any way so as to damage the document or make the document appear altered. Minor changes or alterations must be made carefully so that the alteration cannot be detected on a copy of the document. The use of correcting fluid, image overlay or correcting tapes are not acceptable. Use of a correcting typewriter with a lift off process for correction is permitted, if the correction is not detectable upon copying. Along these lines, do not make extraneous marks on the document. Additionally, do not fold, bend, mutilate, staple or alter the form.

Complete all items on the death certificate unless the item instructions indicate that the item can or should be blank. Similarly, "unknown" or an entry of similar meaning is not an acceptable entry unless otherwise indicated in the specific instructions for that item. When an entry of "unknown" is permitted and is indicated use of a synonym for unknown is permitted. It is important to avoid abbreviations except as recommended for specific items.

The original certificate must be submitted for filing. The local registrar will not accept copies or duplicates.

Specific Instructions on the Completion of Individual Items

LF - (local file number)

Do not complete this item. This item is completed by the local registrar when the certificate is accepted for filing.

CF - (county file number)

Do not complete this item. This item is completed by the county clerk when the record is accepted for filing and within some city offices to renumber the file after the initial filing.

State File Number

Do not complete this item. The state file number for the document is entered in this item as the document is registered within the state repository.

Item 1 Decedent's Name

This is the most important item on the certificate for legal and personal use by the family. There are alternate spellings to many names and it is critical for the family to have the name spelled correctly. The hospital, nursing home, physician or coroner may have entered the name of the deceased in the left hand margin of the certificate. Do not copy this name for entry on the certificate; it may be incomplete or incorrect.

It is suggested that you print the name as provided to you by the informant and have the informant check the spelling and order of names before entering the name on the certificate. The name must consist of English alphabetic characters and punctuation marks, except that surname suffixes may be entered as Roman or Arabic numerals.

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If a name such as a “Baby Boy Watts” is obtained from medical records for the death of a newborn, check with the parents or other informant to see if the child had a given name. If the child had not been named, enter only the surname. If the medical examiner cannot determine the name of a found body, enter “Unknown” in the name field. Do not enter names such as “John Doe” or “Jane Doe”.

Item 2 Date of Birth

Enter the exact date of the decedent’s birth in the sequence of month, day and four-digit year.

Enter the full or abbreviated name of the month (Jan., Feb., March, etc.) Do not use a number for the month.

If the Date of Birth is unknown, print “Unknown”. If part of Date of Birth is unknown, enter the known parts and leave the remaining parts blank. For example, for a person who is born in 1913 but the month and day are not known, print or type 1913. Or if the month and year are known and the day not known, print or type February, “blank”, 1913.

Item 3 Sex

Enter male or female. Do not use initials or abbreviations.

If the sex cannot be determined, “undetermined” may be entered only if the age of the decedent is 28 days of age or less.

Unknown may be entered only if certified by a medical examiner.

Item 4 Date of Death

Enter the exact date that death occurred in the sequence of month, day and year. Enter the full or abbreviated name of the month (Jan., Feb., March, etc.) Do not use a number for the month. A death occurring July 7, 1915 should be entered as July 7, 1915 instead of 7/7/15.

When a death occurs at midnight it is considered to have occurred at the end of one day rather than at the start of the next day. If a person died at midnight on December 31, it should be entered as Dec. 31 not Jan. 1.

If the date of death is questionable, let the physician or medical examiner enter the date.

“Pending” may be entered only if certified by a medical examiner.

Note: The medical certifier must certify to the date of death. If it is incorrect, he/she must notify you (the funeral director) to correct it.

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Item 5 Name at Birth or Other Name Used for Personal Business

Enter the decedent's name at birth and/or other names the decedent used or was known as in their lifetime. It should be listed if it is substantially different from the decedent's legal name (e.g., Samuel Langhorne Clemens AKA Mark Twain, but not Jonathon Doe AKA John Doe). For women, enter the name before first married.

This item is intended to assist in accurately documenting the decedent and to facilitate handling the affairs of the decedent. Use this item to record alias names or other name variations that are considered important to document.

This item may be left blank.

Item 6a Age - Last Birthday

Enter the age of the decedent in years as of the last birthday. If decedent was under one year leave this space blank.

Item 6b Age (Under 1 Year)

Enter the age of the infant at the time of death in months or days. If the infant was between 1 and eleven months of age inclusive, enter the age in completed months. If the infant was less than 1 month old, enter the age in days.

If the infant was over one year old or less than one day of age, leave this item blank.

Item 6c Age (Under 1 Day)

Enter the number of hours or minutes the infant lived.

If the infant was between 1 and 23 hours old inclusive, enter the age in completed hours.

If the infant was less than 1 hour old, enter age in minutes.

If the infant was more than 1 day old, leave this item blank.

Item 7a Location of Death

Enter the name of the hospital or institution (hospice, nursing home, extended care facility) where the decedent was officially pronounced dead. If the decedent was pronounced dead en route to or on arrival at a hospital or institution, enter the name of the hospital or institution. If the decedent was not pronounced dead in a hospital or other institution, enter the number, street and zip code of the locality where the decedent was pronounced dead.

This item must agree with items 7b and 7c.

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Item 7b City, Village or Township of Death

Enter the name of the city, village, or township where death was officially pronounced.

Item 7c County of Death

Enter the name of the county where the decedent was formally pronounced dead.

Items 8a-8e Residence of Decedent

The residence of the decedent is the place where he/she actually resided. The actual residence is not necessarily the same as “home state”, “voting residence”, or “legal residence”. Never enter a temporary residence such as one used during a visit, business trip or a vacation. Place of residence during a tour of military duty or attendance at college is not considered temporary and is to be considered as place of residence.

Decedents who at the time of death are living in institutions where persons stay for long periods of time such as prisons, mental institutions, homes for the needy and aged, nursing homes, sanitariums or hospitals for the chronically ill are considered residents of the institution for the purpose of completing these items. These places should not be considered temporary for the individual.

If the decedent is a minor child, the residence is the same as that of the parent(s), legal guardian, custodian or parent of custody, unless the child is a resident of a long-term institution such as a home for the mentally retarded.

“Unknown” may be entered for these items, if the place of residence for the decedent is unknown. If the decedent was homeless, enter as much of the address as is known.

Item 8a Current Residence – State

Enter the name of the state where the decedent actually resided. In some places the mailing address may be in a different state than the actual residence. Always enter the state of residence in this item.

Item 8b County of Residence

Enter the name of the county in which the decedent actually resided.

Item 8c Locality

Check the appropriate box of inside city or village of, inside township of, or unincorporated place, to describe the locality where the decedent resided. Reference list of incorporated places or consult local clerk if in doubt regarding the status of a locality.

Enter the name of the locality pertaining to the box checked.

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Item 8d Street and Number

Enter the house number and street name of the place the decedent resided. If the place has no number and street name, enter the RFD number, box number or route number.

Item 8e Zip Code

Enter the ZIP Code for the mailing address of the decedent.

Item 9 Birth Place

If the decedent was born in the United States, enter the name of the city and state. For births outside a city, entry of the county or township of birth is acceptable but is not necessary.

If the decedent was not born in the United States, enter the name of the country of birth whether or not the decedent was a U.S. citizen at the time of death.

If the decedent was born in the United States but the city is unknown enter the name of the state only. If the state is unknown, enter "U.S. - unknown."

If the decedent was born in a foreign country but the country is unknown, enter "Foreign - unknown."

If the decedent was born in Canada, enter the province of birth.

If no information is available regarding place of birth, enter "Unknown".

Item 10 Social Security Number

Enter the social security number of the decedent. If the social security number is unknown enter "unknown".

If the decedent never obtained a social security number, enter "none".

Item 11 Decedent's Education

Enter the highest level of regular schooling completed or highest educational degree awarded to the decedent such as 8th grade, high school graduate, some college, B.A., M.S., M.D., etc. If unsure of the highest degree, enter multiple degrees, when appropriate.

Include formal schooling only. Do not include beauty, barber, trade, business, technical or other special schools reporting education.

Do not indicate only a number for years of college completed. For example, a '1' entered in this field would indicate that the decedent had completed 1st grade instead of completing one year of college.

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Item 12 Race

Enter the race of the decedent as obtained from the informant. Entry of multiple races is appropriate when applicable.

The entry for many groups other than White, Black and American Indian are determined by their national origins. For these groups enter the national origin of the decedent such as Chinese, Japanese, Korean, Filipino or Hawaiian, etc. If the informant indicates that the decedent is of "mixed race" enter all races or national origins. Do not use slang or colloquial names.

If the race or national origin is unknown, unknown may be entered but this item must not be left blank.

(Race is essential in studies of health characteristics for various racial groups in this country. It is used in planning and evaluating health programs.)

Item 13a Ancestry

Enter the ancestry of the decedent as obtained from the informant. This item should be completed on all certificates. Do not leave this item blank. The entry should reflect the response of the informant. Entry of multiple ancestries is appropriate when applicable. (If ancestry information is not available, enter unknown.)

If the decedent is an American Indian, enter the decedent's principal tribe in this item.

Otherwise, for the purposes of this item, **ancestry refers to the nationality, lineage, or country in which the person or his or her ancestors were born before their arrival in the United States.** American Indian and Alaska Native ancestry should be entered as such.

There is no set rule as to how many generations are to be taken into account in determining ancestry. A decedent's ancestry may be reported based on the country of origin of a parent, grandparent or some far-removed ancestor. The response should reflect what the decedent considered himself or herself to be and should not be based on percentages of ancestry. If the decedent was a child, the parent(s) should determine the ancestry based on their own ancestry.

Some persons may not have identified with the foreign birthplace of their ancestors or with a nationality group, and the informant may report "American." If, after clarification of the intent of this item, the informant still feels that the decedent was "American," enter "American" on the record.

If the informant indicates the decedent was of multiple ancestries, enter the ancestries as reported (for example, English-Scottish-Irish, Mexican-American).

If a religious group is reported - such as, Jewish, Moslem, or Protestant - ask for the country of origin or nationality.

This item is not a part of the Race item. Both questions, Race and Ancestry, should be asked independently. This means that for certain groups - such as Japanese, Chinese, or Hawaiian, the entry will be the same in both items. The entry should be made in both items even if it is the same. However, an entry of "Black" or "White" should never be recorded in the ancestry item.

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Item 13b Was the Decedent of Hispanic Origin?

Enter “Yes”, “No” or “Unknown”. Hispanic refers to people whose origins are from Spain, Mexico, or the Spanish-speaking Caribbean Islands or countries of Central or South America. Origin includes ancestry, nationality, and lineage. As with the ancestry item, there is no set rule about how many generations are to be taken into account in determining Hispanic origin; it may be based on the country of origin of a parent, grandparent, or some far-removed ancestor.

This item is intended to compliment the information reported on ancestry and clarify the ethnicity of the decedent.

Item 14 Was Decedent Ever in U.S. Armed Forces?

If the decedent was ever in any branch of the United States military service, enter “Yes”. If the decedent was never in any branch of the military service, enter “No”.

If the decedent’s military status cannot be determined, enter “Unknown”.

Item 15 Usual Occupation

Enter the usual occupation of the decedent. “Usual Occupation” is the kind of work the decedent did during most of his/her working life, such as claim adjuster, farm hand, coal miner, janitor, store manager, research chemist, civil engineer, college professor, teacher, etc. “Retired” is not an acceptable entry. Enter “Student” if the decedent was a student at the time of death and was never regularly employed.

If the decedent was never employed enter “never employed”.

If the usual occupation of the decedent is unknown enter “unknown”.

If the decedent was a homemaker at the time of death but had worked outside the household during his or her working life, enter that occupation. If the decedent was a homemaker during most of his or her working life, and never worked outside the household, enter “Homemaker”.

Items to check in filling out occupation:

1. All death certificates for persons 14 years of age or older should have entries for both “decedent’s usual occupation” and “kind of business/industry.”
2. Do not use “retired.” If the decedent had retired from his or her usual occupation, the “usual occupation” and business/industry” of the decedent must be specified.
3. “Self-employed” by itself is incomplete. The kind of work must be determined. The entry for business/industry should include both the proper business/industry and the entry “Self-employed”.
4. In the case of an adult woman, be certain to ask if she worked outside the home. If the decedent was a housewife or homemaker and also worked outside her own home

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during most of her working life, enter the usual occupation and business/industry worked outside the home. If the decedent was a housewife or homemaker and worked only in her own home, enter "Housewife" or "Homemaker" for occupation and "Own home" for business/industry. If the decedent was a househusband, follow the same procedures as listed for a housewife. If the decedent was a homemaker and worked in someone else's home during most of his or her working life, enter "Homemaker" for occupation and "Someone else's home" for business/industry.

5. Avoid entering the job types below without further information. Attempt to qualify them further, i.e., for broker, specify stockbroker, real estate broker or livestock broker.

Accounting	Equipment operator	Program specialist
Accounting work	Factory worker	Programmer
Adjuster	Farm worker	Ranch worker
Agent	Fireman	Research
Analyst	Foreman	Sales
Broker	Heavy equip operator	Scientist
Caretaker or custodian	Helper	Shipping
Claims adjuster	Investigator	Supervisor
Clerk	Laborer	Sys analyst
Consultant	Layout worker	Teacher
Contractor	Maintenance worker	Technician
Counselor	Mechanic	Tester
Data processing	Nurse	Trucker
Doctor	Office clerk	Works in
Engineer	Office worker	office, etc.
Entertainer	Office work	

Item 16 Kind of Business or Industry

Enter the kind of business or industry to which the occupation in Item 9a was related, such as insurance, automobile, government, school, church, etc. DO NOT enter organization or firm names. If decedent was never employed, leave blank. If this information is unknown, enter unknown.

Items to check in filling out business/industry:

1. Industries listed below should also be classified as to type.

Agency	Laundry
Aircraft components	Lumber company
Aircraft parts	Manufacturer's agent
Auto or automobile components	Mine
Auto or automobile parts	Nylon factory
Bakery	Office

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- | | |
|---|---|
| <ul style="list-style-type: none"> Box factory Coal company County or county government Credit company City or city government Club, private Dairy Discount house Discount store Electrical parts manufacturing Engineering company Express company Factory, mill, or plant Foundry Freight company Fur company | <ul style="list-style-type: none"> Oil industry Plastics factory Public utility Railroad car shop Packing house Pipeline Repair shop Research School Tailor shop Terminal Textile mill Transportation company Water company Well |
|---|---|

2. Give the kind of industry, not the company name.

Item 17 Marital Status

Enter the marital status of the decedent at the time of death. Specify one of the following: married, never married, widowed, or divorced. A person is legally married even if separated.

If a married couple dies simultaneously or if a determination of which partner died first is not made by the certifying physician, the marital status of each should be listed as "married".

If the marital status of the decedent cannot be determined enter "unknown".

Item 18 Surviving Spouse

If the decedent was married at the time of death enter the name of the surviving spouse.

If a married couple dies simultaneously or if the order of their deaths is not determined by the certifying physician, the spouse should be recorded as the surviving spouse. The word "deceased" may be entered after or below the name of the spouse.

If the decedent is married and the name of the surviving spouse is unknown, enter unknown.

If the surviving spouse is the wife, enter her full name before first being married.

Leave blank if Item 17 is never married, widowed, divorced, or unknown.

Item 19 Father's Name

Enter the first, middle and last name of the decedent's father.

Unknown may be entered if the name of the decedent's father is not known.

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Item 20 Mother's Name

Enter the full name of the mother of the decedent before she was first married in the following order: first, middle and last name. This is the name given at birth or adoption, not a name acquired by marriage. Unknown may be entered if the name before first married of the decedent's mother is unknown.

Item 21a Informant's Name

Type or print the name of the person who supplied the personal facts about the decedent and his or her family.

Item 21b Informant's Relationship to Decedent

Type or print the relationship to the decedent of the person who supplied the personal facts about the decedent and his or her family.

Item 21c Mailing Address

Enter the complete mailing address of the informant whose name appears in Item 21a. Be sure to include the ZIP Code.

Item 22 Method of Disposition

Enter the method of disposition as burial, cremation, removal or donation. If the body is to be used by a hospital or a medical or mortuary school for scientific or educational purposes then specify "Donation". If the method was other than burial, cremation, removal or donation, enter the method of disposition (for example, "entombment"). Note that donation would refer only to the entire body, not to individual organs.

Item 23a Place of Disposition

Enter the name of the cemetery, crematory, or other place of disposition. If the body is removed from the state, specify the name of the cemetery, crematory, or other place of disposition to which the body is removed. If the body is to be used by a hospital or a medical or mortuary school for scientific or educational purposes, give the name of that institution.

Item 23b Location

Enter the name of the city, village or township and the state where the place of disposition is located.

If the body of the decedent is to be used by a hospital or a medical or mortuary school for scientific or educational purposes, enter the name of the city, town, or village and the state where the institution is located.

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Item 24 Signature of Mortuary Science Licensee

The funeral director or other person authorized by law to act as a funeral director should sign in this space. The signature must be in unfading black ink. Rubber stamps or facsimile are not acceptable.

To sign a certificate of death, a funeral director must be a holder of a Michigan license.

Holding a license from another state is not sufficient to assume responsibility for the death certificate.

Item 25 License Number

Enter the personal state license number of the funeral service licensee. If some other person who is not a licensed funeral director assumes custody of the body, identify the category of license and corresponding state license number or, if the individual possesses no license at all, enter "None."

Item 26 Name And Address Of Facility

Enter the name and complete address of the facility handling the body prior to burial or other disposition.

Items 27a-27c Certifying Physician

Item 27a Signature and Title

The signature of the physician certifying to the time, date, place and cause(s) of death should be placed here. This original signature must be in permanent black ink.

Item 27b Date Signed

The date the certifier signed the certificate should be entered here. The date should be entered in the sequence of month, day and year. The month should be spelled out or abbreviated. Numbers should not be used for the month.

Item 27c License Number

Enter the State license number of the physician/medical examiner who signs the certificate in #27a. This number assists in State quality control programs when it is necessary to contact the certifier for additional information concerning the death.

Item 28a Actual or Presumed Time of Death

The time of death (hours and minutes) should appear here. The time may be entered using a 24-hour clock, if desired. If not using a 24-hour clock, indicate whether AM or PM.

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Enter 12 noon as "12 noon" and 12 midnight as "12 MID." One minute after noon is entered as 12:01 PM and 1 minute after midnight is entered as 12:01 AM.

If the exact time of death is unknown, enter the approximate time. If the time cannot be approximated, enter 'unknown'.

Item 28b Pronounced Dead On

The month, day and year the decedent was pronounced dead should appear here.

Item 28c Time Pronounced Dead

The time death was pronounced (hours and minutes) should appear here. The time may be entered using a 24-hour clock, if desired. If not using a 24-hour clock, indicate whether AM or PM.

Enter 12 noon as "12 noon" and 12 midnight as "12 MID." One minute after noon is entered as 12:01 PM and 1 minute after midnight is entered as 12:01 AM.

Item 29 Was Medical Examiner Contacted?

"Yes" should be entered if the medical examiner was contacted in regard to the case, otherwise "no" should be entered. The medical examiner should be contacted when a death: involves violence, is accidental, is unexpected, is due to abortion, is to a prisoner, has no known cause of death, is unattended or is to someone who has not seen a doctor in more than ten days.

It is possible that the medical examiner might be contacted regarding a case but he/she may determine that medical examiner involvement is not necessary. In that situation, the medical examiner has no further responsibility in the completion of the death certificate. If the death is determined to be a medical examiner's case, refer to Instructions for Medical Examiners.

This item should not be left blank.

Item 30 Place of Death

A categorical description of the place where death was **pronounced**, as listed in item 7, should appear in this item.

This item should not be left blank.

Note: The actual place of death, which was collected prior to 2003 is no longer recorded.

Item 31 If Hospital

If the description of the place pronounced dead in item 30 is a hospital, an entry specifying inpatient, outpatient, emergency room patient or dead on arrival, must appear here.

If the decedent was pronounced dead in a nursing home or in any place other than a hospital, this item may be left blank.

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Item 32 Medical Examiner’s Case Number

Enter the medical examiner’s case number. Use this item for medical examiners cases only. This item may be left blank if no case number was assigned. This field may contain a medical examiner’s case number even if the case was not certified by a medical examiner.

Item 33 Name of Attending Physician if Other than Certifier

The name of the attending physician if other than the certifier should appear here. If the certifier is the attending physician no entry is required.

Item 34 Name and Address of Certifying Physician

The complete name and address of the medical certifier (physician or medical examiner) should appear here. It should be typed in black or printed legibly in black ink.

Item 35a Registrar’s Signature

Leave this item blank. It will be completed by the local registrar when the certificate is accepted for filing.

Item 35b Date Filed

Leave this item blank. It will be completed by the local registrar when the certificate is accepted for filing.

Items 36-40b Information to be obtained from or to be completed by the certifying physician.

Item 36 Cause of Death

Part I

Enter the diseases, injuries, or complications that caused the death. Do not enter terminal events such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line.

The cause of death section cannot be left blank. In addition, reporting “Unknown” or “Natural Causes” are not acceptable entries. A death certificate can be accepted for registration when the cause of death is reported using terms for the mode of dying as the cause of death. Note, however, that the physician will be contacted by state vital records registry staff for clarification in such cases.

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Line a. Immediate Cause:

The immediate or direct cause of death should appear here. There must always be an entry on this line. In some cases it may be the only entry.

“Pending” may be entered only if it is a medical examiner’s case and a medical examiner is certifying to the medical information.

Line b. Due to or as a consequence of:

If there was a causally related condition leading to the immediate cause of death it should appear here, otherwise, no entry is required here.

Line c. Due to or as a consequence of:

The condition, if any, which gave rise to the condition on line (b) should appear here. If no condition gave rise to the condition on line (b) no entry is required here.

On some occasions the medical certifier will add additional lines such as 36e, 36f, etc. so all conditions related to the immediate cause of death on line (a) can be entered.

Only one condition should appear on each line.

APPROXIMATE INTERVAL BETWEEN ONSET AND DEATH

Space is provided at the end of lines (a), (b) and (c) for recording the approximate interval between onset and death. For each entry on lines (a), (b) and (c) an entry should appear in this space. This space must not be blank if entries appear on lines (a), (b) or (c). If the time of onset is obscure or entirely unknown the physician can state the interval is “unknown”.

If additional lines are added the interval between onset and death must be provided for each additional condition listed.

A certificate can be registered if the interval between onset and death was omitted, but the physician may be contacted by state vital records registry staff for clarification in such cases.

Part II Other Significant Conditions

Any other significant conditions that were present at the time of death and contributed to the death but were not related to the immediate cause of death should be entered here. There will not always be an entry in this item.

Item 37 Did Tobacco Use Contribute to Death?

Check >yes= if in the physician=s clinical judgment, tobacco use contributed to this particular death.

Check >probably= if tobacco use may have contributed to the death.

Check >no= if, in the physician=s opinion, the use of tobacco did not contribute to death. Unknown may be selected if the physician has no knowledge of tobacco exposure or use by the decedent.

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This item should be completed for all deaths, but can be accepted for registration if blank.

Item 38 If Female

An item for females that requests information on the pregnancy status of the deceased woman within the last year of her life.

If the decedent is a female, check the appropriate box. If the decedent is a male, leave the item blank. If the female is either too old or too young to be fecund, check the not pregnant within the last year box.

This item should be completed for deaths to females aged 15 through 45 but can be accepted for registration if blank.

If the decedent is male, leave the item blank.

Item 39 Manner of Death

This item should be completed whether a physician or a medical examiner certifies to the cause of death. The manner of death: accident, suicide, homicide, natural or pending investigation should appear here. If anything other than natural appears, entries should appear in Item 41a through 41g, even though it may be a reiteration of information already on the certificate. If natural appears, no entries should appear in Items 41a through 41g.

Note that beginning in 2004, the manner of death item should be completed for all deaths including those not certified by a medical examiner. Note also that an entry of other than natural implies a medical examiner should be contacted on the death.

Item 40a Was an Autopsy Performed?

Enter "Yes" if a partial or complete autopsy was performed. Autopsy should involve both external and internal (organ dissection) examination of the body. Otherwise, enter "No."

Item 40b Were Autopsy Findings Available Prior to Completion Of Cause Of Death?

Enter "Yes" if the autopsy findings were available and used to determine the cause of death. Otherwise, enter "No." If no autopsy was performed, leave this item blank.

Items 41a – 41g Injury

These items pertain to all cases certified by the medical examiner or determined to be accident, homicide, suicide or any other external cause of death.

Item 41a Date of Injury

The date of injury item must be completed if accident, suicide, or homicide is selected in item 39 and/or any injury is mentioned in item 36, either parts I or II. The exact date of the injury

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including month, day and year should appear here. If the exact date is not known an estimate must be provided. If no estimate is possible, unknown may be entered.

Note: Injury may be any harm to a person causing death to occur, the source of which is external or foreign.

Item 41b Time of Injury

The time of injury item must be completed if accident, suicide, or homicide is selected in item 39 and/or any injury is mentioned in item 36, either parts I or II. The time in hours and minutes that the injury occurred should appear here. Indicate AM or PM. Unknown may be entered if the hour of injury could not be determined.

Item 41c Describe How Injury Occurred

The description of how the injury occurred item must be completed if accident, suicide, or homicide is selected in item 39 and/or any injury is mentioned in item 36, either parts I or II. A statement describing how the injury occurred, such as “fell off ladder while painting house” should appear here. Unknown may be entered if it cannot be determined how the injury occurred.

Item 41d Injury At Work

The injury at work item must be completed if accident, suicide, or homicide is selected in item 39 and/or any injury is mentioned in item 36, either parts I or II, and the decedent is 14 years of age or older. If the decedent is less than 14 years of age, the item may be completed if warranted.

“Yes” should appear here if injury occurred at work. An injury at work could occur at work regardless of whether the injury occurred in the course of the decedent’s “usual” occupation.

If injury did not occur at work, “No” should appear in this item. Unknown may be entered if it cannot be determined whether or not injury occurred at work.

Item 41e Place of Injury

Item must be completed if response to item 39 is “accident,” “suicide,” or “homicide,” and/or there is an injury recorded in item 36, part I or part II. The general category describing where injury occurred must appear here. Examples of the general category are: at home, farm, street, factory, office building, etc. Unknown may be entered if place of injury is unknown.

Item 41f If Transportation Injury

Item must be completed if response to item 39 is “accident,” “suicide,” or “homicide,” **and** there is a transportation injury recorded in item 36, part I or part II. Enter the role of the decedent in the transportation accident. If unknown, enter “Unknown”.

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Item 41g Location

Item must be completed if response to item 39 is “accident,” “suicide,” or “homicide,” and/or there is an injury recorded in item 36, part I or part II. This is the address where the injury occurred. Fill in as many of the items as are known. If any of the location fields are not known, leave the unknown field(s) blank but record as much information as is known.

A geographical description of the location may appear if the location can only be described geographically.

Filing a Death Certificate

Complete, accurate and legible death certificates must be filed with the local registrar within the time frame required in law (Section 2843(3) Act 368, P.A. 1978, as amended).

The original certificate must be submitted to a local registrar for filing. The local registrar will not accept copies or duplicates.

Upon filing the certificate the local registrar or his/her designated representative will review the record for completeness, legibility, accuracy and conformity to these instructions. If the record is not acceptable for filing, the record will not be accepted for filing and will be returned to you. You will be responsible for preparing another record acceptable for filing and for filing the replacement record within 5 days.

If you cannot meet the required filing date for submitting a replacement record, a written notification must be submitted to the local registrar stating the reason for the lateness and expected date of submission.

Upon filing the death certificate with the local registrar authorization for final disposition must be obtained.

RELATED INFORMATION

DELAYED DEATHS

A death that occurred in Michigan and was not officially registered within one year of the death must be registered as a delayed certificate of death. An application to establish a delayed death record may be made by:

1. The next of kin of a deceased person.
2. The person responsible for the medical certification of death.
3. The person responsible for disposing of the deceased's body.

The applicant requesting that a delayed death record be established must first request a certified copy of the record from the state registrar. If, in conducting a search for the record, no record is found, the applicant will receive an official statement that no record is on file along with instructions to establish a delayed death record.

The applicant requesting that a delayed death record be established must submit the properly completed application form, required documentary evidence, the official statement from the Michigan Department of Community Health that the record of death is not on file and the required fee of \$40.00.

Once the delayed death record has been established a certified copy of the record is sent to the applicant and a copy is sent to the local registrar in the area where the death occurred.

Detailed instructions on the delayed death registration process are contained in the appendix.

FOUND BODIES

When the remains of a dead human body are discovered, the death is registered in the district in which the remains are found. When a dead human body is found on the Great Lakes, the death is registered in the district where the body is first brought to shore.

For skeletal remains, "unknown" may be entered for all items where needed or appropriate. An exception is Item 4, the date of death. If the date of death is not known, the medical examiner is to enter an approximate date. In many situations it would be appropriate to enter "on or before" a particular date. This could be either the date of death or some preceding date that is reasonable.

It would be expected that within a year since the finding of skeletal remains, a death certificate would be filed. This can be accomplished even though most of the death certificate items are unknown and the cause and/or manner of death are not able to be determined. It is important that the disposition section be completed for this type of death certificate as well.

If a death certificate is not filed in one year's time, the chances that it might never be filed are significantly increased. In the case that the identity of the remains become known at some future date, even if years in the future, a change to the name item and other items on the death certificate can be accomplished through the use of departmental form DCH-0856.

PENDING CAUSE OF DEATH

It is quite common that the cause of death for a decedent will not be finally determined until some time after the death and long after it is necessary to prepare and file a certificate of death. This situation should only occur, however, when the death is under review by the medical examiner. To permit a normal filing of the certificate, medical examiners are requested to certify to the death in such cases by entering the cause and/or the manner of death as "Pending". This permits the filing of a certificate and allows purchase of certified copies of the certificate so that handling some, if not all, of the affairs of the decedent can progress.

Upon reaching a determination on the pending information, the medical examiner reports the findings to the local or state office. Upon receipt of the findings, the certificate is amended to reflect the conclusions of the certifier as to cause and mode of death. This topic is discussed within the instructions that are distributed to all medical examiners. These instructions are provided in the appendix of this manual for reference.

PRESUMPTIVE DEATHS

In an instance where an accident or a disaster has claimed a life but the body of the decedent cannot be found or is not identifiable, the law in Michigan provides for a special procedure for establishing that death has occurred and for recording the death. This process is provided for in sections 333.2845 and 700.492a. Following such an occurrence, the next of kin of the deceased or the medical examiner, sheriff or prosecutor may petition the probate court of the county where the incident occurred for a determination of death. A petition must be filed no sooner than 60 days and no later than three years after the incident.

The statutes also permit the filing of a death certificate by the medical examiner in cases of disappeared persons, when so ordered by the court (MCL 700.492).

In each case, upon reaching a finding that death has occurred, the court must issue an order that establishes the date and place of death, and other facts as can be established. This order, when presented to the medical examiner for the county, is then the basis for the medical examiner to prepare a certificate of death as completely as possible. The form used for this purpose is the current Michigan death certificate (DCH-0483).

After completing the certificate the medical examiner forwards the document directly to the state registrar's office for registration. A copy of the record as filed is forwarded to the local registrar's office where the death occurred.

To clearly distinguish such cases from the normal situation where the decedent's body was identified after death, certificates of death registered when a body is not identified are marked "Presumptive". In all other respects, however, the death certificates filed under these provisions are of the same legal standing as other records.

PROPER PRESENTATION OF A DEATH CERTIFICATE FOR MEDICAL CERTIFICATION

Section 2843 of Act 368, P.A. 1978 as amended, prescribes penalties which can be assessed against a physician who refuses to supply information on a death certificate that is properly presented to him/her. What constitutes proper presentation is outlined in administrative rule. Administrative rule number 325.3217 delineates the minimum

information that must be entered on the death certificate for it to be considered properly presented to the medical certifier for certification.

The minimum information is:

- a. The name of the deceased.
- b. The sex of the deceased.
- c. The county, city, village or township and address of the deceased.

When a death certificate that contains all of the above information is presented to a physician, he or she must provide the medical certification within 48 hours.

UNCLAIMED BODIES

Disposition of unclaimed bodies can be arranged for through either a local agency which handles such cases or, if unable to identify the local agency responsible for assisting in handling such bodies, through a local law enforcement agency.

ACCEPTABILITY OF VITAL RECORDS

ACCEPTABILITY STANDARDS

Administrative rules on Completion, Filing, and Registration of Vital Records Documents provides criteria for local registrars to follow in accepting vital records for filing. Vital records are acceptable for filing when:

1. They are completed in conformance with instructions issued by the state registrar.
2. They do not contain any alterations or erasures, except on portions required only for statistical, health or medical use.
3. They are not marked copy or duplicate.
4. They are not carbon copies.
5. They are prepared on the proper form.
6. They have not been folded, bent, stained or otherwise damaged.
7. The entries other than signatures are legible.
8. A person authorized by law has certified to the facts of the event.
9. The record is presented to the local registrar within one year of the date of the event.

Unless otherwise directed by the state registrar, any record not meeting the above conditions is not acceptable for filing. When a record is not acceptable for filing, the person responsible for filing the record must prepare another record that is acceptable for filing and submit it within five days to the local registrar. If the record cannot be filed within the five days, a written notification must be submitted to the local registrar stating the reason for the lateness and the expected date of submission. (R 325.3207)

QUERYING VITAL RECORDS DOCUMENTS

When a record is not acceptable for filing and/or registration, the record should be returned to the person or institution responsible for filing the record. For death certificates, this will be the funeral director or other individual authorized by law to function in the capacity of a funeral director.

If the information being queried requires changes to the death certificate, the change may be made using a method in which the following criteria are met:

1. The alteration does not involve the use of a cover-up solution or powder.

2. No damage to the document paper has been caused by the correction.
3. The alteration is of such a nature that it cannot be detected on a copy of the document.

If the preceding criteria cannot be met, another record must be prepared.

The individual responsible for filing the record must prepare another record and submit it to the local registrar within five days of receipt of the notice that the record was not acceptable for filing. If the individual cannot submit the record within 5 days, a written notification must be sent to the local registrar explaining the reason for the lateness and the expected date of submission.

When a record has been submitted to the state registrar for registration and the record is not acceptable for registration, the record will be returned to the local registrar's office so that another record can be prepared and filed. (See the Appendix for a sample of the form used by the state registrar to query records.)

An additional query effort is conducted by the state that normally does not cause a change to the certificate. This query is directed at the certifying physician and is intended to clarify vague or nondescript causes of death. The filing of a death certificate is not acceptable that lists the cause of death as "unknown", nor is filing a record with a pending cause of death when the death is not a medical examiner's case. In most other instances, including when the cause of death merely describes the mode of death, the record can be processed but will be queried after filing.

CORRECTION OF DEATH CERTIFICATES

The officially recorded facts on a death certificate serve as a mechanism for establishing the fact of death as well as important information concerning the decedent at the time of death. Certified copies of registered documents are routinely employed by the decedent's next of kin as a means of handling a variety of estate matters. As time passes, the information on the death is referenced as the historical record of the event and is used in studies that examine a variety of health issues. All of these uses are made possible by the general accuracy of the information reported for a death. Those who receive the documents as evidence of the facts have come to accept the recorded information routinely in the absence of conflicting information or other contradictions. This presumption of accuracy in practice is supported by the legal status of the recorded facts as "prima facie" evidence. The general accuracy of the information and the ability to assume the recorded facts are accurate combine to permit smooth handling of significant estate matters and other situations to the benefit of the families of the deceased and to the public as a whole.

The process of modifying recorded facts must be concerned with the need for accurate and reliable information and must attempt to thwart any misuse of the death registration system. As such, changes to recorded information are governed by standards that are based in law and administrative rule and are designed to promote accuracy while reflecting the significance of the information to be changed. An error on a certificate of death can be of little consequence or can create a major problem for the family of a decedent. While the dilemma created by an error on a death certificate cannot be permitted to affect the documentation standards for correcting the error, those standards must not be more stringent than is necessary to reasonably establish the true facts.

Eligibility to request death certificate changes is limited by R 325.3266(2), to the next of kin, the funeral director responsible for the disposition, the physician who certified to the death or the medical examiner. The medical items may be changed only upon application of the certifier/medical examiner; however, a physician certifier may only apply to change the date and place of death and/or the medical facts. A request to correct a death certificate must be on an Application to Correct a Certificate of Death, must be signed by an eligible applicant and, except in the case of a medical examiner's request or a request solicited by the department, must be accompanied by a fee of \$40.00.

The steps necessary to acquire a death certificate correction vary with the stage of processing the record is in, the length of time since the death, the type of error and the significance of the item to be corrected.

Should an error be discovered on a certificate of death that has been filed in a local registrar's office but not yet forwarded to the state for registration, a second certificate can be completed and substituted for the document originally filed. If the preparation of a substitute is intended, contact the clerk and advise of your intent. Be sure to follow through with the completed substitute as soon as is practical. There is no fee for the substitution of documents prior to registration. Formal application is, similarly, not required.

A correction to an error that is an obvious error, a transposition of letters or numbers or the recording of completely omitted or previously unknown information can generally be accomplished within the first year without documentation. Note that one document is always necessary to change a social security number even if an obvious error has occurred. Proper application and the correction fee are required. Such errors may be corrected with support from one document after the first year.

The correction of errors that are not obvious will require support from one or more documents for the request to be approved. The majority of changes can be accomplished with two documents in support of each change requested. Such documentation cannot be in the form of affidavits of personal knowledge. Copies of records or transcripts of records are necessary.

In requesting death certificate corrections shortly after filing a record, it is important to note that the documents may be held locally for 30 days or more and that processing within the state office will take 30 days from the date received from the local office. Allowing 30 to 120 days after the death to obtain a correction is normally necessary.

TRANSPORTATION AND DISPOSITION OF DEAD BODIES AND FETUSES

BURIAL TRANSIT PERMITS

A burial transit permit is required for transportation and any manner of disposition of a dead body. Prior to the disposition of a dead body, a burial transit permit must be obtained from the local registrar. Upon presentation of sufficient evidence that a death occurred within the local registrar's jurisdiction, the local registrar must issue a burial transit permit.

A burial transit permit must accompany the body to the place of disposition. The permit must be presented to the sexton or person in charge of the place of interment before interment takes place. The person in charge of the cemetery or crematory must endorse the permit and record the interment in his/her registry.

Note: A licensed funeral director may issue a burial transit permit to himself/herself in areas where the registrar does not maintain 24 hour service and the local registrar's office is closed during the 72 hours following the death, provided that the certificate of death is mailed to the local registrar of the district of occurrence within 72 hours after death. However, the permit should be obtained from the local registrar whenever possible.

TRANSPORTING DEAD BODIES

A burial transit permit must accompany a body to the place of interment. If the body is to be shipped by common carrier, the permit must be placed in a strong envelope and fastened securely to the outside of the shipping case in which the body is contained.

A duplicate copy of the burial transit permit should be delivered to the funeral director or mortuary science licensee receiving the body by the person escorting the body to its destination. If the body is unescorted, the duplicate burial transit permit should be mailed to the receiving funeral director.

Permits issued under the law of one state are acceptable as authority for disposition of the body (or fetus) in other states as long as the permit accompanies the body to its destination.

If a body is to be transferred beyond the destination point named on the original burial transit permit which accompanies the body, the funeral director, mortuary science licensee, or local registrar may make out and sign a new burial transit permit indicating both the original point of destination and the new destination.

CREMATION

When final disposition is by cremation, the medical examiner of the county in which death occurred must sign the burial transit permit or burial transit permit for disposition of a dead fetus.

The person in charge of the crematory must be presented with the signed burial transit permit before he/she can dispose of the body or fetus.

DISINTERMENT AND REINTERMENT OF HUMAN REMAINS

A disinterment/reinterment permit is required whenever a body is to be disinterred. Prior to the disinterment of human remains a disinterment/reinterment permit must be obtained from the local health officer in whose jurisdiction the body is interred. In order to obtain a disinterment and reinterment permit, a licensed funeral director or his/her authorized representative must present a properly completed affidavit for disinterment and reinterment of human remains to the local health officer. When the permit is issued, it is issued to the funeral director. The funeral director must oversee the disinterment and reinterment of the human remains.

A permit is required to move bodies from one gravesite to another even within the same cemetery.

A permit for disinterment is not required to move cremated remains nor to open a grave to retrieve jewelry. (See Administrative Rule number 325.8055)

The affidavit is retained by the local health officer for not less than five years and the permit is retained as a permanent part of the records of the cemetery where the body was reinterred. A duplicate copy of the permit must be retained as a permanent part of the record of the cemetery where the body was disinterred. The administrative rules on disinterment and reinterment are contained in the appendix.

ANATOMICAL DONATION

If a body is donated under the anatomical gifts law, a death certificate must be filed with the local registrar of the district where the death occurred or the body was found no later than 72 hours after the death or after finding the body. A burial transit permit must also be obtained from the local registrar.

The following individuals are responsible for completing the death certificate and obtaining a burial transit permit:

1. An individual or institution accepting the donated body, if the entire body is donated.
2. A funeral director employed by the surviving spouse, next of kin, or other person having authority to direct and arrange for the funeral, burial or other disposition if only a portion of the body is donated.

The law addressing the handling of donated bodies or parts thereof is Act 368, P.A. 1978 Section 10101-10108.

GUIDELINES FOR ISSUANCES OF A PERMIT FOR DISPOSITION OF A STILL BIRTH

A permit for final disposition of a still birth must be obtained prior to final disposition of a dead fetus. Authorization for final disposition must be given by both parents. If the mother is not married at the time of delivery authorization of only the mother is required. The parent(s) may authorize any of the following to handle disposition of the fetus.

1. A funeral director.
2. Director of the hospital or institution or his/her authorized representative where the delivery occurred.
3. An institution or agency authorized to accept donated bodies of fetuses.

The person assuming responsibility for final disposition of a still birth is responsible for seeing to the proper completion of the disposition permit. The individual must also retain the permit for a minimum of seven years.

If you are assuming responsibility for final disposition of a dead fetus, the burial transit permit should be completed according to the following instruction letter for: Issuance of a Permit for Disposition of a Still Birth.

<p><i>MICHIGAN DEPARTMENT OF COMMUNITY HEALTH</i></p> <p><i>Division for Vital Records and Health Statistics</i></p> <p><i>Approved by:</i></p> <p><u><i>//s// Glenn Copeland</i></u> <i>Glenn Copeland</i> <i>State Registrar</i></p>	<p>INSTRUCTION LETTER NUMBER <u> 1 </u></p> <p>Effective Date <u> January 1, 1992 </u></p> <p>Replaces Letter Number <u> 1 </u></p> <p>Dated <u> November 1, 1989 </u></p> <p>Page <u> 1 </u> of <u> 3 </u></p> <p>Date <u> July 1, 1999 </u></p>
<p>INSTRUCTIONS FOR: ISSUANCE OF A PERMIT FOR FINAL DISPOSITION OF A STILLBIRTH</p>	

INTRODUCTION

The burial transit permit for a dead fetus is the second part (green) of the two part form (number DCH-0490) titled "Final Disposition of a Still Birth". The label "Disposition Permit" can be found in the left margin on the second part (green) of the form. Part 1 of the form (white) is to be offered to the parents for their personal records. If the parents do not wish to have or retain this record then part 1 should be destroyed. It is recommended that the facility of delivery or funeral director explain this option to the parents when they sign the form. If the parents elect to retain part 1 of the form for their records, they may have it without the bottom portion titled "Mortuary Science Licensee or Facility Use" completed, or they may elect to have the person authorized to dispose of the dead fetus return part 1 of the form to them when it is completely filled out.

1. FINAL DISPOSITION OF A STILL BIRTH - PARTS I & II

A disposition permit is required under Act 368 of 1978, Section 2848(2) for the disposition of a dead fetus regardless of gestational age. Use form number DCH-0490. Note that this procedure does not apply in an instance when a fetus is born alive and subsequently dies.

2. COMPLETING THE PERMIT

Prepare a permit according to the instructions below:

- a. Name of Stillborn or Parents -- Enter the name the parents give the dead fetus. Cross out the words "or parents". If none, enter the parent(s)'s name and cross out the words "stillborn or".
- b. This stillbirth was delivered dead on -- Enter the date the dead fetus was delivered. The signature of the attendant at delivery should be entered on this line.

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- c. Place of delivery -- Enter the county-and-township, city or village where the delivery took place.
- d. Method of final disposal -- Check one of the boxes which describes the method of disposal.
- e. Approved for cremation by-- If disposition is to be by cremation, the signature of the county medical examiner of the county where the delivery occurred is required. The date approval is given should also be entered in the appropriate area on this line.
- f. Authorization for final disposition -- Enter the name of the person or the agency authorized to dispose of the remains or accept donated bodies. This is the party the parents have authorized to dispose of the fetus. The appropriate box below the line should be checked.
- g. Signature of mother -- The mother should sign the permit on the signature line. The date of signing must be entered.
- h. Signature of father -- If the mother is married the signature of the father is required. The date of signing must be entered.

AFTER THE PARENT(S) HAVE SIGNED THE FORM THE PARENTS SHOULD BE ADVISED THAT THEY MAY HAVE A COPY OF THE FORM FOR THEIR PERSONAL USE, IF THEY WISH. IT SHOULD BE EXPLAINED THAT THEY CAN HAVE THE FORM AS IT NOW STANDS OR RECEIVE THE FORM AFTER THE MORTUARY SCIENCE LICENSEE OR FACILITY USE PART IS COMPLETED.

IF THE PARENTS ELECT TO TAKE THE FORM AT THIS POINT, TEAR OFF PART 1 OF THE FORM AND GIVE IT TO THE PARENTS. FOLLOW THE INSTRUCTIONS BELOW FOR COMPLETING PART 2 (GREEN) OF THE FORM.

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IF THE PARENTS WANT THE FORM AFTER IT IS TOTALLY COMPLETED, NOTE THIS IN THE MARGIN TO THE LEFT OF THE PERFORATIONS AND FOLLOW UP ACCORDINGLY. COMPLETE THE REMAINDER OF THE FORM AS DESCRIBED BELOW.

IF THE PARENTS INDICATE THAT THEY DO NOT WISH TO HAVE THE FORM, TEAR OFF PART 1 (WHITE) AND DISPOSE OF IT BY SHREDDING OR INCINERATION. COMPLETE PART 2 (GREEN) OF THE FORM AS DESCRIBED BELOW.

IF THE PARENTS CHOOSE TO HAVE A FUNERAL DIRECTOR DISPOSE OF THE BODY OR DONATE THE BODY TO AN AGENCY AUTHORIZED TO ACCEPT DONATED BODIES THE FUNERAL DIRECTOR OR INSTITUTION ACCEPTING THE DONATED BODY WILL COMPLETE THE BOTTOM PORTION OF THE PERMIT.

- i. Final disposition was on -- Enter the date final disposition took place. Enter the name of the place where final disposition took place on this line.
- j. Place -- Enter the county-and-township, city or village where disposition took place. The person authorized to dispose of the dead fetus should sign in the space provided on this line.

3. RECORD RETENTION

A properly completed disposition permit must be displayed to the cemetery or crematory prior to disposition.

If duplicates of the disposition permit are prepared, the original should remain in the possession of the person authorized to dispose of the dead fetus.

After disposition the person authorized by the parents to dispose of the dead fetus must retain the permit for a period of not less than seven years.

HANDLING OF VITAL RECORDS FORMS

ORDERING FORMS

Blank vital records forms may be obtained from the local registrar in your jurisdiction or from the state registrar. When ordering blank forms from the state registrar form number DCH-0889(11/02) titled "Order Blank for New Registration Forms" should be used.

HANDLING AND STORAGE OF BLANK VITAL RECORDS FORMS

Administrative rule 325.3205 establishes specific provisions for the handling and distribution of blank vital records forms. These forms are subject to potential misuse making reasonable safeguards against theft, misuse, and unauthorized distributing of blank forms necessary.

When blank vital records forms are in your possession the following procedures must be adhered to:

1. Blank vital records forms must be stored in such a manner as to safeguard the forms against theft and misuse.
2. Forms may be distributed to other persons only when authorized to do so by a local registrar or the state registrar.
3. Forms missing from your supply must be reported to the local registrar of the district or the state registrar. The report must contain the date the records were discovered missing, the type of records, the number of missing records, the preprinted serial number of missing forms and any information that may lead to the recovery of the forms.

Rule 325.3204 provides instructions for the handling of vital records forms. Vital records forms prescribed and distributed by the state registrar shall be used only for official purposes and these forms must be surrendered to the state registrar upon demand. Only forms furnished or approved by the state registrar can be used to report vital events and vital statistics.

CERTIFICATION AND FEES

CERTIFIED COPIES

When a death certificate is submitted to the local registrar for filing, the local registrar reviews the record for acceptability. If the record is acceptable the local registrar signs it, gives it a local file number, makes a copy to retain for his/her local files (or retains a carbon copy) and forwards the original record to the state registrar by the 4th day of each month.

When the original record is received by the state registrar, it is reviewed for acceptability. If the record is acceptable it is given a state file number, coded for statistical purposes, indexed, and filed for permanent safekeeping.

Certified copies of a certificate may be obtained from the local registrar at the time of filing or at any later date. These copies will not have a state file number on them, but will have a statement certifying that the copy is a true copy of the record on file in the local registrar's office.

Certified copies of the original certificate with the state file number on it may be obtained by writing or coming in person to:

Division for Vital Records and Health Statistics
Michigan Department of Community Health
3423 North Martin Luther King, Jr., Blvd.
P.O. Box 30195
Lansing, Michigan 48909

Due to filing and processing time, an individual must allow 90 to 120 days after filing before a certified copy can be obtained from the state office.

Individuals requesting certified copies should include at a minimum, the following information in the request:

1. Name of the deceased
2. Place of death
3. Date of death

FEES

MCL 333.2891 prescribes fees to be charged for vital records searches and vital statistics services by the state registrar. The fee schedule for services provided by the Division for Vital Records, Michigan Department of Community Health is as follows:

1. Search and one copy or certified copy of a live birth, death, marriage or divorce record or an official statement that there is no record on file. \$26.00

If the search is conducted by the local registrar and the record cannot

be located, an official statement to that effect is not required and the fee may be waived.

A search and one copy, one certified copy or one certificate of registration of their own birth record for a person 65 years or older. \$7.00

Free copies of birth, death, marriage or divorce records are to be issued for official use only to a court, department or agency of the United States, another state or political subdivision of that state, this state or political subdivision of this state, and licensed child placement agencies for adoption purposes and to the registrar of a foreign country.

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| 2. One certificate of birth registration. | \$26.00 |
| 3. Additional identical certified copies or certificates of registration ordered at the same time. | \$12.00/copy |
| 4. Additional years searched. | \$12.00/year |
| 5. Verification of facts. | \$10.00 |

The following is the fee schedule for other services provided by the Michigan Department of Community Health.

1. Search Fees

Upon formal application of a soldier, sailor, marine, member of the coast guard, nurse, member of a women's auxiliary, or a person who is entitled to a bonus or a pension or other compensation under a law of this state, the United States or other state or territory of the United States or a service auxiliary, one certified copy of a vital record requested from the Department of Community Health shall be furnished without charge for the purpose of securing the bonus, pension or compensation resulting from the military service. If the person entitled to the record is deceased or mentally incompetent, the copy may be furnished to an heir, guardian or legal representative of the person.

2. Establishment and Registration Fees

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|---|---------|
| A. Application for establishment of a delayed certificate of birth or death which includes one certified copy or an official denial of the application. | \$40.00 |
| B. Registration of a delayed certificate of birth for a foreign born adopted child which includes a certified copy. | \$40.00 |

3. Fees for Creation of New Vital Records and Corrections or Changes to Registered Vital Records

A. Application to create a new certificate of birth following an adoption, legal change of name for minors, acknowledgment of paternity; sex change, legitimation, order of filiation issued prior to September 30, 1978, or a request to replace a court filed certificate of adoption. \$40.00

B. Application received within one year of the date of the event to create a new certificate of birth or death to correct obvious minor errors and omissions. \$40.00

The errors and omissions are limited to the following:

(i) The addition of a given first or middle name when a name was not recorded at the time of filing.

(ii) A change to a social security number.

(iii) The addition of information originally specified as unknown or which was omitted by error.

(iv) A minor spelling change.

C. Application to amend birth or death records more than one year after the date of the event for the purpose of adding information or correcting an error in information recorded on the document. \$40.00

D. A fee shall not be assessed for any of the following:

1. A change to a vital record to correct an error made within the office of a local registrar or the state registrar.

2. Correcting an error when initiated by the state registrar.

3. Correcting a record when requested by a medical examiner for a case within his or her jurisdiction.

4. Correcting a record when the change is ordered by a court of competent jurisdiction following denial of an application to make a change by the department.

5. Correcting a record when requested to do so by a public agency where the agency is the guardian of the individual to whom the record pertains.

E. A fee of \$40.00 shall be charged for an application to addend a birth record regarding a documented legal change of name.

The fee charged by the local registrar for vital records services varies among the local registrars. The fees charged by the county clerks are listed on the following pages:

VITAL STATISTICS FEES COUNTIES

(first copy price/additional copy price)
(Fees charged as of January 1, 2005)

Alcona	\$ 5.00/\$2.00	Gratiot	\$10.00/\$3.00	Missaukee	\$ 5.00/\$2.00
Alger	\$ 5.00/\$2.00	Hillsdale	\$15.00/\$4.00	Monroe	\$ 8.00/\$3.00
Allegan	\$10.00/\$4.00	Houghton	\$ 7.00/\$2.00	Montcalm	\$10.00/\$3.00
Alpena	\$ 8.00/\$4.00	Huron	\$10.00/\$3.00	Montmorency	\$ 5.00/\$2.00
Antrim	\$10.00/\$3.00	Ingham	\$ 5.00/\$2.00	Muskegon	\$13.00/\$4.00
Arenac	\$ 5.00/\$2.00	Ionia	\$10.00/\$3.00	Newaygo	\$ 7.00/\$3.00
Baraga	\$ 7.00/\$3.00	Iosco	\$ 5.00/\$2.00	Oakland	\$15.00/\$5.00
Barry	\$10.00/\$3.00	Iron	\$ 7.00/\$3.00	Oceana	\$ 7.00/\$3.00
Bay	\$13.00/\$2.00	Isabella	\$10.00/\$3.00	Ogemaw	\$ 5.00/\$2.00
Benzie	\$ 5.00/\$2.00	Jackson	\$10.00/\$2.00	Ontonagon	\$10.00/\$3.00
Berrien	\$13.00/\$4.00	Kalamazoo	\$13.00/\$4.00	Osceola	\$ 7.00/\$3.00
Branch	\$13.00/\$4.00	Kalkaska	\$ 5.00/\$2.00	Oscoda	\$10.00/\$5.00
Calhoun	\$10.00/\$5.00	Kent	\$ 7.00/\$3.00	Otsego	\$ 5.00/\$2.00
Cass	\$10.00/\$3.00	Keweenaw	\$10.00/\$3.00	Ottawa	\$10.00/\$3.00
Charlevoix	\$ 5.00/\$2.00	Lake	\$ 7.00/\$3.00	Presque Isle	\$ 5.00/\$2.00
Cheboygan	\$10.00/\$3.00	Lapeer	\$ 7.00/\$3.00	Roscommon	\$ 5.00/\$1.00
Chippewa	\$ 8.00/\$5.00	Leelanau	\$ 5.00/\$2.00	Saginaw	\$10.00/\$4.00
Clare	\$15.00/\$5.00	Lenawee	\$10.00/\$3.00	Sanilac	\$15.00/\$4.00
Clinton	\$10.00/\$3.00	Livingston	\$10.00/\$5.00	Schoolcraft	\$10.00/\$3.00
Crawford	\$11.00/\$6.00	Luce	\$10.00/\$3.00	Shiawassee	\$10.00/\$3.00
Delta	\$ 6.00/\$2.00	Mackinac	\$ 7.00/\$3.00	St. Clair	\$ 7.00/\$3.00
Dickinson	\$ 5.00/\$2.00	Macomb	\$10.00/\$3.00	St. Joseph	\$10.00/\$3.00
Eaton	\$10.00/\$4.00	Manistee	\$10.00/\$3.00	Tuscola	\$10.00/\$3.00
Emmet	\$ 8.00/\$4.00	Marquette	\$ 8.00/\$3.00	VanBuren	\$10.00/\$4.00
Genesee	\$10.00/\$5.00	Mason	\$ 7.00/\$3.00	Washtenaw	\$13.00/\$4.00
Gladwin	\$ 7.00/\$3.00	Mecosta	\$ 7.00/\$3.00	Wayne	\$17.00/\$3.50
Gogebic	\$ 7.00/\$2.00	Menominee	\$10.00/\$3.00	Wexford	\$10.00/\$4.00
Grd Traverse	\$10.00/\$3.00	Midland	\$10.00/\$5.00		

**VITAL STATISTICS FEES
CITIES**

(first copy price/additional copy price)
(Fees charged as of January 1, 2005)

Allen Park	\$10.00/\$3.00	Riverview	\$ 5.00/\$1.00
Dearborn.....	\$12.00/\$4.00	Rochester Hills	\$ 6.00/\$3.00
Dearborn Heights.....	\$10.00/\$3.00	Royal Oak.....	\$10.00/\$5.00
Detroit	\$17.00/\$5.00	St. Clair Shores	\$10.00/\$3.00
Eastpointe.....	\$10.00/\$3.00	Southfield	\$10.00/\$3.00
Farmington Hills.....	\$10.00/\$5.00	Sterling Heights	\$13.00/\$4.00
Garden City.....	\$10.00/\$3.00	Taylor	\$10.00/\$3.00
Grosse Pointe	\$10.00/\$3.00	Trenton	\$15.00/\$3.00
Grosse Pointe Farms	\$10.00/\$3.00	Troy	\$ 6.00/\$3.00
Hamtramck	\$13.00/\$4.00	Wayne	\$13.00/\$4.00
Lincoln Park.....	\$10.00/\$3.00	Warren.....	\$ 7.50/\$3.00
Livonia	\$ 8.00/\$2.00	Westland	\$10.00/\$3.00
Madison Heights	\$ 9.00/\$3.00	Wyandotte	\$15.00/\$5.00
Pontiac.....	\$ 5.00/\$3.00		

GLOSSARY OF TERMS

Words and phrases used in this manual should be interpreted according to the following definitions:

Accept for Filing

The process whereby the local registrar's staff reviews vital records for filing acceptability. When a vital record is not acceptable for filing, the person responsible for filing the original vital record shall prepare another record after receipt of notice that the record is not acceptable for filing, except for records not accepted pursuant to R 325.3206(5)(l).

Access

The availability of vital records documents and other vital records materials to eligible members of the general public in a local registrar's office. The access may be by way of inspection or the actual release of copies/certified copies of vital records. The disclosure of vital records information over the telephone is not permissible.

Access Rules

Rules of the Michigan Administrative Code being R 335.3231 - R 335.3236 which stipulate the procedures, permission, times and circumstances under which vital records materials can be obtained or reviewed at a local registrar's office.

Addended Record

A replacement record containing the information as recorded on a registered record plus information added as an addendum to the record. (R 325.3251(1)(a))

Affidavit

A written statement under oath before a notary public or other authorized person concerning facts known to the person making the statement.

Altered Record

A vital record which has erasures, changes or other alterations which are at variance with records on file in the local and/or state registrar's office.

Amend

To add, delete, or change in any way an item of information that was reported on a vital record.

Amended Record

A replacement record that is marked "amended" which contains the date of the amendment and identifies the items amended. (R 325.3251(1)(b))

Anatomical Gift

The process by which an individual of sound mind and 18 years of age or more may give all or any physical part of the individual's body for any purpose specified in statute, (MCL 333.10103), the gift to take effect upon death.

Applicant

The individual who signs an application to correct a vital record document, applies for the establishment of a delayed birth or death record or applies for a certified copy of a vital record.

Attendant

A physician or other individual present and/or caring for an individual preceding, during or immediately after death or during or immediately after delivery.

Burial Transit Permit

A permit required for the transportation and disposition of a dead human body. Refer to departmental form number DCH-0490A(5/02).

Burial Transit Permit for Disposition of a Dead Fetus

A permit required for the transportation and disposition of a dead fetus. Refer to departmental form number DCH-0490 (7/99).

Cause of Death

The entry on a death certificate completed by the appropriate physician, stating the disease, abnormality, injury or poisoning, that contributed directly or indirectly to death. It could also include anything initiating the lethal sequence of events causing the individual's passing from health to death. It usually includes both the immediate and underlying cause of death with times of onset for each. Note: the mode of dying (e.g., cardiac arrhythmia, cardiac or respiratory arrest, renal failure, heart failure, asphyxia) need not be stated at all since it is no more than a symptom of the fact that death occurred and provides no useful information.

Cemetery

Any burial ground, either public or private, for dead human bodies.

Certificate

The original legal document providing facts about a vital event. This term is sometimes used synonymously with record.

Certificate of Registration

A document that lists a person's name at birth, the date of birth, place of birth, date of filing and file number.

Certified Copy

A photocopy or prepared abstract of a vital record that is certified by an official custodian of the record.

Certify

Process or procedure in a registrar's office whereby a seal of the registrar and an accompanying statement is affixed to a copy of a vital record document. This certification statement attests that it is a true copy of the record on file in the registrar's office.

Common Carrier

A person, company or public conveyance that transports persons or property for a fee.

Completion Instructions

The instructions for the completion of vital records by authority of MCL 333.2813. There are instructions for the completion of birth and death certificates, and for fetal death and divorce reports.

Confidentiality (Confidential Information)

In practical terms, confidentiality is the need to safeguard individual privacy through the restricted use and release of information. Relative to vital records, the proper handling of the information is governed by law and by rule. (MCL 333.2881, MCL 333.2888, MCL 333.2896, R 325.3231-R 325.3236.) These regulations limit the release of records and information.

Consistency

The extent to which certain items on a certificate bear a logical relationship to each other.

Correction

The administrative correction or amendment of a certificate to reflect the correct information for items where incorrect information had originally been entered, or the addition of correct information for items previously not completed on the certificate.

(Correction does not mean to enter on the certificate facts different from those that existed at the time of the occurrence of the event.)

Corroborate (Authenticate)

The process by which a local or state registrar may confirm the authenticity of certified copies of vital records issuing by that registrar's office. This may be in writing or over the telephone. The insuring office may cooperate in assuring a copy is genuine or in identifying discrepancies in a copy. Information should not be supplied in this process from the record. Rather, information on the certified copy should be validated for the requestor.

County File Number

The number assigned to a birth or death record by the county clerk or his/her representative when the record is acceptable for filing. This process of numbering by a county can also be in addition to the numbering of duplicate vital records with a city number by local city registrars within counties.

Cremate

To reduce human remains to ashes by the action of fire.

Date of Application

The date the application to establish a delayed registration of birth, or a delayed registration of death, or to correct a vital record document is received in the office of the state registrar. (R 325.3251(1)(e)) and (R 325.3201(1)(b))

Date of Filing

The date the local registrar places on the document at the time the record is accepted for filing. (R 325.3201(1c))

Date of Occurrence

The month, day and year that the event occurred based on the legal time standard of the district where the occurrence took place.

Date Presented for Filing

The date when the record was presented for filing. This is not to be construed as the date the document was physically presented or mailed to the local registrar. This is not necessarily the date that vital records documents are inscribed with a local filing number.

Date Received by Local Registrar

Date the local registrar received a vital record for filing. It is not necessarily the same as date of filing as this may vary in actual practice from office to office for local registrars.

Dead Body

A human body, or parts thereof, in a condition from which it may reasonably be concluded that death has occurred.

Death

A person will be considered dead if in the announced opinion of a physician or registered nurse based on ordinary standards of medical practice in the community, there is the irreversible cessation of spontaneous respiratory and circulatory functions. If artificial means of support preclude a determination that these functions have ceased, a person will be considered dead if in the announced opinion of a physician, based on ordinary standards of medical practice in the community there is the irreversible cessation of spontaneous brain functions. Death will have occurred at the time when the relevant functions ceased (MCL 333.1021).

Deceased

The lifeless human body of a person who has died.

Decedent

See Deceased.

Delayed Registration of Death

A record of a death that occurred in Michigan but was not officially registered within one year after the death occurred. When referring to found bodies which have obviously been dead for several years, the delayed death procedure does not apply. These are medical examiner cases and the one year delayed record designation does not become relevant until one year after the finding of the body.

Disinterment

The exhumation of a body from a cemetery or place where a dead human body has been buried or otherwise interred. The body is then presumed to be reinterred at another site. This process of disinterment and reinterment, along with the pertinent form, must still be followed even for movement within the same cemetery. This process is not to be confused with the process of the opening and closing of a previously buried casket for the purpose of adding or removing articles. Refer to departmental form number DCH-0734 (9/99).

Disinterment-Reinterment Permit

A written authorization to disinter and reinter a dead human body. Disinterment of cremated remains; opening casket; permit not required. Refer to departmental form number DCH-0734 (9/99).

Disposition of Dead Bodies

The act or acts involved in the process of burial, cremation or other method of disposal of a dead human body.

Documentary Evidence

Evidence submitted for the purpose of changing or correcting vital records documents. Documentary evidence as specified by law or rule shall be accompanied by a certified copy of a court order specifying the correct facts on one or more of the following types of documentary evidence specified in various sections of rule 803 of the Michigan rules of evidence: records of regularly conducted activity, public records and reports, records of vital statistics, records of religious organizations, marriage, baptismal, and similar certificates, family records, records of documents affecting an interest in property, and statements in ancient documents.

Fetal Death

Death of a fetus that has completed at least 20 weeks of gestation or weighs at least 400 grams. (Section 3333.2803(2) of MCL) (This definition is only meant to be used as a basis for the completion of the Report of Fetal Death, Refer to departmental form number DCH-0615 (6/03).)

Fetus

For disposition purposes, a developing human organism irrespective of gestational age. This definition of fetus is not intended to be a regulatory definition which stipulates how health facilities modify or otherwise relate to procedures regarding the handling of fetuses. The public health code does not contain a definition of the term fetus. The department recommends that each institution develop a definition of a fetus to use as a guide for handling the disposition of dead fetuses as described in MCL 333.2848.

File

The presentation of a certificate, report or other record to the local registrar for the purpose of registration by the state registrar. (MCL 333.2803(3));

or

The action whereby the local registrar affixes his or her identification to each vital record accepted for registration and documents the date of acceptance;

or

The physical collection of records or certificates at the state or local levels.

Filing Date

The date vital records documents are inscribed with a local filing number. This is not to be construed as the date the document was physically mailed to the local registrar, i.e. the date when the record was presented for filing.

Final Disposition

The burial, cremation or other disposition of a dead human body or fetus. (MCL 333.2803(4))

Foundling

A child that is found after being abandoned by unknown parents.

Funeral Director

A person licensed to practice the profession of funeral directing. Only funeral directors licensed in Michigan are permitted to sign a death certificate. The pertinent state license number of such a licensee is to be entered on each death certificate. Interns or apprentice funeral directors are not eligible to sign death certificates.

Heir

Any living relative of a deceased individual. (R325.3231(1)(b))

Index

A reference listing of vital records information containing at a minimum all of the following: Reference to the type of the event, the name of the registrant and a reference to locate the record. (The index must not contain the residence or mailing address of the registrant or informant.) (R 325.3231(1)(c))

Informant

The person who supplies the personal data for the preparation of a vital record document.

Inspection

The physical viewing of a vital record in a local registrar's office for no fee. Such inspection is strictly regulated and must be research related. No commercial access to vital records such as by credit bureaus, radio stations, etc. is permissible.

Institution

A public or private establishment which provides inpatient medical, surgical or diagnostic care or treatment or nursing, custodial or domiciliary care to two or more unrelated individuals, including an establishment to which individuals are committed by law. (MCL 333.2804(1))

Interment

The act of disposing of a dead body in a grave or tomb.

Late Filing

The filing of a birth record after five days from the birth, but prior to the first birthday of the child or the filing of a death record more than 72 hours after death but within one year of the date of death.

Live Birth

The complete expulsion or extraction from a pregnant woman of a product of human conception, which, after such expulsion or extraction shows any evidence of life whether or not the umbilical cord has been cut or the placenta is attached. (R 325.3201(1)(W.H.O.))

Local File Number

The number assigned to a birth or death record by the city official acting in the capacity of a local registrar when the record is acceptable for filing.

Local Registrar

The county clerk or the clerk's deputy for each county. The city clerk or other city official designated by the governing body of the city if the city elects to operate as a local registrar and the registrar has approved of the operation of the local office. (MCL 333.2804(3) and 333.2814)

Local Registration District

A specific geographic area designated as part of the statewide vital statistics registration system.

Medical Examiner

An appointed local official whose duty is to investigate and determine the cause and circumstances of death for deaths and fetal deaths falling within his or her jurisdiction. To certify to the cause of death, the medical examiner must be a physician licensed to practice in Michigan.

New Record

A replacement record that is not marked to indicate changes made to the record. (R325.3251(1)(f))

Pending Death Certificate

A temporary death certificate pending investigation by a medical examiner on a body to determine cause and/or manner of death. The death certificate is later amended after further investigation. (See departmental form DCH-0620 (10/03).)

Physician

Physicians licensed in Michigan as allopathic or osteopathic physicians or residents/interns with temporary licensure who may sign and other wise complete medical certifications on death certificates, including the physician's license number. Physicians practicing in other states who are the attending physicians of Michigan residents may complete the death certification on Michigan certificates.

Place of Occurrence

The exact geographic location (for the purposes of recording location of event on birth, death, marriage certificates and divorce reports); county, township, village, city and the institution or street address where the event occurred. The event must be filed in the office of the local registrar where the event occurred or was pronounced to have occurred, as in the situation of death certificate filing.

Place of Residence

The exact geographic location; county, township, village or city where a woman giving birth usually lives or where the deceased person usually lived. This may differ from an individual's mailing address.

Presumptive Death

The establishment of a death certificate in an instance where an accident or a disaster has claimed a life but the body of the decedent cannot be found or is not identifiable. The medical examiner completes a death certificate as completely as possible pursuant to an order of a court of competent jurisdiction. (MCL 333.2845) Such certificates are marked "presumptive."

Proper Presentation of Death Certificate for Medical Certification

When a death certificate contains at a minimum all of the following information it is considered properly presented for obtaining the medical certification (R 325.3217):

- a. The name of the deceased.
- b. The sex of the deceased.
- c. The county, city, village or township of residence and address of the deceased.

Query

An inquiry made by the local or state registrar when a vital record document contains inconsistent or missing information.

Record

See Certificate.

Registered Record

A record accepted by the state registrar for incorporation into the permanent official file of the system of vital statistics. (R 325.3251(g))

Registrant

The individual to whom the record pertains. (R 325.3251(h))

Registrar - State

The state registrar administers and controls the state system of vital statistics and is custodian over it. The state registrar also exercises superintending control over local registrars, issues instructions for the administration of the system, conducts training programs, promotes uniformity of policy and procedure, prescribes, furnishes and distributes forms for vital records and vital statistics and oversees their transmission and publishes reports of vital statistics.

Registrar - Local

The local registrar records and transmits vital records and statistics, furnishes blank forms, examines each vital record before accepting it for registration, requires the submission of additional information when necessary to complete records before accepting them for registration, affixes his or her identification to each vital record accepted for registration and documents the date of acceptance, transmits the vital record to the Department, preserves at the local office information prescribed by the state registrar, issues a certificate of registration for a live birth on a form approved by the state registrar and issues certified copies of vital records documents on file in accordance with sections 2881, 2882, and 2891. The local registrar also issues a permit for final disposition of a dead body upon receipt of sufficient evidence that death occurred within the local registrar's jurisdiction.

Registration

The acceptance by the state registrar of vital records and the incorporation of these records into the official vital records. (MCL 333.2804(4))

Registration Error

Errors of an administrative nature either in the local or state registrar's office. To correct such errors the local or state office staff may require a written request but need not require the standard fee.

Registration of a Presumptive Death

The process by which a certificate of death is prepared on the basis of an order of a probate court which finds that a person is presumed to have died in Michigan as a result of a disaster or accident. (R 325.3219(1))

Registration Rules

Administrative Rules to be followed for the registration of vital records documents. (See R325.3201- R325.3221)

Registration Standards

Standards for the registration of vital records documents as outlined in Administrative Rule R325.3206, and the instructions issued by the state registrar pursuant to this rule.

Reinter

To inter a human body following disinterment. (See also disinter) Refer to departmental form number DCH-0734 (9/99).

Replacement Record

A record prepared by the Michigan Department of Community Health to replace an existing registered record. (R 325.3251(1))

Research

Legitimate investigations conducted using the data contained in vital records for genealogy, medical or sociological inquiry. Research at the state or local level must be approved in advance with the permission of the state registrar in all instances except for those conducted for genealogy.

Research - Genealogical

Legitimate research conducted in a local registrar's office for family history purposes. Eligible persons may inspect or purchase copies of vital records for genealogical research.

Residence

The geographic locality where one lives. The actual place of residence of a person(s) who is the subject, informant, parents, etc. of a vital record. The residence as established on a vital record is not necessarily to be construed for other definitions of residence that are useful in local registrar's offices such as for mailing address, legal establishment of residence for the sake of divorce, voter registration etc.

Seal

The procedure by which the state registrar and the local registrar make a vital record unavailable for release. The previous record is destroyed, covered or filed separately so as to make it totally unavailable to the office staff or the general public for access by inspection or issuance. The index entry for such a "sealed" record is also obliterated by approved methods.

or

The impressed mark placed on official copies of vital records by a registrar to attest to their authenticity. Seal designs are unique to each office.

Security Procedures

Procedures in place by the authority of Administrative Rule 325.2335, to assure the safety and proper use of vital records. " A local registrar shall establish written minimum security procedures governing access to vital records. A copy of the procedures shall be forwarded to the state registrar for approval."

State File Number

The number assigned to a vital record when it is accepted for registration by the state registrar.

State Registrar

The state official appointed to administer the system of vital statistics for the state. (MCL 333.2805(1))

Storage of a Dead Body

The depositing of a dead body in a repository awaiting final interment when disinterment is delayed due to unsatisfactory weather conditions.

Supplemental Report

A report generated to complete a vital record. For example an application to complete a pending certificate of death, form DCH-0620 (10/03) is a supplemental report.

System of Vital Statistics

The collection, certification, compilation, amendment, coordination and preservation of vital records, including the tabulation, analysis and publication of vital statistics. (MCL 333.2805(2))

Time

The prevailing time referenced in vital records by either standard, daylight savings or military time within the local registration district where the event occurred.

Unclaimed Body

A dead human body for which the deceased has not provided a disposition, an estate or assets to defray costs of burial do not exist and the body is not claimed for burial by a person, relative or court appointed fiduciary who has the right to control disposition of the body. (MCL 333.2653(1))

Usual Occupation

The occupation at which the deceased person was employed during the majority of his working life. This may not necessarily be the occupation at the time of death.

Verify

The written request to check information on a vital record. This can take place by mail or over the counter. Eligibility restrictions of MCL 333.2882 do not apply. Payment of a statutory fee is required. The request can be made in either a local registrar's or state registrar's office and can only be regarding the:

- 1) nature of the event, (birth, death etc.)
- 2) the name or names of the individual to whom the vital record pertains
- 3) the date of the event
- 4) the place of the event
- 5) the date of filing.

When information is offered, it can be compared by the local registrar staff. They will confirm if it matches information on the record on file at the local office, by means of a "yes" or "no" response. If supplied information differs from the facts on the record, the correct facts may not be supplied.

Vital Event

Live births, deaths, marriages, divorces, adoptions and all other events which have to do with an individual's entrance or departure from life or change in civil status during life.

Vital Record

A certificate or registration of birth, death, marriage, divorce or related data.
(MCL333.2805(3))

Vital Statistics

Data derived from vital records and related reports. (MCL 333.2805(4))

Void

The vital records process in which a vital record is made null.

PUBLIC HEALTH CODE (EXCERPT)
Act 368 of 1978

333.2801 Meanings of words and phrases; general definitions and principles of construction.

Sec. 2801.

- (1) For purposes of this part, the words and phrases defined in sections 2803 to 2805 have the meanings ascribed to them in those sections.
- (2) In addition, article 1 contains general definitions and principles of construction applicable to all articles in this code.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of certain powers and duties of the office of policy, planning and evaluation from the department of public health to the director of the department of community health, see E.R.O. No. 1996-1, compiled at 330.3101 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2803 Definitions; D to F.

Sec. 2803.

- (1) "Dead body" means a human body or fetus, or a part of a dead human body or fetus, in a condition from which it may reasonably be concluded that death has occurred.
- (2) "Fetal death" means the death of a fetus which has completed at least 20 weeks of gestation or weighs at least 400 grams. The definition shall conform in all other respects as closely as possible to the definition recommended by the federal agency responsible for vital statistics.
- (3) "File" means to present a certificate, report, or other record to the local registrar provided for in this part for registration by the state registrar.
- (4) "Final disposition" means the burial, cremation, or other disposition of a dead human body or fetus.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 2002, Act 562, Imd. Eff. Oct. 1, 2002

Popular Name: Act 368

333.2804 Definitions; I to R.

Sec. 2804.

- (1) "Institution" means a public or private establishment which provides inpatient medical, surgical, or diagnostic care or treatment or nursing, custodial, or domiciliary care to 2 or more unrelated individuals, including an establishment to which individuals are committed by law.
- (2) "Law enforcement agency" means a police agency of a city, village, or township; a sheriff's department; the department of state police; and any other governmental law enforcement agency.
- (3) "Live birth" means a term defined by departmental rule which shall conform as closely as possible to the definition of live birth recommended by the federal agency responsible for vital statistics.

- (4) "Local registrar" means the county clerk or the clerk's deputy, or in the case of a city having a population of 40,000 or more, the city clerk or city department designated by the governing body of the city; or a registrar appointed pursuant to section 2814. Population shall be determined according to the latest federal decennial census.
- (5) "Registration" means the acceptance by the state registrar and the incorporation of certificates provided for in this part into the official vital records.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1985, Act 20, Imd. Eff. May 16, 1985 ;-- Am. 1990, Act 149, Imd. Eff. June 27, 1990

Popular Name: Act 368

333.2805 Definitions; S to V.

Sec. 2805.

- (1) "State registrar" means the official appointed under section 2813 or his or her authorized representative.
- (2) "System of vital statistics" means the collection, certification, compilation, amendment, coordination, and preservation of vital records, including the tabulation, analysis, and publication of vital statistics.
- (3) "Vital record" means a certificate or registration of birth, death, marriage, or divorce; an acknowledgment of parentage; or related data.
- (4) "Vital statistics" means data derived from vital records and related reports.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1996, Act 307, Eff. June 1, 1997

Popular Name: Act 368

333.2811 Form and content of vital records and certificates.

Sec. 2811.

The department shall prescribe the form and content of vital records and certificates, which shall conform as nearly as possible to recognized national standardized forms including, as required to comply with federal law, requirements for the entry of social security numbers.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1998, Act 332, Imd. Eff. Aug. 10, 1998

Compiler's Notes: Enacting section 2 of 1998 PA 332 provides: "Enacting section 2. The family independence agency shall request from the federal government an exemption from the provisions regarding the recording of social security numbers added by this 1998 amendatory act, which are intended to be used for the collection of child support, as required by federal law in order for this state to receive certain federal funds. Upon the granting of the exemption, those provisions referred to by this enacting section shall not be utilized or enforced by the state or a local governmental entity."

Popular Name: Act 368

333.2813 State registrar; appointment; duties; inclusion of social security number; disclosure prohibited; violation; penalty.

Sec. 2813.

- (1) The director shall appoint, subject to civil service rules, a state registrar to administer the system of vital statistics.
- (2) The state registrar shall:
 - (a) Administer and control the only system of vital statistics for this state, as authorized in this part and the rules promulgated pursuant to this part.
 - (b) Be the custodian of the system of vital statistics.
 - (c) Exercise superintending control over local registrars and administer and control the activities of local officials and all other persons as to the operation of the system of vital statistics. The state registrar shall require each local registrar to require, as required to comply with federal law, the entry of the social security number of each applicant on an application for his or her marriage license and of the deceased on his or her death certificate. The directive under this subdivision for the inclusion of a social security number on an application shall not be required of an applicant who is exempt under federal law from obtaining a social security number or who is exempt under federal or state law from including his or her social security number on such an application. The state registrar shall not require a marriage license applicant's social security number to be displayed on the marriage license.
 - (d) Issue instructions for the administration of the system of vital statistics and conduct training programs to promote uniformity of policy and procedures throughout the state in matters pertaining to the system of vital statistics.
 - (e) Prescribe, furnish, and distribute forms for vital records and vital statistics or prescribe other means of transmitting vital records and vital statistics information as required by this part and the rules promulgated pursuant to this part.
 - (f) Prepare and publish reports of vital statistics.
- (3) A person shall not disclose, in a manner not authorized by law or rule, a social security number collected as required by this section. A violation of this subsection is a misdemeanor punishable by imprisonment for not more than 90 days or a fine of not more than \$500.00, or both. A second or subsequent violation of this subsection is a felony punishable by imprisonment for not more than 4 years or a fine of not more than \$2,000.00, or both.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1998, Act 332, Imd. Eff. Aug. 10, 1998

Popular Name: Act 368

333.2814 City clerk or city department as local registrar; rules.

Sec. 2814.

- (1) A city having a population of less than 40,000 and an institution located within the city limits may request the state registrar to approve the governing body's appointment of a city clerk or a city department as a local registrar.
- (2) The department shall promulgate rules for the administration of this section.

History: Add. 1985, Act 20, Imd. Eff. May 16, 1985

Popular Name: Act 368

333.2815 Local registrar; duties.

Sec. 2815.

(1) A county board of commissioners and the governing body of a city having a population of 40,000 or more may agree that the county clerk or the clerk's deputy shall act as the local registrar for the city.

(2) A local registrar shall do all of the following:

(a) Record and transmit vital records and statistics as required by this part.

(b) Furnish blank forms and instructions provided by the state registrar to persons required to file vital records and vital statistics. A form or blank, including, but not limited to, a form or blank in an electronic format, other than those provided or approved by the state registrar shall not be used.

(c) Examine each vital record before accepting the record for registration. If the record is incomplete or unsatisfactory, the local registrar shall require the submission of additional information necessary to complete the record before accepting it for registration.

(d) Affix his or her identification to each vital record accepted for registration and document the date of its acceptance.

(e) Transmit, in the manner prescribed by the state registrar, the vital record to the department. The local registrar shall preserve at the local registrar's office information prescribed by the state registrar.

(f) Issue a certificate of registration for a live birth on a form approved by the state registrar and issue certified copies of vital records documents on file pursuant to sections 2881, 2882, and 2891.

(g) Issue a permit for final disposition of a dead body upon receipt of sufficient evidence that death occurred within the local registrar's jurisdiction.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1985, Act 20, Imd. Eff. May 16, 1985 ;-- Am. 1997, Act 30, Imd. Eff. June 19, 1997

Popular Name: Act 368

333.2821 Birth registration required; filing record of birth; time of registration; transmission to childhood immunization registry.

Sec. 2821.

(1) Birth registration is required for each individual born in this state.

(2) A record of birth for each live birth that occurs in this state shall be filed at the office of the local registrar not more than 5 days after the birth. The birth shall be registered when the filing is completed.

(3) Upon receipt of a vital record consisting of a birth registration transmitted by a local registrar pursuant to section 2815(2), the state registrar shall transmit the information contained in the birth registration to the childhood immunization registry created in section 9207 .

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1996, Act 540, Imd. Eff. Jan. 15, 1997

Popular Name: Act 368

333.2822 Persons required to report live birth occurring in state; “abortion” defined.

Sec. 2822.

(1) The following individuals shall report a live birth that occurs in this state:

(a) If a live birth occurs in an institution or enroute to an institution, the individual in charge of the institution or his or her designated representative shall obtain the personal data, prepare the certificate of birth, secure the signatures required by the certificate of birth, and file the certificate of birth with the local registrar or as otherwise directed by the state registrar within 5 days after the birth. The physician or other individual in attendance shall provide the medical information required by the certificate of birth and certify to the facts of birth not later than 72 hours after the birth. If the physician or other individual does not certify to the facts of birth within 72 hours, the individual in charge of the institution or his or her authorized representative shall complete and certify the facts of birth.

(b) If a live birth occurs outside an institution, the record shall be prepared, certified, and filed with the local registrar by 1 of the following individuals in the following order of priority:

(i) The physician in attendance at or immediately after the live birth.

(ii) Any other individual in attendance at or immediately after the live birth.

(iii) The father, the mother, or, in the absence of the father and the inability of the mother, the individual in charge of the premises where the live birth occurs.

(c) If a live birth occurs during an attempted abortion and the mother of the newborn has expressed a desire not to assume custody and responsibility for the newborn by refusing to authorize necessary life-sustaining medical treatment, the live birth shall be reported as follows:

(i) If the attempted abortion took place in an institution, the live birth shall be reported in the same manner as provided in subdivision (a), except that the parents shall be listed as “unknown” and the newborn shall be listed as “Baby Doe”.

(ii) If the attempted abortion took place outside an institution, the live birth shall be reported in the same manner as provided in subdivision (b), except that the parents shall be listed as “unknown” and the newborn shall be listed as “Baby Doe”.

(2) As used in this section, “abortion” means that term as defined in section 17015.

History: 1978, Act 368, Eff. Sept. 30, 1978;-- Am. 2002, Act 691, Eff. Mar. 31, 2003

Popular Name: Act 368

333.2823 Registration of live birth occurring in moving conveyance.

Sec. 2823.

(1) When a live birth occurs in a moving conveyance in the United States and the child is first removed from the conveyance in this state, the birth shall be registered in this state. The place where the child is first removed from the conveyance shall be shown as the place of birth.

(2) When a live birth occurs in a moving conveyance while in international waters or air space or a foreign country and the child is first removed from the conveyance in this state, the birth shall be registered in this state but the certificate shall show the actual place of birth insofar as the place can be determined.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2824 Registering name of husband as father of child; registering surname of child; consent; acknowledgment of parentage; designating surname of child; entering name of father and surname of child on birth certificate; father not named on birth registration; utilization of assisted reproductive technology; reference to legitimacy or illegitimacy prohibited.

Sec. 2824.

- (1) The name of the husband at the time of conception or, if none, the husband at birth shall be registered as the father of the child. The surname of the child shall be registered as designated by the child's parents.
- (2) If the child's mother was not married at the time of conception or birth, the name of the father shall not be entered on the certificate of birth without the written consent of the mother and without the completion, and filing with the state registrar, of an acknowledgment of parentage by the mother and the individual to be named as the father. The acknowledgment of parentage shall be completed in the manner provided in the acknowledgment of parentage act. For a certificate of birth completed under this subsection and upon the written request of both parents, the surname of the child shall be designated by the child's parents.
- (3) If the name of the child's father cannot be shown under subsection (1) or (2), the child shall be given the surname designated by the mother.
- (4) If the paternity of a child is determined by a court of competent jurisdiction, the name of the father shall be entered on the certificate of birth as found and ordered by the court. The surname of the child shall be entered on the certificate of birth as designated by the child's mother.
- (5) If the child's father is not named on the birth registration, no other information about the father shall be entered on the registration.
- (6) A child conceived by a married woman with consent of her husband following the utilization of assisted reproductive technology is considered to be the legitimate child of the husband and wife.
- (7) After May 30, 1979, a birth certificate shall not contain a reference to the legitimacy or illegitimacy of a child.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1979, Act 23, Imd. Eff. May 30, 1979 ;-- Am. 1993, Act 115, Imd. Eff. July 20, 1993 ;-- Am. 1996, Act 307, Eff. June 1, 1997

Popular Name: Act 368

333.2825 Assuming custody of live born child of unknown parentage; form, contents, and filing of report; place of birth; report as birth registration; sealing and opening of report.

Sec. 2825.

- (1) A person who assumes custody of a live born child of unknown parentage shall report on a form and in a manner prescribed by the state registrar the following information:
 - (a) The date and place of finding the child.
 - (b) The sex and approximate birth date of the child.
 - (c) The name and address of the person or institution with whom the child is placed for care.
 - (d) The name given to the child by the custodian of the child.
 - (e) Other data required by the state registrar.
- (2) The report shall be filed in the manner prescribed by the state registrar not later than 5 days after the person assumes custody.
- (3) The place where the child is found shall be entered as the place of birth.

- (4) A report made under this section constitutes the birth registration for the child.
- (5) If the child is identified and a birth registration is found or obtained, a report registered under this section shall be sealed and may be opened only by order of a court of competent jurisdiction or as provided by rule.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2827 Failure to register birth within time prescribed; filing certificate of birth; registration of birth subject to evidentiary requirements; marking certificate “delayed” and showing date of delayed registration; endorsing summary statement of evidence on certificate.

Sec. 2827.

- (1) When the birth of an individual born in this state has not been registered within the time period prescribed in section 2821, a certificate of birth may be filed in accordance with procedures established pursuant to section 2896. The certificate shall be registered subject to evidentiary requirements the department prescribes to substantiate the alleged facts of birth.
- (2) A certificate of birth registered 1 year or more after the date of birth shall be marked “delayed” and show on its face the date of the delayed registration.
- (3) A summary statement of the evidence submitted in support of the delayed registration shall be endorsed on the certificate.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2828 Conditions prohibiting registration of delayed certificate of birth; advising applicant of reasons and right of appeal; dismissal of application; judicial findings and order; forwarding order to state registrar; registration of order as certificate of birth; forwarding copy of delayed registration to local registrar.

Sec. 2828.

- (1) If an applicant does not submit the minimum documentation required by rules for delayed registration of a birth or if the state registrar has reasonable cause to question the validity or adequacy of the applicant's sworn statement or the documentary evidence, the state registrar shall not register the delayed certificate of birth and shall advise the applicant of the reasons for this action and of the applicant's right of appeal to the probate court of the county of residence or birth.
- (2) The department may provide for the dismissal of an application which is not actively prosecuted.
- (3) If, on the basis of the evidence presented, the court finds that the individual for whom a delayed certificate of birth is sought was born in this state, the court shall make findings as to the place and date of birth, parentage, and other findings required by the case and shall issue an order on a form prescribed and furnished by the state registrar to establish a certificate of birth. The order shall include the birth data to be registered, a description of the evidence presented, and the date of the court's action.

(4) The clerk of the court shall forward the order to the state registrar not later than the tenth day of the calendar month following the month in which the order was entered. The order shall be registered by the state registrar and shall constitute the certificate of birth.

(5) The state registrar shall forward a copy of a delayed registration to the local registrar of the district where the birth occurred.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2829 Report of adoption; form; contents; report when adoption order amended, annulled, or rescinded; duty of probate register or clerk; requirements of birth certificate issued to adopted individual.

Sec. 2829.

(1) For each adoption ordered by the probate court in this state, the court shall prepare a report of adoption on a form prescribed and furnished by the state registrar. The report shall:

(a) Include the facts necessary to locate and identify the certificate of live birth of the individual adopted.

(b) Provide information necessary to establish a new certificate of live birth of the individual adopted.

(c) Identify the adoption order.

(d) Be certified by the probate register or clerk.

(2) When an adoption order is amended, annulled, or rescinded, the court shall prepare a report which shall include the facts necessary to identify the original adoption report and the facts amended in the adoption order necessary to properly amend the birth record. The report of a rescission of adoption shall include the current names and addresses of the petitioners.

(3) Not later than the tenth day of the calendar month, the probate register or clerk shall forward:

(a) To the state registrar, reports of adoption orders, and amendments, annulments, and rescissions of the orders, entered during the preceding month for individuals born in this state.

(b) To the appropriate registration authority in another state, the United States department of state, or the United States immigration and naturalization service, reports of adoption orders, and amendments, annulments, and rescissions of the orders, entered during the preceding month for individuals born outside this state.

(4) A birth certificate issued to an adopted individual shall conform to the requirements of sections 67 and 68 of chapter X of Act No. 288 of the Public Acts of 1939, as amended, being sections 710.67 and 710.68 of the Michigan Compiled Laws.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1979, Act 208, Eff. May 14, 1980 ;-- Am. 1992, Act 248, Imd. Eff. Nov. 19, 1992

Popular Name: Act 368

333.2830 Adoption of child born outside United States, territory of United States, or Canada; filing, form, and contents of delayed registration of birth; petition for issuance of delayed registration of birth.

Sec. 2830.

(1) If a child whose birth occurred outside the United States, a territory of the United States, or Canada, is adopted by a resident of this state under the laws of this state or under the laws of a foreign country, the probate court, on motion of the adopting parent, may file a delayed registration of birth on a form provided by the department. The delayed registration shall contain the date and place of birth and other facts specified by the department.

(2) If the date and place of birth cannot be documented from foreign records or a medical assessment of the development of the child indicates that the date of birth as stated in the immigration records is not correct, the court shall determine the facts and establish a date and place of birth and may file a delayed registration of birth as provided in subsection (1).

(3) Upon the petition of a child adopted in this state whose birth occurred outside the United States, a territory of the United States, or Canada, or a petition of the child's adoptive parents, the court that issued an order of adoption for that child before the effective date of this section may issue a delayed registration of birth for the adopted child as provided in subsection (1).

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1994, Act 242, Eff. July 5, 1994

Popular Name: Act 368

333.2831 New certificate of birth; establishment; requirements.

Sec. 2831.

The state registrar shall establish a new certificate of birth for an individual born in this state when the registrar receives the following:

(a) A report of adoption as provided in section 2829, a report of adoption prepared and filed under the laws of another state or foreign country, or a certified copy of the adoption order, together with the information necessary to identify the original certificate of birth and to establish a new certificate of live birth. However, a new certificate of live birth shall not be established if so requested by the court ordering the adoption; the adopting parent; or the adoptee, if the adoptee is an adult.

(b) A request that a new certificate be established and the evidence required by the department proving that the individual's paternity has been established.

(c) A request that a new certificate be established to show a sex designation other than that designated at birth. The request shall be accompanied by an affidavit of a physician certifying that sex-reassignment surgery has been performed.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1996, Act 307, Eff. June 1, 1997

Popular Name: Act 368

333.2832 New certificate of birth; actual place and date of birth to be shown; substitution for original certificate; inspection; restoration of original certificate upon notice of annulment or rescission of adoption; preparing new certificate on delayed birth certificate form; sealing or forwarding original certificate.

Sec. 2832.

(1) When a new certificate of live birth is established, the actual place and date of birth shall be shown. The new certificate shall be substituted for the original certificate of live birth. Thereafter, the original certificate and the evidence of adoption or sex designation are not subject to inspection except as otherwise provided in section 2882(2) or (3) or upon a court order. Evidence in support of other birth record changes is subject to inspection as provided in sections 2882 and 2883.

(2) Upon receipt of notice of annulment of adoption or a copy of an order of rescission, the original certificate of live birth shall be restored to its place in the files. The certificate created under subsection (1) is not subject to inspection except upon a court order.

(3) If a certificate of live birth is not on file for the individual for whom a new live birth certificate is to be established under section 2831, a new live birth certificate may be prepared on the delayed birth certificate form in use at the time of adoption, legitimation, or paternity determination.

(4) When a new certificate of live birth is established by the state registrar, all copies of the original certificate of birth in the custody of a custodian of permanent records in this state shall be sealed from inspection or forwarded to the state registrar, as the state registrar directs.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1992, Act 248, Imd. Eff. Nov. 19, 1992 ;-- Am. 1994, Act 206, Eff. Jan. 1, 1995 ;-- Am. 1996, Act 307, Eff. June 1, 1997

Popular Name: Act 368

333.2833 Recording death on decedent's birth certificate; notification; recordation by department or local registrar; recordation on face of copies of certificate; correction of record.

Sec. 2833.

(1) The death of a person whose birth is registered under this code shall be recorded on the decedent's birth certificate in compliance with this section.

(2) Upon receipt of a certificate of death for a person under 45 years of age, the department shall notify the local registrar of the registration district in which a birth certificate for the decedent is maintained and, if a birth certificate for the decedent is maintained by the department, record the fact of death on the decedent's birth certificate.

(3) If the person was born in another state, the state registrar shall notify the state registrar of vital records in the state of birth that the person is deceased.

(4) Upon receipt of a notice from the department that there is on file in the local registrar's office a birth certificate of a deceased person, the local registrar shall record the fact of death on the birth record of the decedent.

(5) A copy of a birth certificate or certificate of registration issued for records identified and marked in accordance with subsections (1) and (2) shall have recorded on the face of the copy or certificate of registration the fact that the individual is deceased.

(6) Upon receipt of a notice that a record identified and marked in accordance with subsections (1) and (2) has been marked in error, the record may be corrected in accordance with this part.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1980, Act 385, Imd. Eff. Jan. 6, 1981

Popular Name: Act 368

333.2834 Report of fetal death; time, form, and manner; prohibited information; report if dead fetus delivered in or outside institution; notice to medical examiner; investigation and report; use and disposition of confidential statistical reports; disclosure identifying biological parents prohibited; incorporation of records into system of vital statistics; certificate of stillbirth.

Sec. 2834.

- (1) A fetal death occurring in this state, as defined by section 2803, shall be reported to the state registrar within 5 days after delivery. The state registrar shall prescribe the form and manner for reporting fetal deaths.
- (2) The reporting form shall not contain the name of the biological parents, common identifiers such as social security or drivers license numbers or other information identifiers that would make it possible to identify in any manner or in any circumstances the biological parents of the fetus. A state agency shall not compare data in an information system file with data in another computer system which would result in identifying in any way a woman or father involved in a fetal death. Statistical information which may reveal the identity of the biological parents involved in a fetal death shall not be maintained. This subsection does not apply after June 1, 2003.
- (3) If a dead fetus is delivered in an institution, the individual in charge of the institution or his or her authorized representative shall prepare and file the report.
- (4) If a dead fetus is delivered outside an institution, the physician in attendance shall prepare and file the report.
- (5) If a fetal death occurs without medical attendance at or after the delivery or if inquiry is required by the medical examiner, the attendant, mother, or other person having knowledge of the fetal death shall notify the medical examiner who shall investigate the cause and prepare and file the report.
- (6) The reports required under this section and filed before June 1, 2003 are confidential statistical reports to be used only for medical and health purposes and shall not be incorporated into the permanent official records of the system of vital statistics. A schedule for the disposition of these reports shall be provided for by the department. The department or any employee of the department shall not disclose to any person outside the department the reports or the contents of the reports required by this section and filed before June 1, 2003 in any manner or fashion so as to permit the person or entity to whom the report is disclosed to identify in any way the biological parents.
- (7) The reports required under this section and filed on or after June 1, 2003 are permanent vital records documents and shall be incorporated into the system of vital statistics as described in section 2805. Access to a fetal death report or information contained on a fetal death report shall be the same as to a live birth record in accordance with sections 2882, 2883, and 2888.

(8) With information provided to the department under subsection (7), the department shall create a certificate of stillbirth which shall conform as nearly as possible to

recognized national standardized forms and shall include, but not be limited to, the following information:

- (a) The name of the fetus, if it was given a name by the parent or parents.
- (b) The number of weeks of gestation completed.
- (c) The date of delivery and weight at the time of delivery.
- (d) The name of the parent or parents.
- (e) The name of the health facility in which the fetus was delivered or the name of the health professional in attendance if the delivery was outside a health facility.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 2002, Act 562, Imd. Eff. Oct. 1, 2002

Popular Name: Act 368

333.2835 “Abortion” and “physical complication” defined; report of abortion; form, transmittal, and contents of report; prohibited information; destruction of reports; annual statistical report; use of statistical reports; prohibited disclosures; violation; penalty.

Sec. 2835.

(1) As used in this section and section 2837:

(a) “Abortion” means that term as defined in section 17015.

(b) “Physical complication” means a physical condition occurring during or after an abortion that, under generally accepted standards of medical practice, requires medical attention. Physical complication includes, but is not limited to, infection, hemorrhage, cervical laceration, or perforation of the uterus.

(2) A physician who performs an abortion shall report the performance of that procedure to the department on forms prescribed and provided by the department. A physician shall transmit a report required under this subsection to the director within 7 days after the performance of the abortion.

(3) Each report of an abortion required under subsection (2) shall contain only the following information and no other information:

(a) The age of the woman at the time of the abortion.

(b) The marital status of the woman at the time of the abortion.

(c) The race of the woman.

(d) The city or township, county, and state in which the woman resided at the time of the abortion.

(e) The location and type of facility in which the abortion was performed.

(f) The source of referral to the physician performing the abortion.

(g) The number of previous pregnancies carried to term.

(h) The number of previous pregnancies ending in spontaneous abortion.

(i) The number of previous pregnancies terminated by abortion.

(j) The method used before the abortion to confirm the pregnancy, the period of gestation in weeks of the present pregnancy, and the first day of the last menstrual period.

(k) The method used to perform the abortion.

(l) The weight of the embryo or fetus, if determinable.

- (m) Whether the fetus showed evidence of life when separated, expelled, or removed from the woman.
- (n) The date of performance of the abortion.
- (o) The method and source of payment for the abortion.
- (p) A physical complication or death resulting from the abortion and observed by the physician or reported to the physician or his or her agent before the report required under subsection (2) is transmitted to the director.
- (q) The physician's signature and his or her state license number.
- (4) The report required under subsection (2) shall not contain the name of the woman, common identifiers such as her social security number or motor vehicle operator's license number or other information or identifiers that would make it possible to identify in any manner or under any circumstances an individual who has obtained or seeks to obtain an abortion. A state agency shall not compare data in an electronic or other information system file with data in another electronic or other information system that would result in identifying in any manner or under any circumstances an individual obtaining or seeking to obtain an abortion. Statistical information that may reveal the identity of a woman obtaining or seeking to obtain an abortion shall not be maintained.
- (5) The department shall destroy each individual report required by this section and each copy of the report after retaining the report for 5 years after the date the report is received.
- (6) The department shall make available annually in aggregate a statistical report summarizing the information submitted in each individual report required by this section. The department shall specifically summarize aggregate data regarding all of the following in the annual statistical report:
 - (a) The period of gestation in 4-week intervals from 5 weeks through 28 weeks.
 - (b) Abortions performed on women aged 17 and under.
 - (c) Physical complications reported under subsection (3)(o) and section 2837.
- (7) The reports required under this section are statistical reports to be used only for medical and health purposes and shall not be incorporated into the permanent official records of the system of vital statistics.
- (8) The department or an employee of the department shall not disclose to a person or entity outside the department the reports or the contents of the reports required by this section in a manner or fashion so as to permit the person or entity to whom the report is disclosed to identify in any way the person who is the subject of the report.
- (9) A person who discloses confidential identifying information in violation of this section, section 2834(6), or section 2837 is guilty of a felony punishable by imprisonment for not more than 3 years, or a fine of not more than \$5,000.00, or both.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1999, Act 207, Eff. Mar. 10, 2000 ;-- Am. 2002, Act 562, Imd. Eff. Oct. 1, 2002

Popular Name: Act 368

333.2837 Physical complication or death resulting from abortion; report.

Sec. 2837.

- (1) A physician shall file a written report with the department regarding each patient who comes under the physician's professional care and who suffers a physical complication or death that is a primary, secondary, or tertiary result of an abortion.

(2) The department shall summarize aggregate data from the reports required under subsection (1) for purposes of inclusion into the annual statistical report on abortion required under section 2835.

(3) The department shall destroy each individual report required by this section and each copy of the report after retaining the report for 5 years after the date the report is

received.

(4) The department shall develop and distribute a standardized form for the report required under subsection (1). The department shall not include on the standardized reporting form the name or address of the patient who is the subject of the report or any other information that could reasonably be expected to identify the patient who is the subject of the report. The department shall include on the standardized form a statement specifying the time period within which a report must be transmitted under section 2835(2).

History: Add. 1999, Act 208, Imd. Eff. Dec. 21, 1999

Popular Name: Act 368

333.2841 Death registration; required; place of death.

Sec. 2841.

Death registration is required for each individual who dies in this state. If the place of death is unknown, but the body is found in this state, the death registration shall show this fact and shall be completed and filed in accordance with this section and section 2842. The place where the body is found shall be shown as the place of death.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2842 Death registration; death occurring in moving conveyance.

Sec. 2842.

(1) When death occurs in a moving conveyance in the United States and the body is first removed from the conveyance in this state, the death registration shall show this fact and be completed and filed in accordance with this part. The place where the body is first removed from the conveyance, shall be shown as the place of death.

(2) When death occurs in a moving conveyance while in international waters or air space or a foreign country and the body is first removed from the conveyance in this state, the death shall be registered in this state in accordance with this part, but the certificate shall show the actual place of death insofar as the place can be determined.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2843 Report of death by funeral director; “dead body” defined; personal data; medical certification; neglecting or refusing to sign death certificate as misdemeanor; penalty; filing of death record.

Sec. 2843.

(1) A funeral director who first assumes custody of a dead body, either personally or through his or her authorized agent, shall report the death. For purposes of this subsection, “dead body” includes, but is not limited to, the body of an infant who survived an attempted abortion as described in the born alive infant protection act and who later died. The funeral director or the authorized agent shall obtain the necessary personal data from the next of kin or the best qualified individual or source available and shall obtain medical certification as follows:

(a) If the death occurred outside an institution, the medical certification portion of the death record shall be completed and certified not later than 48 hours after death by the attending physician; or in the absence of the attending physician, by a physician acting as the attending physician's authorized representative; or in the absence of an authorized representative, by the county medical examiner; or in the absence of the county medical examiner, by the county health officer or the deputy county medical examiner. If the death occurred in an institution, the medical certification shall be completed and signed not later than 48 hours after death by the attending physician; or in the absence of the attending physician, by a physician acting as the attending physician's authorized representative; or in the absence of an authorized representative, by the chief medical officer of the institution in which death occurred, after reviewing pertinent records and making other investigation as considered necessary, or by a pathologist.

(b) A physician, as described in subdivision (a), who for himself or herself or as an agent or employee of another individual neglects or refuses to certify a death record properly presented to him or her for certification by a funeral director or who refuses or neglects to furnish information in his or her possession, is guilty of a misdemeanor punishable by imprisonment for not more than 60 days, or a fine of not less than \$25.00 nor more than \$100.00, or both.

(2) The medical certification shall be provided not later than 48 hours after the death by the physician, as described in subsection (1)(a).

(3) A death record shall be certified by a funeral director licensed under article 18 of the occupational code, 1980 PA 299, MCL 339.1801 to 339.1812, and shall be filed with the local registrar of the district where the death occurred not later than 72 hours after the death.

(4) Except as otherwise provided in this subsection, the death of an infant who was born alive following an attempted abortion and was surrendered to an emergency service provider under the safe delivery of newborns law, sections 1 to 20 of chapter XII of the probate code of 1939, 1939 PA 288, MCL 712.1 to 712.20, and then died shall be reported in the same manner as for any death. However, the deceased infant shall be listed as “Baby Doe” and no information that would directly identify the deceased infant or the deceased infant's parents shall be reported, including, but not limited to, the following information:

(a) The name of the mother or father.

(b) The address of the mother or father.

(c) The name of the informant.

(d) The address of the informant.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 2002, Act 691, Eff. Mar. 31, 2003

Popular Name: Act 368

333.2843a Ascertaining if deceased person veteran; releasing information for graves registration list of all burials of veterans.

Sec. 2843a.

A funeral director or his or her agent shall ascertain if the deceased person was a veteran of the armed forces of the United States. If the deceased person was a veteran of the armed forces of the United States, the funeral director or his or her agent shall release to the Michigan veterans' trust fund board of trustees and to the department of management and budget all information required for the compilation and maintenance of a graves registration list of all burials of veterans in this state, pursuant to Act No. 9 of the Public Acts of the First Extra Session of 1946, as amended, being sections 35.601 to 35.610 of the Michigan Compiled Laws.

History: Add. 1980, Act 479, Imd. Eff. Jan. 20, 1981

Popular Name: Act 368

333.2843b Physician having actual knowledge of presence in deceased individual of infectious agent; notification of funeral director or authorized agent; refusal to render services prohibited; effective date of subsection (1); confidentiality; rules; violation as misdemeanor.

Sec. 2843b.

(1) If, at the time of death, a physician who is required to complete the medical certification under section 2843(1)(a) has actual knowledge of the presence in the deceased individual of an infectious agent, including acquired immunodeficiency syndrome-related virus, the physician shall notify the funeral director or the funeral director's authorized agent of the appropriate infection control precautions to be taken. The notification required by this subsection shall occur before the body is released to the funeral director or the funeral director's authorized agent. A funeral director or funeral director's authorized agent who receives notification under this subsection shall not refuse to render services as a result of having received the notification. This subsection shall take effect on the effective date of the rules required by subsection (3).

(2) The information contained in the notification required by subsection (1) shall be confidential. A person who receives confidential information under this section shall disclose the information to others only to the extent consistent with the authorized purpose for which the information was obtained.

(3) Within 30 days after the effective date of this subsection, the department shall submit for promulgation under section 48 of the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being section 24.248 of the Michigan Compiled Laws, rules which define the term "infectious agent" for purposes of this section.

(4) The department may promulgate rules to administer this section.

(5) A person who violates subsection (2) is guilty of a misdemeanor.

History: Add. 1986, Act 185, Imd. Eff. July 8, 1986

Compiler's Notes: Subsection (1) of this section took effect September 2, 1986, the date emergency rules required by subsection (3) were promulgated by the Department of Public Health.

Popular Name: Act 368

333.2844 Referral of case to county medical examiner; determining and certifying cause of death; investigation; completing and signing medical certification; notice to funeral director; final disposition.

Sec. 2844.

(1) When death occurs more than 10 days after the deceased was last seen by a physician, if the cause of death appears to be other than the illness or condition for which the deceased was being treated, or if the attending physician cannot accurately determine the cause of death, the case shall be referred to the county medical examiner for investigation to determine and certify the cause of death. If the county medical examiner determines that the case does not fall within his or her jurisdiction, the county medical examiner shall refer the case back to the deceased's physician within 24 hours for completion of the medical certification.

(2) When an investigation is required under Act No. 181 of the Public Acts of 1953, as amended, being sections 52.201 to 52.216 of the Michigan Compiled Laws, the county medical examiner shall determine the cause of death and shall complete and sign the medical certification within 48 hours after taking charge of the case.

(3) If the cause of death cannot be determined within 48 hours after death, the medical certification may be completed as provided by the department. The attending physician or county medical examiner shall give the funeral director in custody of the body notice of the reason for the delay, and final disposition shall not be made until authorized by the attending physician or medical examiner.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2844a Dental examination of dead body; forwarding records to law enforcement agency; entering information into national crime information center; cancellation of information.

Sec. 2844a.

(1) In deaths investigated by the county medical examiner or deputy county medical examiner where he or she is not able to establish the identity of the dead body by visual means, fingerprints, or other identifying data, the county medical examiner or deputy county medical examiner may have a qualified dentist, as determined by the county medical examiner or deputy county medical examiner, carry out a dental examination of the dead body. If the county medical examiner or deputy county medical examiner, with the aid of the dental examination and other identifying findings, is still not able to establish the identity of the dead body, the county medical examiner or deputy county medical examiner shall forward the dental examination records to the appropriate law enforcement agency. The law enforcement agency shall enter the information from the dental examination records into the national crime information center pursuant to section 8 of Act No. 319 of the Public Acts of 1968, being section 28.258 of the Michigan Compiled Laws.

(2) If a person reported missing has not been found within 30 days, the law enforcement agency conducting the investigation for the missing person shall request the family or next of kin of the missing person to give them written consent to contact and request from the dentist of the missing person the person's dental records. The information from the dental records of the missing person shall be entered into the national crime information center by the law enforcement agency pursuant to section 8 of Act No. 319 of the Public Acts of 1968.

(3) If a person reported missing has been found, the law enforcement agency that entered the information under subsection (2) shall cancel the information.

History: Add. 1980, Act 418, Imd. Eff. Jan. 13, 1981 ;-- Am. 1990, Act 149, Imd. Eff. June 27, 1990

Popular Name: Act 368

333.2845 Inability to locate body; registration of death upon receipt of findings of probate court; marking death registration; extension of time periods.

Sec. 2845.

(1) When a death is presumed to have occurred in this state but the body cannot be located, the state registrar may register the death upon receipt of the findings of the probate court, including the personal and medical data required to complete the death registration. The death registration shall be marked "presumptive" and shall show on its face the date of registration and identify the court and the date of decree.

(2) The state registrar may provide for the extension of time periods prescribed for the filing of death registrations in cases where compliance would result in undue hardship.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2846 Failure to register death within prescribed time period; filing, registering, and marking certificate; evidentiary requirements.

Sec. 2846.

(1) When a death occurring in this state is not registered within the time period prescribed by section 2843, a certificate may be filed in accordance with department procedures. The certificate shall be registered subject to evidentiary requirements the department prescribes to substantiate the alleged facts of death.

(2) A certificate of death registered 1 year or more after the date of death shall be marked "delayed" and shall show on its face the date of the delayed registration.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2847 Death of individual in county in which individual not a resident; information; issuance of certified copy or certificate of registration prohibited.

Sec. 2847.

When a death registration returned by a local registrar to the state registrar indicates that an individual died in a county in which the individual was not a resident, the state registrar shall forward the necessary information monthly to the local registrar of the county in which the individual was a resident. A certified copy or certificate of registration based on this information shall not be issued by a local registrar receiving information under this section.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2848 Authorization for final disposition of dead body or fetus; time; form; retention of permit; cremation; moving body; permit issued by other state.

Sec. 2848.

(1) Except as provided in sections 2844 and 2845, a funeral director or person acting as a funeral director, who first assumes custody of a dead body, not later than 72 hours after death or the finding of a dead body and before final disposition of the body, shall obtain authorization for the final disposition. The authorization for final disposition of a dead body shall be issued on a form prescribed by the state registrar and signed by the local registrar or the state registrar.

(2) Before final disposition of a dead fetus, irrespective of the duration of pregnancy, the funeral director or person assuming responsibility for the final disposition of the fetus shall obtain from the parents, or parent in case of an unmarried mother, an authorization for final disposition on a form prescribed and furnished or approved by the state registrar. The authorization may allow final disposition to be by a funeral director, the individual in charge of the institution where the fetus was delivered, or an institution or agency authorized to accept donated bodies or fetuses under this code. After final disposition, the funeral director, the individual in charge of the institution, or other person making the final disposition shall retain the permit for not less than 7 years.

(3) If final disposition is by cremation, the medical examiner of the county in which death occurred shall sign the authorization for final disposition.

(4) A body may be moved from the place of death to be prepared for final disposition with the consent of the physician or county medical examiner who certifies the cause of death.

(5) A permit for disposition issued under the law of another state that accompanies a dead body or dead fetus brought into this state is authorization for final disposition of the dead body or dead fetus in this state.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 2002, Act 562, Imd. Eff. Oct. 1, 2002

Popular Name: Act 368

333.2850 Interment or other disposition of dead body or fetus; duty of individual in charge of premises; record of final disposition.

Sec. 2850.

An individual in charge of premises in which interments or other disposition of dead bodies is made shall not inter or allow interment or other disposition of a dead body or fetus unless it is accompanied by an authorization for final disposition. An individual in charge of a place for final disposition shall keep a record of a final disposition made in the premises under his or her charge. The record shall state the name of the deceased, date and place of death, date of final disposition, and the name and address of the funeral director or person acting as a funeral director.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2851 Permit request for disinterment of dead human body.

Sec. 2851.

(1) Subject to any other provision of this part, a person who has authority to make arrangements for a dead human body under this part also has authority to request a permit for the disinterment of a dead human body under section 2853 notwithstanding the lack of consent of, or 1 or more objections of, a person who owns or possesses ownership rights over the place of repose. A person who owns or possesses ownership rights over the place of repose shall not bear any cost associated with the disinterment unless that person initiates the disinterment or is otherwise legally obligated for the costs of the disinterment.

(2) This section does not void or otherwise affect a gift made pursuant to part 101.

History: Add. 1996, Act 284, Imd. Eff. June 17, 1996

Popular Name: Act 368

333.2852 Weather conditions requiring storage of dead body; authorization for delayed interment; disinterment and reinterment permit not required.

Sec. 2852.

When weather conditions prevent an immediate interment of a dead body and storage is necessary, the individual in charge of a cemetery shall obtain written authorization for delayed interment signed by the next of kin or authorized agent. The authorization shall specify the approximate hour and date of interment and place of temporary storage. This storage is not considered interment and a disinterment and reinterment permit is not required.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2853 Permit for disinterment and reinterment required; issuance; forms for permits and applications; retention of application; copy of permit as permanent record; petition for disinterment order.

Sec. 2853.

(1) A permit for disinterment and reinterment is required before disinterment of a dead body. The local health department in whose jurisdiction the body is interred shall issue the permit upon proper application by a licensed funeral director or person acting as a funeral director in accordance with rules promulgated by the department.

(2) A person shall not disinter or permit the disinterment of a dead body in a cemetery and the body's reinterment in a cemetery or removal from the cemetery unless a disinterment and reinterment permit is issued by the local health department in the jurisdiction in which the cemetery is located.

(3) The department shall prepare and furnish to local health departments the forms for permits and applications therefor, which shall be used in the procedures prescribed by this section and section 2852.

(4) The local health department shall retain an application for a disinterment and reinterment permit for not less than 5 years. A duplicate copy of the permit shall be maintained in permanent records of the cemetery from which the body was disinterred.

(5) If a required consent cannot be obtained, a person may petition the circuit court of the county in which the cemetery is located for a disinterment order.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

Admin Rule: R 325.8051 et seq. of the Michigan Administrative Code.

333.2855 Autopsy; physician to perform; consent; ordering of autopsy; exceptions; removal, retention, or use of pituitary gland; conditions; charge; submitting pituitary gland for treatment of human being; agreement.

Sec. 2855.

(1) An autopsy shall not be performed upon the body of a deceased individual except by a physician who has been granted written consent to perform the autopsy by whichever 1 of the following individuals assumes custody of the body for purposes of burial: parent, surviving spouse, guardian, or next of kin of the deceased individual or by an individual charged by law with the responsibility for burial of the body. If 2 or more of those individuals assume custody of the body, the consent of 1 is sufficient. This section shall not prevent the ordering of an autopsy by a medical examiner or a local health officer.

(2) This section shall not apply to a department of anatomy in a school of medicine in this state, or to an autopsy, postmortem, or dissection performed pursuant to and under the authority of any other law.

(3) A local health officer may order an autopsy if necessary to carry out the functions vested in a local health department by this code.

(4) A physician, including a medical examiner, performing an autopsy pursuant to subsection (1), (2), or (3) may remove, retain, or use the pituitary gland of the deceased individual if the removal, retention, or use of the pituitary gland is for purposes of medical research, education, or therapy, and the physician is unaware of any direction made by the deceased individual before death or of an objection made by the next of kin of the deceased individual that a part of the deceased individual's body not be removed.

(5) If consent for the performance of the autopsy is required pursuant to subsection (1), the physician shall obtain consent from the same individual for the removal, retention, or use of the pituitary gland of the deceased individual pursuant to subsection (4).

(6) Except for a reasonable charge related to the actual costs incurred and incident to removing and handling the pituitary gland, the removed pituitary gland shall be submitted, without charge, to hospitals, medical education or research institutions, or to individuals or organizations for the purpose of treating another human being. The hospital, medical education or research institution, or other individual or organization receiving the gland shall agree to furnish the gland, or a hormone produced from the gland, without charge.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1982, Act 3, Imd. Eff. Feb. 4, 1982

Popular Name: Act 368

333.2855a Public display of autopsy photograph; court action; applicability of section to internet service provider; constitutionally protected speech or activity not prohibited; definitions.

Sec. 2855a.

(1) A person shall not publicly display an autopsy photograph of a decedent that identifies the decedent by name, face, or other identifying physical feature unless 1 of the following conditions is met:

(a) One of the following individuals specifically provides written authorization for the public display of the autopsy photograph:

(i) A person nominated by will or other writing signed by the decedent.

(ii) If an individual described in subparagraph (i) cannot be identified or located following a diligent and good faith effort, the decedent's spouse.

(iii) If an individual described in subparagraph (i) or (ii) cannot be identified or located following a diligent and good faith effort, an adult child of the decedent.

(iv) If an individual described in subparagraph (i), (ii), or (iii) cannot be identified or located following a diligent and good faith effort, a parent of the decedent.

(v) If an individual described in subparagraph (i), (ii), (iii), or (iv) cannot be identified or located following a diligent and good faith effort, the next of kin of the decedent.

(vi) If an individual described in subparagraph (i), (ii), (iii), (iv), or (v) cannot be identified or located following a diligent and good faith effort, an individual charged by law with the responsibility for burial or cremation of the decedent's body.

(b) The public display of the autopsy photograph is 1 of the following:

(i) Upon written authorization by the prosecuting attorney having jurisdiction for a purpose directly related to the investigation or prosecution of a criminal case.

(ii) Authorized by a court of competent jurisdiction for a purpose directly related to the proceedings in a civil case.

(iii) Required for a health department to carry out its lawful duties.

(iv) Necessary for legitimate research or teaching of only medical, public health, or public safety personnel or students enrolled at a postsecondary educational institution.

(2) A decedent's parent, surviving spouse, and children who are injured as a result of a violation of this section may bring an action in a court of competent jurisdiction to recover \$1,000.00 or actual damages, whichever is greater, plus costs and reasonable attorney fees.

(3) This section does not apply to an internet service provider or computer network service provider who in good faith, and without knowledge of the content of the photograph, provides the medium for public display of the photograph. As used in this subsection, "internet service provider" means a person who provides a service that enables users to access content, information, electronic mail, or other services offered over the internet.

(4) This section does not prohibit constitutionally protected speech or activity.

(5) As used in this section:

(a) "Autopsy photograph" means an image of a decedent obtained during an autopsy of that decedent in this state, and includes an image on videotape, motion picture or other film, or an image captured by digital means.

(b) "Decedent" means a deceased human being.

(c) "Public display" means to knowingly communicate, exhibit, or display in open view or to distribute to members of the public or in a public manner, whether or not for commercial purposes, through any medium of communication including, but not limited to, the internet or a computer, computer network, computer program, or

computer system, as those terms are defined in section 2 of 1979 PA 53, MCL 752.792.

History: Add. 2003, Act 322, Eff. Mar. 31, 2004

333.2861 Original marriage license certificates; filing; incorporating information relating to marriages in system of vital statistics.

Sec. 2861.

(1) A local registrar shall file with the state registrar original marriage license certificates, including applications and licenses, in accordance with Act No. 128 of the Public Acts of 1887, as amended, being sections 551.101 to 551.111 of the Michigan Compiled Laws, and Act No. 180 of the Public Acts of 1897, as amended, being sections 551.201 to 551.204 of the Michigan Compiled Laws.

(2) The state registrar shall incorporate the information relating to marriages in this state in the system of vital statistics.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2864 Report of divorce proceedings; filing; forms; specifying number of divorces granted; report by party petitioning for divorce; signing and filing report; incorporating divorce reports in system of vital statistics.

Sec. 2864.

(1) Before the fifth day of each calendar month the clerk of a circuit court shall file with the state registrar a report of divorce proceedings in the court for the preceding month.

(2) The report shall be made on forms prescribed by the state registrar and shall specify the number of divorces granted.

(3) A party petitioning for a divorce shall file with the petition a report, on a form prescribed and furnished by the state registrar to the county clerk, which shall include the information prescribed by the state registrar. When a divorce is granted the clerk of the court shall sign and file the report with the state registrar together with the monthly reports required by this section.

(4) The state registrar shall incorporate the divorce reports in the system of vital statistics.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2867 Information necessary to complete birth, death, marriage, or divorce registration; furnishing on demand; attesting accuracy of personal data regarding live birth registration.

Sec. 2867.

(1) Upon the demand of the state registrar, local registrar, or other person responsible for the filing of vital records, a person who has information necessary to complete a birth, death, marriage, or divorce registration shall furnish that information to the person making the demand, who shall forward the information to the state registrar.

(2) A parent of a child shall attest to the accuracy of the personal data provided for in a live birth registration in time to permit filing within the 5 days prescribed in section 2821.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2871 Amendment of certificate or record; procedures; requirements; rules.

Sec. 2871.

- (1) A certificate or record registered under this part may be amended only in accordance with this part or procedures adopted under section 2896.
- (2) Except as provided in subsection (3) and section 2872(1), a certificate or record amended under this section, section 2872, or section 2873 shall:
 - (a) Have the original information contained in the amended item expunged.
 - (b) Be marked "amended".
 - (c) Contain the date of the amendment.
 - (d) Identify the item amended.
- (3) The department shall promulgate rules to prescribe the conditions under which an addition or minor amendment may be made to a certificate or record not later than 1 year after the date of the event without the certificate or record being considered as amended.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2872 Acknowledgement of paternity; creating new certificate of birth; changing surname of child; sealing original certificate; addendum to certificate of live birth; creating new live birth certificate and sealing original.

Sec. 2872.

- (1) Upon written request and receipt of an acknowledgment of paternity from the probate court of a child born out of wedlock, the state registrar shall create a new certificate of birth to show paternity. Upon the written request of the parents, the surname of the child shall be changed on the certificate to that designated by the parents. The certificate shall not be marked "amended". The original certificate of live birth shall be sealed in accordance with section 2832.
- (2) Upon receipt of a certified copy of a court order changing the name of an individual born in this state and upon request of the individual or the individual's parents, guardian, or legal representative, the state registrar shall affix an addendum to the individual's certificate of live birth, which shall state the individual's new name and identify the court order. The state registrar shall create a new live birth certificate and seal the original certificate only if the court order changing the individual's name specifically directs the state registrar to do so or if the request relates to a minor whose name is changed pursuant to section 1 of chapter 11 of Act No. 288 of the Public Acts of 1939, as amended, being section 711.1 of the Michigan Compiled Laws.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2873 Conditions precluding amendment of vital record; reason for refusal; appeal; reporting amendment; preservation of original information.

Sec. 2873.

(1) If an applicant does not submit the minimum documentation required by the department for amending a vital record or if the state registrar has reasonable cause to question the validity or adequacy of the applicant's sworn statement or the documentary evidence, and if the deficiencies are not corrected, the state registrar shall not amend the vital record and shall advise the applicant of the reason for the refusal. The applicant shall have the right to appeal to a circuit court.

(2) When a certificate is amended under this section or section 2871 or 2872, the state registrar shall report the amendment to the appropriate custodian of permanent local records who shall amend the record accordingly.

(3) The original information contained in a vital record which is amended shall be preserved by the state registrar in accordance with section 2876.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2876 Preservation of vital records and vital statistics; procedures.

Sec. 2876.

The department shall provide by electronic or other means or by reproduction pursuant to the records media act for the preservation of vital records and vital statistics made or received by the department. Procedures shall be consistent with those established under the authority of part 26. The procedures shall require that vital records be stored in a manner reasonably calculated to assure the indefinite preservation of the information contained in the vital records against loss or destruction.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1992, Act 196, Imd. Eff. Oct. 5, 1992

Popular Name: Act 368

333.2881 Procedures applicable to system of vital statistics; request and fee for verification of facts; request and fee for name and location of court which finalized adoption.

Sec. 2881.

(1) The procedures established by the department pursuant to part 26 to protect the confidentiality of records and to regulate the disclosure of data contained in a departmental data system or system of records are applicable to the system of vital statistics.

(2) Except as otherwise provided in section 2890, upon written request and payment of the prescribed fee, the state registrar or local registrar shall verify for any person the following facts:

(a) The name or names of the individual to whom the vital record pertains.

(b) The nature of the event.

(c) The date of the event.

(d) The place of the event.

(e) The date of filing.

(3) Upon written request of an adult person who has been adopted, and payment of a fee as prescribed in section 2891, the department shall inform the requester of the name and location of the court which finalized the adoption.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1979, Act 208, Eff. May 14, 1980 ;-- Am. 1987, Act 83, Imd. Eff. June 29, 1987

Popular Name: Act 368

333.2882 Issuance of certain certified copies; request; fee; request of adopted adult or confidential intermediary; phrase to be marked on certificate provided under subsection (2) or (3).

Sec. 2882.

(1) Except as otherwise provided in section 2890, upon written request and payment of the prescribed fee, the state registrar or local registrar shall issue the appropriate 1 of the following:

(a) A certified copy of a live birth record, an affidavit of parentage filed after June 1, 1997, or a record of stillbirth filed after June 1, 2003 to 1 of the following:

(i) The individual who is the subject of the record.

(ii) A parent named in the record.

(iii) An heir, a legal representative, or a legal guardian of the individual who is the subject of the record.

(iv) A court of competent jurisdiction.

(b) If the live birth record is 100 or more years old, a certified copy of the live birth record to any applicant.

(c) A certified copy of a death record, including the cause of death, to any applicant.

(d) A certified copy of a marriage or divorce record to any applicant, except as provided by rule.

(e) A certified copy of a fetal death record that was filed before September 30, 1978, to any applicant.

(2) Upon written request of an adult who has been adopted and payment of the prescribed fee, the state registrar shall issue to that individual a copy of his or her original certificate of live birth, if the written request identifies the name of the adult adoptee and is accompanied by a copy of a central adoption registry clearance reply form that was completed by the family independence agency and delivered to that individual as required by section 68(9) of the Michigan adoption code, chapter X of the probate code of 1939, 1939 PA 288, MCL 710.68.

(3) Upon written request of a confidential intermediary appointed under section 68b of the Michigan adoption code, chapter X of the probate code of 1939, 1939 PA 288, MCL 710.68b, presentation of a certified copy of the order of appointment, identification of the name of the adult adoptee, and payment of the required fee, the state registrar shall issue to the confidential intermediary a copy of the original certificate of live birth of the adult adoptee on whose behalf the intermediary was appointed.

(4) A copy of the original certificate of live birth provided under subsection (2) or (3) shall have the following phrase marked on the face of the copy: "This document is a copy of a sealed record and is not the active birth certificate of the individual whose name appears on this document".

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1987, Act 83, Imd. Eff. June 29, 1987 ;-- Am. 1994, Act 186, Imd. Eff. June 20, 1994 ;-- Am. 1994, Act 206, Eff. Jan. 1, 1995 ;-- Am. 1996, Act 307, Eff. June 1, 1997 ;-- Am. 1997, Act 54, Imd. Eff. July

1, 1997 ;-- Am. 2002, Act 544, Imd. Eff. July 26, 2002 ;-- Am. 2002, Act 691, Eff. Mar. 31, 2003

Popular Name: Act 368

333.2883 Furnishing copies or data from system of vital statistics; requirements; availability of copies of certificates or reports.

Sec. 2883.

(1) The department may furnish copies or data from the system of vital statistics to the federal agency responsible for national vital statistics if the federal agency shares in the cost of collecting, processing, and transmitting the data, and if the data is not used for other than statistical purposes by the federal agency unless authorized by the state registrar.

(2) The department may furnish copies or data from the system of vital statistics to federal, state, local, and other public or private agencies for statistical or administrative purposes upon terms or conditions prescribed by the department if the copies or data are used only for the purpose for which requested unless otherwise authorized by the state registrar.

(3) The department may make available copies of certificates or reports required under this part or data derived from the certificates or reports that the department determines are necessary to local health agencies for local health planning and program activities.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2884 Transmitting transcripts of records and other reports to offices of vital statistics outside state; agreement; return of transcripts; transcripts received from other jurisdictions.

Sec. 2884.

The state registrar, by agreement, may transmit transcripts of records and other reports required by this part to offices of vital statistics outside this state when the records or other reports relate to residents of those jurisdictions or individuals born in those jurisdictions. The agreement shall require that the transcripts be used for statistical and administrative purposes only as specified in the agreement. The transcripts shall be returned by the other jurisdiction not later than 2 years after the date of the event or after the statistical tabulations have been accomplished, whichever is sooner. Transcripts received from other jurisdictions by the department in this state shall be handled in the same manner.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2886 Certified copies considered same as original; prima facie evidence.

Sec. 2886.

A certified copy of a vital record, or any part thereof, or a certificate of registration issued in accordance with sections 2881 and 2882 is considered for all purposes the same as the original and is prima facie evidence of the facts stated in the original.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2888 Inspection of vital records, disclosure of information, and issuance of copies; procedures; appeal to state registrar.

Sec. 2888.

(1) To protect the integrity of vital records, to insure their proper use, and to insure the efficient and proper administration of the system of vital statistics, a person or governmental entity shall not permit inspection of, disclose information contained in vital records, or copy or issue a copy of all or part of a record except as authorized by this part, by rule, or by order of a court of competent jurisdiction. Vital records and information or any part of the information contained in a vital record is not subject to the provisions of the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246. Procedures shall provide for adequate standards of security and confidentiality of vital records.

(2) The department may establish procedures for the disclosure of information contained in vital records for research purposes.

(3) An appeal from a decision of a custodian of permanent local records refusing to disclose information, or to permit inspection of or copying of records under the authority of this section and procedures adopted under section 2896, shall be made to the state registrar, whose decision is binding on the local custodian of permanent local records.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 2002, Act 562, Imd. Eff. Oct. 1, 2002

Popular Name: Act 368

Admin Rule: R 325.3231 et seq. of the Michigan Administrative Code.

333.2889 Tagging birth certificate of missing child; notifying state police of request for copy of certificate; matching LEIN entry and certificate; tagging by local registrar; removal of tag.

Sec. 2889.

(1) Upon notification pursuant to section 8 of Act No. 319 of the Public Acts of 1968, being section 28.258 of the Michigan Compiled Laws, that a person less than 17 years of age who was born in this state is missing, the state registrar shall immediately tag the birth certificate of that person in a manner that will alert the registrar to the fact that the birth certificate is that of a missing child. The state registrar shall immediately notify the appropriate local registrars to similarly tag the birth certificate or appropriate document of the missing child. The state registrar shall check to see if a request for a copy of the missing child's birth certificate was received within 14 days preceding the tagging of the birth certificate. If a request had been received, the state registrar shall immediately notify the state police of the request.

(2) The state registrar may access the law enforcement information network to obtain from the law enforcement agency reporting the missing person information necessary to provide a positive match between the missing person's LEIN entry and the missing person's birth certificate.

(3) Upon notification by the state registrar pursuant to subsection (1), the local registrar shall immediately tag the birth certificate or appropriate document of a

missing child in a manner that will alert the registrar to the fact that the birth certificate is that of a missing child.

(4) Upon notification pursuant to section 8 of Act No. 319 of the Public Acts of 1968 that the information entered into the law enforcement information network regarding a missing child has been canceled, the state registrar shall remove the tag from the child's birth certificate not later than 7 days after receiving the notice.

(5) Upon removal of a tag by the state registrar pursuant to subsection (4), the state registrar shall immediately notify the local registrar who shall remove the tag from the missing child's birth certificate or appropriate document not later than 7 days after receiving the notice from the state registrar.

History: Add. 1987, Act 83, Imd. Eff. June 29, 1987

Popular Name: Act 368

333.2890 Issuing birth certificate, certificate of registration, or information by mail; marking phrase "missing person" on face of document; telephoning state registrar upon receipt of request for tagged record; providing state registrar with certain information; telephoning state police; notice to law enforcement agency.

Sec. 2890.

(1) If a missing child's birth certificate is tagged pursuant to section 2889, the state registrar and local registrar shall only issue a copy of the missing child's birth certificate, certificate of registration, or otherwise verify, certify, or provide information concerning the items indicated in section 2881(2) by mail. The document mailed shall have the phrase "missing person" marked on the face of the document and shall not be mailed until at least 72 hours have passed from the time the registrar notified the department of state police pursuant to subsection (2).

(2) A local registrar shall immediately telephone the state registrar upon receipt of a request for a record tagged pursuant to section 2889 and shall provide as soon as possible a copy of the written request and any pertinent information such as the requester's name, address, and if requested in person, the requester's driver's license number, to the state registrar. If the state registrar receives a request for a record tagged pursuant to section 2889 or the local registrar notifies the state registrar of the receipt of a request for a tagged record, the state registrar shall immediately telephone the state police and shall provide as soon as possible a copy of the written request and any pertinent information such as the requester's name, address, and if requested in person, the requester's driver's license number, to the department of state police. The department of state police shall immediately notify the appropriate law enforcement agency of a request for a tagged record and shall forward to that agency the information received from the registrar.

History: Add. 1987, Act 83, Imd. Eff. June 29, 1987

Popular Name: Act 368

333.2891 Search for vital record; request; fee; official statement if record not located; verification of identity; fees for search, establishment, and registration; furnishing copies without charge; fees for creation of new vital records and corrections of vital records; additional fees; disposition of fees; system of fees for local registrars.

Sec. 2891.

(1) The state registrar or a local registrar shall, upon receipt of a written request and payment of the prescribed fee, conduct a search for a vital record for an individual who purports to be eligible under section 2882 or for an agency under section 2883(2) to receive a certified copy, administrative use copy, or a statistical use copy of the requested vital record.

(2) If a search for a vital record is conducted by the state registrar and the vital record cannot be located, the state registrar shall issue an official statement to the effect that the vital record could not be located in place of a certified copy or an administrative use copy of a vital record. If a search for a vital record is conducted by a local registrar and the vital record cannot be located, the local registrar is not required to issue an official statement as described in this subsection, and the local registrar may waive the prescribed fee.

(3) The state registrar or a local registrar may require an applicant who requests a certified copy, an administrative use copy, or a statistical use copy of a vital record to provide verification of his or her identity before releasing the vital record if eligibility for the vital record is restricted pursuant to section 2882.

(4) Subject to subsection (8), the fees for a search are as follows:

(a) A search including 1 certified copy, 1 administrative use copy, or 1 statistical use copy of a vital record or an official statement issued by the state registrar that a vital record could not be located

\$26.00

(b) Additional identical copies ordered at the same time

\$12.00 per copy

(c) Additional years searched

\$12.00 per year

(d) An authenticated copy

\$29.00

(e) Additional authenticated copies ordered at the same time

\$15.00 per copy

(f) Verification of facts delineated in section 2881(2)

\$10.00

(g) A request for an expedited search for a vital record

\$10.00

(5) The fees for establishment and registration are as follows:

(a) Application for establishment of a delayed certificate of birth or death that includes 1 certified copy or an official denial of the application

\$40.00

(b) Registration of a delayed certificate of birth for a foreign born adopted child that includes 1 certified copy
\$40.00

(6) Upon formal application of a soldier; sailor; marine; member of the coast guard; nurse; member of a women's auxiliary; or a person who is entitled to a bonus or a pension or other compensation under a law of this state, the United States, or other state or territory of the United States or a service auxiliary, 1 certified copy of a vital record requested from the state registrar shall be furnished without charge for the purpose of securing the bonus, pension, or compensation. If the person entitled to the vital record is deceased or mentally incompetent, the copy may be furnished to an heir, guardian, or legal representative of the person. The state registrar shall label a certified copy furnished under this subsection with the following statement: "for veteran's benefits only, not for personal use".

(7) Upon formal application, a certified copy of a vital record shall be furnished by the state registrar or a local registrar without charge to a licensed child placing agency representing a child for adoption purposes. The state registrar shall label a certified copy provided under this subsection with the following statement: "for adoption purposes only, not for personal use".

(8) Upon formal application, a person 65 years of age or older shall be charged a fee of \$7.00 for a search and 1 certified copy of his or her birth record.

(9) The following fees shall be charged for the creation of new vital records and corrections of vital records:

(a) Application to create a new certificate of birth following an adoption; legal change of name for minors; acknowledgment of paternity; sex change; legitimation; order of filiation; or a request to replace a court filed certificate of adoption
\$40.00

(b) Application received within 1 year of the date of the event to create a new certificate of birth or death to correct obvious minor errors and omissions
\$40.00

The errors and omissions that may be corrected under this subdivision are limited to the following:

(i) The addition of a given first or middle name if a name was not recorded at the time of filing.

(ii) A change to a social security number.

(iii) The addition of information originally specified as unknown or that was omitted by error.

(iv) A minor spelling change.

(10) A fee of \$40.00 shall be charged for an application to amend birth and death records more than 1 year after the date of the event for the purpose of adding information or correcting an error in information recorded on the document.

(11) A fee shall not be assessed for 1 or more of the following:

(a) Changing a vital record to correct an error made within the office of a local registrar or the state registrar.

(b) Correcting an error if the correction is initiated by the state registrar.

(c) Correcting a vital record if the correction is requested by a county medical examiner for a case within his or her jurisdiction.

(d) Correcting a record if the correction is ordered by a court of competent jurisdiction following denial by the department of an application to make the correction.

(e) Correcting a vital record if the correction is requested by a public agency that is the guardian of the individual to whom the vital record pertains.

(12) A fee of \$40.00 shall be charged for an application to amend a birth record regarding a documented legal change of name for an adult.

(13) The state registrar or a local registrar with approval of the state registrar may charge a reasonable fee to cover the costs of special services performed pursuant to section 2883, 2884, or 2888.

(14) Fees collected under this section by a local registrar shall be deposited as the governing body of the city or county directs. Fees collected under this section by the state registrar shall be deposited in the state treasury and credited to the general fund of this state.

(15) The state registrar or a local registrar shall not charge a fee other than a fee prescribed in this section. However, a local governmental unit may adopt a system of fees for local registrars under the jurisdiction of the local governmental unit for a search that provides for fees less than those set forth in this section, and a charter county with a population of more than 2,000,000 may adopt a system of fees for a local registrar under the jurisdiction of that charter county that provides for fees more than those set forth in this section. However, a charter county shall not impose a fee that is greater than the cost of the service for which the fee is charged.

(16) For searches under subsection (4) a local registrar shall charge fees according to the following:

(a) The governing body of a local governmental unit that has jurisdiction over a local registrar may adopt a system of fees for the local registrar that provides for fees less than or equal to the fees set forth in subsection (4). These fees shall be used for the maintenance and sustenance of the vital records fees program only. The fees shall alleviate any burden to the taxpayers to provide this worthwhile program. A charter county with a population of more than 2,000,000 may adopt a system of fees for a local registrar under the jurisdiction of that charter county that provides for fees that are more than the fees set forth in subsection (4). A charter county shall not impose a fee that is greater than the cost of the service for which the fee is charged. A system of fees adopted under this subdivision shall be used by all local registrars under the jurisdiction of the local governmental unit, and shall be reasonably related to the cost incurred by the local registrar in making the search.

(b) If a system of fees is not adopted by a local registrar's local governmental unit under subdivision (a), the local registrar shall not charge a fee other than a fee prescribed in subsection (4).

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1980, Act 522, Imd. Eff. Jan. 26, 1981 ;-- Am. 1981, Act 63, Imd. Eff. June 8, 1981 ;-- Am. 1984, Act 296, Imd. Eff. Dec. 20, 1984 ;-- Am. 1992, Act 78, Imd. Eff. June 2, 1992 ;-- Am. 2001, Act 31, Imd. Eff. June 29, 2001 ;-- Am. 2004, Act 467, Imd. Eff. Dec. 28, 2004

Popular Name: Act 368

333.2894 Prohibited conduct.

Sec. 2894.

(1) A person shall not:

(a) Wilfully and knowingly refuse to provide vital records information required by this part or the rules promulgated pursuant to this part.

(b) Wilfully and knowingly make a false statement in a vital record or report required to be filed under this code, or in an application for an amendment or for a certified copy of a vital record.

(c) Wilfully and knowingly supply false information intending that the information be used in the preparation of a vital record or amendment thereof.

(d) Wilfully and knowingly obtain, possess, use, sell, furnish, or attempt to obtain, possess, use, sell, or furnish to another person, for any purpose of deception, a counterfeited, altered, amended, or mutilated vital record or certified copy thereof.

(e) Wilfully and knowingly furnish or process a vital record or a certified copy of a vital record with the knowledge or intention that it be used for the purposes of deception.

(2) A person shall not make, counterfeit, alter, amend, or mutilate a vital record or report required to be filed under this part with the intent to deceive.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2895 Inspection or copying of information contained in system of vital statistics.

Sec. 2895.

The state registrar or a local registrar or an agent or employee of the state or local registrar shall not disclose or permit the inspection or copying of information contained in the system of vital statistics except as authorized by this part or the procedures adopted under section 2896.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2896 Rules; minimum requirements.

Sec. 2896.

The department may promulgate rules necessary or appropriate to implement this part. The rules shall include, at a minimum, procedures relating to filings; form and content of vital records; minimum documentation required for the issuance or amendment of certificates or permits; inspection or disclosure of records and sealed files; fees; and the disposition of reports and applications not actively pursued.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

Admin Rule: R 325.1141 et seq.; R 325.3201 et seq.; R 325.3231 et seq.; and R 325.3251 et seq. of the Michigan Administrative Code.

333.2898 Violation; penalty.

Sec. 2898.

A person who violates section 2894 or 2895 is guilty of a misdemeanor punishable by imprisonment for not more than 1 year, or a fine of not more than \$1,000.00, or both.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2899 Reporting violation; statement; initiation of proceedings.

Sec. 2899.

The state registrar may report a violation of this part or the rules promulgated pursuant to this part to the attorney general. A statement of the facts and circumstances of the violation shall be submitted with the report. Upon receipt of the report, the attorney general, either directly or through the prosecuting attorney of the county in which the violation occurred, may initiate appropriate proceedings against the person committing and responsible for the alleged violation.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

PUBLIC HEALTH CODE (EXCERPT)
Act 368 of 1978

333.2458 Establishment of cemetery; requirements; determinations; approval; disposition of plats; vacating cemetery; removal and reinterment of bodies and remains.

Sec. 2458.

(1) A person or governmental entity shall not establish a cemetery in this state until a description of the premises and a plat showing the cemetery's division is filed in duplicate with the local health department having jurisdiction of the premises. A local health department shall not approve a proposed cemetery if the local health department determines that establishment or operation of the cemetery would be injurious to the public health. The local health department shall determine whether it is safe and healthful for a cemetery to be established in the proposed location and if the local health department approves the location and the plat of the premises, the local health department shall indorse its approval on both plats. When the establishment of a cemetery is approved, 1 plat shall be returned to the proprietor and the other shall be retained and preserved by the local health department.

(2) The local health department shall supervise activities to vacate a cemetery and the removal and reinterment of bodies and remains.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

DETERMINATION OF DEATH ACT
Act 90 of 1992

333.1031 Short title.

Sec. 1.

This act shall be known and may be cited as the □determination of death act□.

History: 1992, Act 90, Imd. Eff. June 4, 1992

333.1032 Definitions.

Sec. 2.

As used in this act:

(a) "Physician" means a person licensed as a physician under part 170 or part 175 of the public health code, Act No. 368 of the Public Acts of 1978, being sections 333.17001 to 333.17088 and 333.17501 to 333.17556 of the Michigan Compiled Laws.

(b) "Registered nurse" means a person licensed as a registered professional nurse under part 172 of the public health code, Act No. 368 of the Public Acts of 1978, being sections 333.17201 to 333.17242 of the Michigan Compiled Laws.

History: 1992, Act 90, Imd. Eff. June 4, 1992

333.1033 Determination of death; conditions; accepted medical standards; persons authorized to pronounce death of person.

Sec. 3.

(1) An individual who has sustained either of the following is dead:

(a) Irreversible cessation of circulatory and respiratory functions.

(b) Irreversible cessation of all functions of the entire brain, including the brain stem.

(2) A determination of death shall be made in accordance with accepted medical standards.

(3) A physician or registered nurse may pronounce the death of a person in accordance with this act. This subsection does not prohibit a health facility or agency licensed under article 17 of the public health code, Act No. 368 of the Public Acts of 1978, being sections 333.20101 to 333.22260 of the Michigan Compiled Laws, from determining which of its medical personnel may pronounce the death of a person in that health facility or agency.

History: 1992, Act 90, Imd. Eff. June 4, 1992

333.1034 Repeal of 333.1021 to 333.1024.

Sec. 4.

Act No. 124 of the Public Acts of 1979, being sections 333.1021 to 333.1024 of the Michigan Compiled Laws, is repealed.

History: 1992, Act 90, Imd. Eff. June 4, 1992

PUBLIC HEALTH CODE (EXCERPT)
Act 369 of 1978

PART 26
DATA, INFORMATION, AND RESEARCH

333.2601 Applicability.

Sec. 2601.

Unless otherwise provided, this part applies to all data made or received by the department.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of certain powers and duties of the center for health promotion and chronic disease prevention and the office of policy, planning and evaluation, from the department of public health to the director of community health, see E.R.O. No. 1996-1, compiled at 330.3101 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2602 Meanings of words and phrases; general definitions and principles of construction.

Sec. 2602.

(1) For purposes of this part, the words and phrases defined in sections 2603 to 2607 have the meanings ascribed to them in those sections.

(2) In addition, article 1 contains general definitions and principles of construction applicable to all articles in this code.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2603 Definitions; D.

Sec. 2603.

(1) "Data" means items of information made or received by the department which pertain to a condition, status, act, or omission, existing independently of the memory of an individual, whether the information is retrievable by manual or other means and whether or not coded. It includes the normal and computer art meanings of the word data.

(2) "Data system" means an interrelated grouping of data for use by the department.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2607 Definitions; R, S.

Sec. 2607.

(1) "Record" means a datum or a grouping of data about a person or an object under the ownership or control of a person or governmental entity in which the person, object, or governmental entity is identifiable by name, number, symbol, or other identifying particular.

(2) "System of records" means an interrelated grouping of records for use by the department.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2611 Coordination of activities; establishment of policy; interests to be considered; establishment, purpose, and powers of nonprofit corporation.

Sec. 2611.

(1) The department shall coordinate the health services research, evaluation, and demonstration and health statistical activities undertaken or supported by the department.

(2) The department shall establish policy consistent with this part to administer health services research, evaluation, and demonstration and health statistical activities undertaken or supported by the department. In establishing the policy the department shall consider the following interests:

(a) The individual's right and reasonable expectation of privacy concerning its use, including the protection of privileged communications and the expectations of the individual when giving the information.

(b) The freedom of persons to do business.

(c) The public's interest in the protection of private rights.

(d) The public's interest in the free access to governmental information.

(e) The protections necessary to encourage persons to provide information.

(f) The individual's interest in being informed of dangers of which he or she would not otherwise be aware.

(g) The public's interest in the effective use of available data to protect and promote the health of individuals and the public as a whole.

(h) The public's interest in the effective and efficient management of governmental activities.

(i) The individual's interest in data about himself or herself.

(j) The interests of other governmental entities in preparing reports.

(3) The department may establish a nonprofit corporation pursuant to the nonprofit corporation act, Act No. 162 of the Public Acts of 1982, being sections 450.2101 to 450.3192 of the Michigan Compiled Laws. The purpose of the corporation shall be to plan, promote, and coordinate health services research with a public university or a consortium of public universities within the state. The corporation may research, evaluate, and demonstrate all of the following:

(a) The cause, effects, extent, and nature of illness and disability among all or a particular group of the people of this state.

(b) The impact of personal illness and disability on the economy of this state and the well-being of all or a particular group of the people of this state.

(c) Environmental, laboratory, social, and other health related issues.

(d) The health knowledge and practices of the people of this state.

(e) The quality and availability of health resources in this state including, but not limited to, health care institutions and health professions.

(f) The determinants of health and nutritional practices and status including, but not limited to, behaviors that are related to health.

(g) Access to and use of health care services by all or a particular group of the people of this state including, but not limited to, the use of ambulatory health care

services. The access and use may be categorized by specialty and type of practice of the health professional or health facility providing the service.

(h) Health care costs and financing including, but not limited to, trends in health care costs, sources of payments, and federal, state, and local expenditures for health care services.

(i) Public health policies and programs.

(j) Other issues considered appropriate by the board of directors of the corporation.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1989, Act 264, Imd. Eff. Dec. 26, 1989

Compiler's Notes: For transfer of certain powers and duties of the Michigan public health institute from the department of public health to the director of the department of community health, see E.R.O. No. 1996-1, compiled at 330.3101 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2612 Nonprofit corporation; establishment; purpose; duties; selection and composition of board of directors; appointment and composition of internal management committee.

Sec. 2612.

(1) The department may establish with Michigan state university and other parties determined appropriate by the department a nonprofit corporation pursuant to the nonprofit corporation act, Act No. 162 of the Public Acts of 1982, being sections 450.2101 to 450.3192 of the Michigan Compiled Laws. The purpose of the corporation shall be to establish and operate a center for rural health. In fulfilling its purpose, the corporation shall do all of the following:

(a) Develop a coordinated rural health program that addresses critical questions and problems related to rural health and provides mechanisms for influencing health care policy.

(b) Perform and coordinate research regarding rural health issues.

(c) Periodically review state and federal laws and judicial decisions pertaining to health care policy and analyze the impact on the delivery of rural health care.

(d) Provide technical assistance and act as a resource for the rural health community in this state.

(e) Suggest changes in medical education curriculum that would be beneficial to rural health.

(f) Assist rural communities with all of the following:

(i) Applications for grants.

(ii) The recruitment and retention of health professionals.

(iii) Needs assessments and planning activities for rural health facilities.

(g) Serve as an advocate for rural health concerns.

(h) Conduct periodic seminars on rural health issues.

(i) Establish and implement a visiting professor program.

(j) Conduct consumer oriented rural health education programs.

(k) Designate a certificate of need ombudsman to provide technical assistance and consultation to rural health care providers and rural communities regarding certificate of need proposals and applications under part 222. The ombudsman shall also act as an advocate for rural health concerns in the development of certificate of need review standards under part 222.

(2) The incorporators of the corporation shall select a board of directors consisting of a representative from each of the following organizations:

- (a) The Michigan state medical society or its successor. The representative appointed under this subdivision shall be a physician practicing in a county with a population of not more than 100,000.
 - (b) The Michigan osteopathic physicians' society or its successor. The representative appointed under this subdivision shall be a physician practicing in a county with a population of not more than 100,000.
 - (c) The Michigan nurses association or its successor. The representative appointed under this subdivision shall be a nurse practicing in a county with a population of not more than 100,000.
 - (d) The Michigan hospital association or its successor. The representative selected under this subdivision shall be from a hospital in a county with a population of not more than 100,000.
 - (e) The Michigan primary care association or its successor. The representative appointed under this subdivision shall be a health professional practicing in a county with a population of not more than 100,000.
 - (f) The Michigan association for local public health or its successor. The representative appointed from a county health department for a county with a population of not more than 100,000 or from a district health department with at least 1 member county with a population of not more than 100,000.
 - (g) The office of the governor.
 - (h) The department of public health.
 - (i) The department of commerce.
 - (j) The Michigan senate. The individual selected under this subdivision shall be from a district located at least in part in a county with a population of not more than 100,000.
 - (k) The Michigan house of representatives. The individual selected under this subdivision shall be from a district located at least in part in a county with a population of not more than 100,000.
- (3) The board of directors of the corporation shall appoint an internal management committee for the center for rural health. The management committee shall consist of representatives from each of the following:
- (a) The college of human medicine of Michigan state university.
 - (b) The college of osteopathic medicine of Michigan state university.
 - (c) The college of nursing of Michigan state university.
 - (d) The college of veterinary medicine of Michigan state university.
 - (e) The cooperative extension service of Michigan state university.
 - (f) The department of public health.

History: Add. 1990, Act 138, Imd. Eff. June 26, 1990

Compiler's Notes: For transfer of powers and duties of the center for rural health to the director of the department of community health and abolishment of the center, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2613 Nature of data to be defined by rule.

Sec. 2613.

The department shall define by rule the nature of data collected, compiled, processed, used, or shared by the department pursuant to and consistent with section 2611(2).

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2614 Duties of department generally.

Sec. 2614.

The department shall:

- (a) Establish procedures to identify the circumstances under which, the places at which, the persons from whom, and the methods by which a person may secure that data, including the procedures governing requests, and the review established pursuant to section 2639.
- (b) Prescribe standards for the publication of health-related data reported pursuant to this code which will encourage characteristics including accuracy, validity, reliability, completeness, and comparability; and advise users as to the status of the quality of the data.
- (c) Prescribe the contents of forms or authorize the use of standardized forms for the collection of health-related data. The content and form shall be consistent with related local and federal requirements.
- (d) Prescribe standards for the maintenance and preservation of health-related data.
- (e) Establish procedures to govern the withholding and release of data as required by section 2637.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2615 Level of coverage; determination.

Sec. 2615.

The department shall determine, not less than biennially, the level of coverage of the people of this state for each basic public health service prescribed under section 2311. This determination may be made by scientific sampling of the population or other scientific statistical techniques that will provide an accurate estimate of the level of coverage.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1990, Act 226, Imd. Eff. Oct. 8, 1990

Popular Name: Act 368

333.2616 Comprehensive health information system; establishment; provisions.

Sec. 2616.

The department shall establish a comprehensive health information system providing for the collection, compilation, coordination, analysis, indexing, dissemination, and utilization of both purposefully collected and extant health-related data and statistics, including the training of producers and users of the data

and statistics in a manner involving the collaboration at the policy and technical levels of major state and local health operational, planning, professional, and university groups and agencies which require the data in their work.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2617 Comprehensive health information system; statistics.

Sec. 2617.

The health information system shall include statistics relative to:

- (a) The causes, effects, extent, and nature of illness and disability of the people of this state, or a grouping of its people, which may include the incidence and prevalence of various acute and chronic illnesses and infant and maternal morbidity and mortality.
- (b) The impact of illness and disability of the people of this state on the economy of this state and on other aspects of the well-being of its people or a grouping of its people.
- (c) Environmental, social, and other health hazards and health knowledge and practices of the people of this state.
- (d) Determinants of health and nutritional practices and status, including behavior related to health.
- (e) Health resources, which may include health care institutions.
- (f) The utilization of health care, which may include the utilization of ambulatory health services by specialties and types of practice of the health professionals providing the services, and services of health facilities and agencies defined in section 20106 and other health care institutions.
- (g) Health care costs and financing, which may include the trends in health care prices and costs, the sources of payments for health care services, and federal, state, and local governmental expenditures for health care services.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2618 Publications; annual report; summary report; statement of limitations of data used.

Sec. 2618.

The department shall publish and make available periodically to agencies and individuals health statistics publications of general interest, publications bringing health statistics into focus on priority programmatic issues and health profiles. An annual report on the health information system shall be made available to the governor and the legislature and to collaborating agencies. A summary report of each area described in sections 2616 and 2617 shall be included in the annual report not less than once each 5 years. The department shall include in the report a statement of the limitations of the data used in terms of their quality, accuracy, and completeness.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2619 Cancer registry; establishment; purpose; reports; records; rules; medical or department examination or supervision not required; contracts; evaluation of reports; publication of summary reports; commencement of reporting; effective date of section.

Sec. 2619.

- (1) The department shall establish a registry to record cases of cancer and other specified tumorous and precancerous diseases that occur in the state, and to record information concerning these cases as the department considers necessary and appropriate in order to conduct epidemiologic surveys of cancer and cancer-related diseases in the state.
- (2) Each diagnosed case of cancer and other specified tumorous and precancerous diseases shall be reported to the department pursuant to subsection (4), or reported to a cancer reporting registry if the cancer reporting registry meets standards established pursuant to subsection (4) to ensure the accuracy and completeness of the reported information. A person or facility required to report a diagnosis pursuant to subsection (4) may elect to report the diagnosis to the state through an existing cancer registry only if the registry meets minimum reporting standards established by the department.
- (3) The department shall maintain comprehensive records of all reports submitted pursuant to this section. These reports shall be subject to the same requirements of confidentiality as provided in section 2631 for data or records concerning medical research projects.
- (4) The director shall promulgate rules which provide for all of the following:
 - (a) A list of tumorous and precancerous diseases other than cancer to be reported pursuant to subsection (2).
 - (b) The quality and manner in which the cases and other information described in subsection (1) are reported to the department.
 - (c) The terms and conditions under which records disclosing the name and medical condition of a specific individual and kept pursuant to this section are released by the department.
- (5) This section does not compel an individual to submit to medical or department examination or supervision.
- (6) The department may contract for the collection and analysis of, and research related to, the epidemiologic data required under this section.
- (7) Within 2 years after the effective date of this section, the department shall begin evaluating the reports collected pursuant to subsection (2). The department shall publish and make available to the public reports summarizing the information collected. The first summary report shall be published not later than 180 days after the end of the first 2 full calendar years after the effective date of this section. Subsequent annual summary reports shall be made on a full calendar year basis and published not later than 180 days after the end of each calendar year.
- (8) Reporting pursuant to subsection (2) shall begin the next calendar year after the effective date of this section.
- (9) This section shall take effect July 1, 1984.

History: Add. 1984, Act 82, Eff. July 1, 1984

Popular Name: Act 368

333.2621 Comprehensive policy for conduct and support of research and demonstration activities; conducting and supporting demonstration projects and scientific evaluations.

Sec. 2621.

- (1) The department shall establish a comprehensive policy pursuant to and consistent with section 2611(2) for the conduct and support of research and demonstration activities related to the department's responsibility for the health care needs of the people of this state.
- (2) The department shall conduct research and demonstration activities related to the department's responsibility for the environmental, preventive, and personal health needs of the communities and people of this state, including:
 - (a) The causes, effects, and methods of prevention of illness.
 - (b) The determinants of health, including behavior related to health.
 - (c) The accessibility, acceptability, availability, organization, distribution, utilization, quality, and financing of health care, especially those services for the medically needy.
- (3) The department may conduct and support demonstration projects to carry out subsection (2).
- (4) The department shall conduct or support the conduct of scientific evaluations of the effectiveness, efficiency, and relevance of programs conducted or supported by the department.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2623 Publication and dissemination of results and information obtained under 333.2621.

Sec. 2623.

The department may:

- (a) Publish, make available, and disseminate, promptly and on as broad a basis as practicable, the results of health services research, demonstrations, and evaluations conducted and supported under section 2621.
- (b) Provide indexing, abstracting, translation, publication, and other services leading to a more effective and timely dissemination of information as to health services, research, demonstrations, and evaluations conducted or supported under section 2621 to public and private entities and persons engaged in the improvement of health and to the general public.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2624 Grants and contracts to conduct or support research activities and scientific evaluations.

Sec. 2624.

The department may make grants to and contracts with persons and governmental entities to conduct or support research activities and scientific evaluations authorized under sections 2621 and 2623.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2631 Data concerning medical research project; confidentiality; use.

Sec. 2631.

The information, records of interviews, written reports, statements, notes, memoranda, or other data or records furnished to, procured by, or voluntarily shared with the department in the conduct of a medical research project, or a person, agency, or organization which has been designated in advance by the department as a medical research project which regularly furnishes statistical or summary data with respect to that project to the department for the purpose of reducing the morbidity or mortality from any cause or condition of health are confidential and shall be used solely for statistical, scientific, and medical research purposes relating to the cause or condition of health.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2632 Data concerning medical research project; inadmissible as evidence; exhibition or disclosure.

Sec. 2632.

The information, records, reports, statements, notes, memoranda, or other data described in section 2631 are not admissible as evidence in an action in a court or before any other tribunal, board, agency, or person. Furnishing the data to the department in the conduct of a medical research project or to a designated medical research project does not result in the loss of any privilege which the data may otherwise have making them inadmissible as evidence. The information, records, reports, notes, memoranda, or other data shall not be exhibited nor their contents disclosed in any way, in whole or in part, by the department or its representative, or by any other person, agency, or organization, except as is necessary for the purpose of furthering the medical research project to which they relate consistent with section 2637 and the rules promulgated under section 2678. A person participating in a designated medical research project shall not disclose the information obtained except in strict conformity with the research project.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2633 Data concerning medical research projects; liability for furnishing.

Sec. 2633.

The furnishing of information, records, reports, statements, notes, memoranda, or other data to the department, either voluntarily or as required by this code, or to a person, agency, or organization designated as a medical research project does not subject a physician, hospital, sanatorium, rest home, nursing home, or other person or agency furnishing the information, records, reports, statements, notes, memoranda, or other data to liability in an action for damages or other relief, and is not considered to be the willful betrayal of a professional secret or the violation of a confidential relationship.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1988, Act 122, Eff. Mar. 30, 1989

Popular Name: Act 368

333.2635 Power to demand or require data.

Sec. 2635.

Sections 2631 to 2633 do not confer on the department the power to demand or require that a health professional furnish information, records of interviews, written reports, statements, notes, memoranda, or other data other than as expressly required by law.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2637 Procedures protecting confidentiality and regulating disclosure of data and records.

Sec. 2637.

(1) The department shall establish procedures pursuant to section 2678 to protect the confidentiality of, and regulate the disclosure of, data and records contained in a departmental data system or system of records.

(2) The procedures established under subsection (1) shall be consistent with the policy established under sections 2611 and 2613.

(3) Except as provided in section 2640, the procedures established under subsection (1) shall specify the data contained in a departmental data system or system of records that shall not be disclosed unless items identifying a person by name, address, number, symbol, or any other identifying particular are deleted.

(4) The procedures established under subsection (1) shall regulate the use and disclosure of data contained in a departmental data system or system of records released to researchers, other persons, including designated medical research projects as described in section 2631, or governmental entities. A person who receives data pursuant to this section shall not disclose an item of information contained in the data except in conformance with the authority granted by the department and with the purpose for which the data was originally requested by the researcher. The director may contract with researchers or other persons to implement and enforce this subsection. A contract made pursuant to this subsection shall do both of the following:

(a) Require the department to provide monitoring to assure compliance with this section.

(b) Provide for termination if this section or the contract is violated.

(5) An officer or employee of the department shall not disclose data contained in a departmental data system or system of records except as authorized in the procedures adopted pursuant to this section.

(6) The department periodically shall review the procedures adopted under this section.

(7) A person whose contract is terminated pursuant to subsection (4)(b) is not eligible to make a subsequent contract with the department.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1998, Act 496, Eff. Mar. 1, 1999

Popular Name: Act 368

333.2638 Violation; penalty.

Sec. 2638.

A person who discloses confidential information in violation of sections 2631 to 2633 or who violates section 2637 or a rule implementing section 2637 is guilty of a misdemeanor, punishable by imprisonment for not more than 1 year, or a fine of not more than \$1,000.00, or both, and if the person is an employee of the department shall be subject to immediate dismissal.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2639 Review of personal records upon request; procedures for reviewing request; administrative hearing; records of requests.

Sec. 2639.

(1) Upon written request, an individual shall be permitted to review his or her personal records maintained or made under the authority of this part, in accordance with this section.

(2) The department shall establish procedures for reviewing a request from a person concerning access to or the amendment of a record or data pertaining to the person, or from a researcher, other person, or governmental entity requesting information or access to information possessed by the department, including a method of making a determination on the request for access or amendment. A person or researcher aggrieved by a decision under this section may request an administrative hearing.

(3) The department shall maintain records of requests for access to or amendments of data with the accuracy, relevance, timeliness, and completeness necessary to assure fairness to the person making the request.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2640 Parentage registry; use and access by family independence agency; access to child's medical records and information; immunity; exception.

Sec. 2640.

(1) The department shall give prompt access to the parentage registry to the family independence agency or its agent for the purpose of the family independence agency's

duty to aid in the establishment or enforcement of child support obligations. The family independence agency or its agent may use or disclose the information from the parentage registry in carrying out that duty.

(2) Notwithstanding section 2637, if there is a compelling need for medical records or information to determine whether child abuse or neglect has occurred or to take action to protect a child where there may be a substantial risk of harm, the department shall give access to a family independence agency caseworker or administrator directly involved in the investigation to the child's medical records and information that are pertinent to the child abuse or neglect investigation. Medical records or information disclosed under this section shall include the identity of the individual to whom the record or information pertains.

(3) The department shall provide the access described by subsection (2) only upon receipt of a written request from a caseworker or administrator directly involved in the investigation and shall provide that access within 14 calendar days after the record holder receives the written request. The department shall provide that access regardless of the consent of the person from whom consent would otherwise be required.

(4) To the extent not protected by the immunity conferred by 1964 PA 170, MCL 691.1401 to 691.1415, an individual who in good faith provides access to medical records or information under subsection (2) is immune from civil or administrative liability arising from that conduct, unless the conduct was gross negligence or willful and wanton misconduct.

(5) This section does not apply to a report, record, datum, or information whose confidentiality and disclosure are governed by section 5131.

History: Add. 1996, Act 307, Imd. Eff. June 20, 1996 ;-- Am. 1998, Act 496, Eff. Mar. 1, 1999

Popular Name: Act 368

333.2641 Fees; disposition of collections.

Sec. 2641.

(1) The department may charge fees for the reasonable cost of:

- (a) Reproduction, duplication, amendment, certification, or authentication of data.
- (b) Data searches other than those for which a fee is prohibited under section 3 of Public Law 93-579, 5 U.S.C. 552a.

(2) Collections under this section shall be transmitted to the department of treasury and credited to the general fund of this state.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2651 Anatomy board; creation; appointment; qualifications, and terms of members; compensation; chairperson; offices and procedures; member as funeral director.

Sec. 2651.

(1) The anatomy board is created in the department. The anatomy board consists of the director, ex officio, 1 member from the department of human anatomy of each of the universities having medical schools in this state, and members from departments of human anatomy in other health professional schools in this state,

who shall be appointed by and serve at the pleasure of the deans of the schools in which those departments are located.

(2) The members shall serve without compensation.

(3) Biennially the anatomy board shall select 1 of its members as chairperson. The department, with concurrence of the anatomy board, shall create other offices and adopt procedures.

(4) For the purposes of sections 2651 to 2663, an anatomy board member or a person acting under his or her direction may act as a funeral director.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of powers and duties of the anatomy board to the director of the department community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2652 Receiving and allocating bodies or parts thereof; records of receipt and disposition.

Sec. 2652.

The anatomy board shall receive dead human bodies, or parts thereof, designated for scientific uses and allocate the bodies or parts to hospitals and educational institutions requiring them for use in medical instruction or for the purpose of instruction, study, and use in the promotion of education in the health sciences within this state. The anatomy board shall keep permanent records of the receipt and disposition of dead bodies and parts.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of powers and duties of the anatomy board to the director of the department community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2653 "Unclaimed body" defined; notice to relatives of deceased; availability of unclaimed body to anatomy board; request for notification concerning unclaimed body; time, manner, and contents of notice; release of body; notice and surrender of body to benevolent association.

Sec. 2653.

(1) As used in sections 2651 to 2663, "unclaimed body" means a dead human body for which the deceased has not provided a disposition, an estate or assets to defray costs of burial do not exist, and the body is not claimed for burial by a person, relative, or court appointed fiduciary who has the right to control disposition of the body.

(2) An official of a public institution or a state or local officer in charge or control of an unclaimed body which would have to be buried at public expense shall use due diligence to notify the relatives of the deceased. In the absence of any known relative of the deceased or a special administrator of the estate of the deceased appointed by the probate court desiring to direct the disposition of the unclaimed body in a manner other than provided by sections 2653 to 2659, the unclaimed body shall become available to the anatomy board. Upon written request by the anatomy board for notification concerning unclaimed bodies coming under his or her jurisdiction, the officer, for the definite period specified in the request of the

anatomy board, shall notify a member of the anatomy board by telegraph or telephone immediately following 72 hours after death, excluding Sundays and holidays, stating, when possible, the name, age, sex, religion, and cause of death of the deceased, and shall release the body according to the regulations or instructions of the anatomy board.

(3) If the deceased was a member of a religious faith maintaining a benevolent association which will provide for the burial of the deceased in accordance with the tenets of the religion, the anatomy board shall notify the benevolent association of the death of the deceased by telephone or telegram collect, and shall surrender the body to the benevolent association upon request.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of powers and duties of the anatomy board to the director of the department community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2655 Embalming and disposition of unclaimed body; standards; holding period; identification and claim by relative or special administrator for purpose of interment or other disposition.

Sec. 2655.

An unclaimed body retained by the anatomy board for scientific or educational purposes shall be embalmed and disposed of in accordance with standards adopted under section 2678. The unclaimed body shall be held for 30 days by the person to whom it has been assigned for scientific or educational purposes. The body is subject during this period to identification and claim by an authenticated relative of the deceased or a special administrator appointed by the probate court of the deceased's estate for the purpose of interment or other disposition in accordance with the directions of the relative or special administrator.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of powers and duties of the anatomy board to the director of the department community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2656 Receiving unclaimed body for educational purposes; expense; record; disposition.

Sec. 2656.

A person receiving an unclaimed body for educational purposes shall bear all reasonable expense incurred in the preservation and transportation of the body and shall keep a permanent record of bodies received, giving the identification number, name, age, religion, and sex, the place of last residence of the deceased, and the source and disposition, with dates, of the body. A person receiving an unclaimed body, or part thereof, for educational purposes shall dispose of the body in accordance with the standards adopted under section 2678.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of powers and duties of the anatomy board to the director of the department community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.
Popular Name: Act 368

333.2658 Postmortem examination of unclaimed body; certification of body unfit for scientific or education purposes; interment of unclaimed body; expense.

Sec. 2658.

A person, unless specifically authorized by law, shall not hold a postmortem examination of an unclaimed body without the express permission of the anatomy board. When, through the failure of a person to notify the anatomy board or promptly to release an unclaimed body as required by the anatomy board, the body becomes unfit for scientific or educational purposes, the anatomy board shall so certify, and the unclaimed body shall be interred at the expense of those responsible for the noncompliance.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of powers and duties of the anatomy board to the director of the department community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2659 Adoption of standards for unclaimed bodies or parts.

Sec. 2659.

The department may adopt standards pursuant to section 2678 for the transportation, reception, preservation, storage, records, and allocation of unclaimed bodies or parts.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

Admin Rule: R 325.951 et seq. of the Michigan Administrative Code.

333.2661 Autopsy upon unclaimed body; purpose; disposition of body.

Sec. 2661.

The medical superintendent of a state institution for mentally diseased persons or the general superintendent of the Wayne county general hospital and infirmary, who controls an unclaimed body which is required to be delivered to the anatomy board, may direct the performance of an autopsy upon the body by a medical officer of the institution for the sole purpose of the study of mental diseases and the advancement of the science relating thereto. Upon completion of the autopsy, the unclaimed body shall be disposed of in the same manner as any other unclaimed body in accordance with this part.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2663 Violations; misdemeanor.

Sec. 2663.

A person who unlawfully disposes, uses, or sells an unclaimed body or who violates sections 2651 to 2661 is guilty of a misdemeanor.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2671 Public health and welfare dependent on humane use of animals for certain purposes.

Sec. 2671.

The public health and welfare depend on the humane use of animals for the diagnosis and treatment of human and animal diseases; the advancement of veterinary, dental, medical, and biological sciences; and the testing, diagnosis, improvement, and standardization of laboratory specimens, biologic products, pharmaceuticals, and drugs.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2672 Animal research advisory board; creation; membership.

Sec. 2672.

The animal research advisory board is created in the department. The animal research advisory board consists of the dean of the medical school of the university of Michigan, the dean of the veterinary college of Michigan state university, the dean of the medical school of Wayne state university, the dean of the dental school of the university of Detroit, the dean of the optometry college at Ferris state university, the secretary of the Michigan association of osteopathic physicians and surgeons, a representative from a research laboratory within this state and subject to the control of the United States public health service, and 2 member representatives of the Michigan federation of humane societies.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1987, Act 159, Imd. Eff. Nov. 5, 1987

Compiler's Notes: For transfer of powers and duties of the animal research advisory board to the director of the department of community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2673 Animal research advisory board; powers.

Sec. 2673.

The animal research advisory board may regulate and establish standards pursuant to section 2678 controlling the humane use of animals for the diagnosis and treatment of human and animal diseases; the advancement of veterinary, dental, optometrical, medical, and biological sciences; and the testing, diagnosis, improvement, and standardization of laboratory specimens, biologic products, pharmaceuticals, and drugs.

istory: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of powers and duties of the animal research advisory board to the director of the department of community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2674 Administration of 333.2671 to 333.2675; expenses of members.

Sec. 2674.

(1) The department shall administer sections 2671 to 2675.

(2) The members of the animal research advisory board shall serve without compensation, but shall be entitled to expenses incurred in performance of official duties in accordance with section 1216.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of powers and duties of the animal research advisory board to the director of the department of community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2675 Inspection of premises or property on which animals kept for experimental purposes; purpose.

Sec. 2675.

The department, its representative, or a member of the animal research advisory board may inspect any premises or property on or in which animals are kept for experimental purposes for the purpose of investigation of compliance with board standards. The standards shall provide for the humane treatment of animals reasonably necessary for the purposes of this part.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of powers and duties of the animal research advisory board to the director of the department of community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2676 Registration for humane use of animals for experimental purposes; compliance with standards; grounds for suspension or revocation of registration; findings of fact conclusive; application for review of questions of law; orders.

Sec. 2676.

A person shall not keep or use animals for experimental purposes unless registered to do so by the department. The department shall grant registration for the humane use of animals for experimental purposes upon compliance with board standards. The department may suspend or revoke a registration for failure to comply with this part or board standards. Findings of fact by the department, in the absence of fraud or arbitrariness, shall be conclusive, but the circuit court for the county in which the defendant resides or has his or her principal place of business may review questions of law involved in a final decision or determination of the department if

the aggrieved party applies for the review not later than 30 days after the determination. The circuit court has jurisdiction to make orders as justice requires.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of powers and duties of the animal research advisory board to the director of the department of community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

333.2678 Rules.

Sec. 2678.

The department shall promulgate rules to implement section 2637 and may promulgate rules to implement this part including the establishment of fees, standards pertaining to unclaimed bodies, or parts thereof, standards pertaining to the use of animals for experimental purposes, and the implementation of sections 2616 and 2617.

History: 1978, Act 368, Eff. Sept. 30, 1978

Compiler's Notes: For transfer of powers and duties of the animal research advisory board to the director of the department of community health and the abolishment of the board, see E.R.O. No. 1997-4, compiled at 333.26324 of the Michigan Compiled Laws.

Popular Name: Act 368

Admin Rule: R 325.921 et seq. and R 325.951 et seq. of the Michigan Administrative Code.

333.2685 Use of live human embryo, fetus, or neonate for nontherapeutic research; prohibitions; presumption.

Sec. 2685.

(1) A person shall not use a live human embryo, fetus, or neonate for nontherapeutic research if, in the best judgment of the person conducting the research, based upon the available knowledge or information at the approximate time of the research, the research substantially jeopardizes the life or health of the embryo, fetus, or neonate. Nontherapeutic research shall not in any case be performed on an embryo or fetus known by the person conducting the research to be the subject of a planned abortion being performed for any purpose other than to protect the life of the mother.

(2) For purposes of subsection (1) the embryo or fetus shall be conclusively presumed not to be the subject of a planned abortion if the mother signed a written statement at the time of the research, that she was not planning an abortion.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2686 Diagnostic, assessment, or treatment procedures not prohibited.

Sec. 2686.

Sections 2685 to 2691 shall not prohibit or regulate diagnostic, assessment, or treatment procedures, the purpose of which is to determine the life or status or improve the health of the embryo, fetus, or neonate involved or the mother involved.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2687 Embryo, fetus, or neonate considered live.

Sec. 2687.

An embryo, fetus, or neonate is a live embryo, fetus, or neonate for purposes of sections 2685 to 2691 if, in the best medical judgment of a physician, it shows evidence of life as determined by the same medical standards as are used in determining evidence of life in a spontaneously aborted embryo or fetus at approximately the same stage of gestational development.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2688 Research on dead embryo, fetus, or neonate; consent of mother; presumption; authorized transfer to medical research facilities; research standards.

Sec. 2688.

(1) Research may not knowingly be performed upon a dead embryo, fetus, or neonate unless the consent of the mother has first been obtained. Consent shall not be required in the case of a routine pathological study.

(2) For purposes of this section, consent shall be conclusively presumed to have been granted by a written statement, signed by the mother that she consents to the use of her dead embryo, fetus, or neonate for research.

(3) Written consent shall constitute lawful authorization for the transfer of the dead embryo, fetus, or neonate to medical research facilities.

(4) Research being performed upon a dead embryo, fetus, or neonate shall be conducted in accordance with the same standards applicable to research conducted pursuant to part 101.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2689 Abortion; consideration.

Sec. 2689.

A person shall not perform or offer to perform an abortion where part or all of the consideration for the performance is that the embryo, or fetus, whether alive or dead, may be used for research or study.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2690 Sale, transfer, distribution, or giving away of embryo, fetus, or neonate.

Sec. 2690.

A person shall not knowingly sell, transfer, distribute, or give away an embryo, fetus, or neonate for a use which is in violation of sections 2685 to 2689.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2691 Violation; penalty.

Sec. 2691.

A person who violates sections 2685 to 2690 is guilty of a felony, punishable by imprisonment for not more than 5 years.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

333.2692 “Nontherapeutic research” defined.

Sec. 2692.

As used in sections 2685 to 2691, “nontherapeutic research” means scientific or laboratory research, or other kind of experimentation or investigation not designed to improve the health of the research subject.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

PUBLIC HEALTH CODE (EXCERPT)
Act 368 of 1978

PART 101
UNIFORM ANATOMICAL GIFT LAW

333.10101 Definitions.

Sec. 10101.

As used in this part:

- (a) "Bank or storage facility" means a facility licensed, accredited, or approved under the laws of any state for storage of human bodies or physical parts thereof.
- (b) "Decedent" means a deceased individual and includes a stillborn infant or fetus.
- (c) "Donor" means an individual who makes a gift of all or a physical part of his or her body.
- (d) "Hospital" means a hospital licensed, accredited, or approved under the laws of any state. It includes a hospital operated by the United States government, a state or a subdivision thereof, although not required to be licensed under state laws.
- (e) "Person" means an individual, corporation, government or governmental subdivision or agency, business trust, estate, trust, partnership or association, or any other legal entity.
- (f) "Physical part" means organs, tissues, eyes, bones, arteries, blood, other fluids, and any other portions of a human body.
- (g) "Physician" or "surgeon" means a physician or surgeon licensed or authorized to practice under the laws of any state.
- (h) "State medical school" means the university of Michigan school of medicine, the Michigan state university college of human medicine, the Michigan state university college of osteopathic medicine, or the Wayne state university school of medicine.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

Popular Name: Uniform Anatomical Gift Act

333.10102 Gift of all or physical part of individual's body; gift effective upon death; authorized persons; priority; circumstances; revocation; notice of opposition; time of making gift; examination; rights of donee.

Sec. 10102.

- (1) An individual of sound mind and 18 years of age or more may make a gift of all or a physical part of his or her body for a purpose specified in section 10103, effective upon that individual's death.
- (2) Upon or immediately before the death of an individual who has not made a gift of all or a physical part of his or her body under this part, an individual having the following relationship to that individual may, in the following order of priority and subject to subsection (3), make a gift of all or a physical part of the deceased individual's body for a purpose specified in section 10103:
 - (a) A patient advocate designated under section 5506 of the estates and protected individuals code, 1998 PA 386, MCL 700.5506, who is authorized to make such a gift.
 - (b) The spouse.
 - (c) An adult son or daughter.

- (d) Either parent.
 - (e) An adult brother or sister.
 - (f) A guardian of the person of the decedent at the time of the death.
 - (g) An individual other than an individual described in subdivisions (a) to (f), who is authorized or under obligation to dispose of the body.
- (3) An individual described in subsection (2) may make a gift of all or a physical part of a decedent's body in accordance with this part if each of the following circumstances exists:
- (a) An individual having a higher priority under subsection (2) to make the gift is not available or is not capable of making the decision at the time of the decedent's death.
 - (b) The individual making the gift has not received actual notice that the decedent had expressed an unwillingness to make the gift.
 - (c) The individual making the gift has not received actual notice that an individual having equal or greater priority under subsection (2) opposes the making of the gift.
 - (4) A gift made by an individual described in subsection (2) is not revocable by an individual having a lower priority under subsection (2).
 - (5) If the donee has actual notice that the decedent had expressed an unwillingness to make the gift, or actual notice that an individual having a higher priority under subsection (2) than that of the individual making the gift under subsection (2) opposes the making of the gift, the donee shall not accept the gift.
 - (6) A gift of all or a physical part of a body under this section authorizes any examination necessary to assure medical acceptability of the gift for the purposes intended.
 - (7) The rights of the donee created by the gift are paramount to the rights of others except as provided by section 10108(4).

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 2003, Act 62, Imd. Eff. July 22, 2003

Popular Name: Act 368

Popular Name: Uniform Anatomical Gift Act

333.10102a Requesting consent to gift of all or any physical part of decedent's body; conditions prohibiting request for consent; organ donation log; transmitting summary of information in log to department; execution of gift; development and implementation of policy regarding requests; revocation; rules; withdrawal or withholding of medical care not authorized.

Sec. 10102a.

- (1) Subject to section 10102 and subsections (2) to (8), an individual designated under subsection (7) shall, at or near the death of a patient whose body, according to accepted medical standards, is suitable for donation or for the donation of physical parts, request 1 of the individuals listed in section 10102(2), in the order of priority stated, to consent to the gift of all or any physical part of the decedent's body.
- (2) The individual designated under subsection (7) shall not make a request for consent pursuant to subsection (1) if 1 or more of the following conditions exist:
 - (a) The individual designated under subsection (7) has actual notice that the patient or decedent had expressed an unwillingness to make the gift.
 - (b) The individual designated under subsection (7) has actual notice that an individual with a higher priority or equal priority listed in section 10102(2) opposes the making of a gift.

- (c) The individual designated under subsection (7) has knowledge that the gift of all or any physical part of a body is contrary to the religious beliefs of the decedent.
- (3) Each hospital shall maintain a hospital organ donation log sheet on a form provided by the department. The organ donation log sheet shall include all of the following information:
- (a) The name and age of the patient or decedent for whom a request is made under this section.
 - (b) A list of patients or decedents for whom a request was not made pursuant to this section and the reason for not making the request, as set forth in subsection (2) or (8).
 - (c) An indication that a request for consent to a gift of all or any physical part of a body has been made.
 - (d) An indication of whether or not consent was granted.
 - (e) If consent was granted, an indication of which physical parts of the body were donated or whether the entire body was donated.
- (4) After making a request for a gift under subsection (1) or after the death of a patient or decedent who made a gift under section 10102(1), the individual designated under subsection (7) shall complete the hospital's organ donation log sheet.
- (5) A summary of the information contained in the organ donation log sheets annually shall be transmitted by each hospital to the department. The summary shall include all of the following:
- (a) The number of deaths.
 - (b) The number of requests made.
 - (c) The number of consents granted.
 - (d) The number of bodies or physical parts donated in each category as specified on the organ donation log sheet.
- (6) A gift made pursuant to a request required by this section shall be executed pursuant to this part.
- (7) The chief executive officer of each hospital shall develop and implement a policy regarding requests made under this section. The policy shall provide, at a minimum, for all of the following:
- (a) The designation of individuals who shall make requests under this section.
 - (b) That if a patient's religious preference is known, a clergy of that denomination shall, if possible, be made available upon request to the individuals to whom a request under this section is made.
 - (c) The development of a support system that facilitates the making of requests under this section.
 - (d) The maintenance of the organ donation log sheet required by subsection (3).
- (8) If an individual has made a gift under section 10102(1), the gift is not revocable after the death of that individual and the individual designated under subsection (7) is not required to make a request for consent under this section unless the decedent had revoked the gift under section 10107.
- (9) The director may promulgate rules to establish minimum training standards for persons required to make requests pursuant to this section and to revise the organ donation log sheet required by subsection (3).
- (10) This section shall not be construed to authorize the withdrawal or withholding of medical care for a patient who is a possible donor and who is near death.

History: Add. 1986, Act 186, Eff. Oct. 7, 1986 ;-- Am. 2003, Act 67, Imd. Eff. July 22, 2003

Poplar Name: Act 368
Popular Name: Uniform Anatomical Gift Act

333.10103 Authorized donees.

Sec. 10103.

The following persons may become donees of gifts of bodies or physical parts thereof for the purposes stated:

- (a) Any hospital, surgeon, or physician for medical or dental education, research, advancement of medical or dental science, therapy, or transplantation.
- (b) Any accredited medical or dental school, college, or university for education, research, advancement of medical or dental science, or therapy.
- (c) Any bank or storage facility for medical or dental education, research, advancement of medical or dental science, therapy, or transplantation.
- (d) Any specified individual for therapy or transplantation needed by that individual.
- (e) Any approved or accredited school of optometry, nursing, or veterinary medicine.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

Popular Name: Uniform Anatomical Gift Act

333.10104 Gift by will or document other than will.

Sec. 10104.

(1) A gift of all or a physical part of the donor's body under section 10102(1) may be made by will. The gift becomes effective upon the death of the testator without waiting for probate. If the will is not probated, or if the will is declared invalid for testamentary purposes, the gift, to the extent that the gift has been acted upon in good faith, is nevertheless valid and effective.

(2) A gift of all or a physical part of the donor's body under section 10102(1) may also be made by document of gift other than a will. A gift made by a document of gift described in this subsection becomes effective upon the death of the donor. Subject to subsections (3) and (4), a document of gift other than a will may be 1 or more of the following:

(a) A personal identification card issued to the donor by the secretary of state under 1972 PA 222, MCL 28.291 to 28.300, that contains a statement that the holder of the personal identification card is an organ and tissue donor under this part, along with the signature of the holder and the signature of at least 1 witness to the holder's signature, as described in section 2 of 1972 PA 222, MCL 28.292.

(b) A motor vehicle operator's or chauffeur's license issued to the donor by the secretary of state under the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923, that contains a statement that the licensee is an organ and tissue donor under this part, along with the signature of the licensee and the signature of at least 1 witness to the licensee's signature, as described in section 310 of the Michigan vehicle code, 1949 PA 300, MCL 257.310.

(c) A document of gift that conforms substantially to the following form:

Uniform Donor Card			
of			
Print or type name of donor			
In the hope that I may help others, I hereby make this anatomical gift if medically acceptable, to take effect upon my death. The words and marks below indicate my desires.			
I give:	(a)	any needed organs or physical parts	
	(b)	only the following organs or physical parts	
		Specify the organ(s) or physical part(s)	
For the purposes of transplantation, therapy, medical research or education;			
	(c)	my body for anatomical study if needed.	
Limitations or special wishes, if any:			
Signed by the donor and at least 1 witness, in the presence of each other:			
Signature of donor			Date of birth of donor
Date signed			City and state
Witness			Witness

(3) If a donor does not specify a gift of his or her entire body in the statement described in subsection (2)(a) or (b) on the individual's personal identification card or motor vehicle operator's or chauffeur's license, the gift is limited to physical parts of the donor's body and does not include the donor's entire body.

(4) A gift under section 10102 may be made to a specified or unspecified donee. If the donee is not specified, the attending physician may accept the gift as donee upon or following the donor's death. If the gift is made to a specified donee who is not available at the time and place of death, the attending physician may, upon or following the donor's death, and in the absence of any expressed indication that the donor desired otherwise, accept the gift as donee. An attending physician who becomes a donee under this subsection shall not participate in the procedures for removing or transplanting a physical part.

(5) Notwithstanding section 10108(4), the donor may designate in his or her will or other document of gift described in subsection (2) the physician who is to carry out the procedures necessary to effectuate the gift. In the absence of a designation under this subsection or if the designee is not available, the donee or other person

authorized to accept the gift may employ or authorize another physician for the purpose of effectuating the gift.

(6) A donor who is unable to sign a document of gift may direct another individual to sign the document of gift on his or her behalf if the signature of the other individual is made in the donor's presence and in the presence of at least 1 witness. The witness shall also sign the document of gift in the donor's presence.

(7) A gift of all or a physical part of a donor's body made by will as authorized by subsection (1) or by a document of gift other than a will as authorized by subsection (2) is not revocable after the death of the donor.

(8) A gift by an individual designated in section 10102(2) shall be made by a document signed by the individual or made by the individual's telegraphic, electronic, recorded telephonic, or other recorded message.

(9) A document of gift executed in another state or foreign country and in accord with the laws of that state or country is valid as a document of gift in this state, even if the document does not conform substantially to the form set forth in subsection (2)(c).

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 2003, Act 62, Imd. Eff. July 22, 2003

Popular Name: Act 368

Popular Name: Uniform Anatomical Gift Act

333.10105 Excising eye or physical part thereof; operation and placement of gift in eye bank; persons qualified to perform operation.

Sec. 10105.

In the absence of designation of a physician or surgeon by either the donor or the donee of an eye or a physical part thereof of a decedent, or because the physician or surgeon is not readily available to excise the eye or physical part thereof as specified in a donor card or will, a licensed physician or a person who is certified by a state medical school may perform the operation and arrange for placement of the gift in the nearest eye bank. A state medical school may certify a person as qualified to perform the operation required for the removal of an eye or a physical part thereof only after successfully completing a comprehensive course in eye enucleation organized and conducted by the state medical school or who has successfully completed a similar course offered by a nationally accredited medical school located outside this state.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

Popular Name: Uniform Anatomical Gift Act

333.10106 Gift to specified donee; delivery and deposit of will, card, or other document, or executed copy thereof; examination of document.

Sec. 10106.

If the gift is made by the donor to a specified donee, the will, card, or other document, or an executed copy thereof, may be delivered to the donee to expedite the appropriate procedures immediately after death. Delivery is not necessary to the validity of the gift. The will, card, or other document, or an executed copy thereof, may be deposited in any hospital, bank or storage facility, or registry office that accepts it for safekeeping or for facilitation of procedures after death. On request of

any interested party upon or after the donor's death, the person in possession shall produce the document for examination.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

Popular Name: Uniform Anatomical Gift Act

333.10107 Methods of amending or revoking gift.

Sec. 10107.

(1) If the will, card, or other document or executed copy thereof, has been delivered to a specified donee, the donor may amend or revoke the gift by any of the following methods:

(a) The execution and delivery to the donee of a signed statement.

(b) An oral statement made in the presence of 2 persons and communicated to the donee.

(c) A statement during a terminal illness or injury addressed to an attending physician and communicated to the donee.

(d) A signed card or document found on the donor's person or in the donor's effects.

(2) Any document of gift which has not been delivered to the donee may be revoked by the donor in the manner set out in subsection (1), or by destruction, cancellation, or mutilation of the document and all executed copies thereof.

(3) Any gift made by a will may also be amended or revoked in the manner provided for amendment or revocation of wills, or as provided in subsection (1).

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

Popular Name: Uniform Anatomical Gift Act

333.10108 Acceptance or rejection of gift by donee; embalming and use of body in funeral services; custody of remainder of body after removal of physical part; liability of holder of license for practice of mortuary science; determining time of death; restriction on attending or certifying physician; immunity of person acting in good faith; applicability of laws with respect to autopsies.

Sec. 10108.

(1) The donee may accept or reject the gift. If the donee accepts a gift of the entire body, the surviving spouse, next of kin, or other persons having authority to direct and arrange for the funeral and burial or other disposition of the body, subject to the terms of the gift, may authorize embalming and the use of the body in funeral services. If the gift is a physical part of the body, the donee, upon the death of the donor and prior to embalming, shall cause the physical part to be removed without unnecessary mutilation. After removal of the physical part, custody of the remainder of the body vests in the surviving spouse, next of kin, or such other persons having authority to direct and arrange for the funeral and burial or other disposition of the remainder of the body. The holder of a license for the practice of mortuary science under article 18 of the occupational code, Act No. 299 of the Public Acts of 1980, being sections 339.1801 to 339.1812 of the Michigan Compiled Laws, who acts pursuant to the directions of persons alleging to have authority to direct and arrange for the funeral and burial or other disposition of the remainder of the body, is relieved of any liability for the funeral and for the burial or other disposition of the remainder of the body. A holder of a license for the practice of mortuary science

under that act may rely on the instructions and directions of any person alleging to be either a donee or a person authorized under this part to donate a body or any physical part thereof. A holder of a license for the practice of mortuary science under that act is not liable for removal of any physical part of a body donated under this part.

(2) The time of death shall be determined by a physician who attends the donor at the death, or, if none, the physician who certifies the death. The attending or certifying physician shall not participate in the procedures for removing or transplanting a physical part.

(3) A person, including a hospital, who acts in good faith in accord with the terms of this part or with the anatomical gift laws of another state or a foreign country is not liable for damages in any civil action or subject to prosecution in any criminal proceeding for the act.

(4) This part is subject to the laws of this state prescribing powers and duties with respect to autopsies.

History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1986, Act 186, Eff. Oct. 7, 1986

Popular Name: Act 368

Popular Name: Uniform Anatomical Gift Act

333.10109 Construction.

Sec. 10109.

This part shall be construed to effectuate its general purpose to make uniform the law of those states which enact it.

History: 1978, Act 368, Eff. Sept. 30, 1978

Popular Name: Act 368

Popular Name: Uniform Anatomical Gift Act

ESTATES AND PROTECTED INDIVIDUALS CODE (EXCERPT)
Act 386 of 1998

700.1207 Evidence of death or status.

Sec. 1207.

In addition to the rules of evidence in courts of general jurisdiction, the court shall determine death or status in accordance with the following:

- (a) Death occurs when an individual is determined to be dead under the determination of death act, 1992 PA 90, MCL 333.1031 to 333.1034.
- (b) A certified or authenticated copy of a death certificate purporting to be issued by an official or agency of the place where the death purportedly occurred is prima facie evidence of the decedent's identity and of the fact, place, date, and time of the decedent's death.
- (c) A certified or authenticated copy of a record or report of a governmental agency, domestic or foreign, that an individual is missing, detained, dead, or alive is prima facie evidence of the individual's status and of the dates, circumstances, and places disclosed by the record or report.
- (d) In the absence of prima facie evidence of death under subdivision (b) or (c), the fact of death may be established by clear and convincing evidence, including circumstantial evidence.
- (e) The fact of death may be established under the procedure prescribed in section 1208 to establish the death of an individual described in that section.
- (f) At the hearing upon the petition, the court upon its own motion may, or upon motion of an interested person shall, impanel a jury as provided by law. If it is established by a preponderance of the evidence presented at the hearing that an accident or disaster occurred in which the individual named in the petition was killed or may be presumed to have died, the court shall enter an order that establishes the location of the accident or disaster, the date of death, and, if possible, the time of death and that states that the individual is dead.
- (g) A certified copy of an order issued under this section is sufficient when presented to the medical examiner for the preparation of a certificate of death. The medical examiner shall forward the completed certificate of death to the state registrar. The state registrar shall register the death as provided in section 2845 of the public health code, 1978 PA 368, MCL 333.2845. The state registrar shall forward a copy of the registered death record to the local registrar of the place where the death occurred as established under this section.

History: 1998, Act 386, Eff. Apr. 1, 2000

ESTATES AND PROTECTED INDIVIDUALS CODE (EXCERPT)
Act 386 of 1998

700.1208 Procedure to establish death of accident or disaster victim.

Sec. 1208.

(1) The procedure to establish the death of an individual who is an accident or disaster victim and whose remains have disappeared or are unidentifiable is as follows:

(a) If an accident or disaster occurs that apparently causes the death of the individual described in this section, any of the following individuals may petition the court for a determination of the cause and date of the presumed decedent's death:

(i) The medical examiner, sheriff, or prosecutor of a county described in subdivision (b).

(ii) The spouse or a next of kin, heir at law, devisee, personal representative named in a will, or creditor or debtor of the presumed decedent.

(b) Venue for a proceeding under this section is in 1 of the following:

(i) The court in a county in which the accident or disaster or any part of the accident or disaster occurs.

(ii) If the accident or disaster occurs upon or within the Great Lakes or their connecting waters, the court in a county adjacent to the scene of the accident or disaster.

(iii) If the accident or disaster did not occur in Michigan or adjoining waters, the court in the county of the presumed decedent's domicile.

(c) A petition to determine the cause and date of death as provided in this section shall not be filed less than 63 days or more than 7 years after the occurrence of the accident or disaster.

(d) A petition under this section shall set forth the facts and circumstances concerning the accident or disaster, the reasons for the belief that the presumed decedent died in the accident or disaster, that the presumed decedent has disappeared or is unidentifiable, and the names and addresses of all individuals known or believed to be heirs at law of the presumed decedent.

(e) Upon the filing of a petition under this section, the court shall fix the time and place for a hearing. The petitioner shall give or cause to be given notice of the hearing as provided by supreme court rule.

(2) An individual whose death is not otherwise established under this section or section 1207, who is absent for a continuous period of 5 years during which he or she has not been heard from, and whose absence is not satisfactorily explained after diligent search or inquiry is presumed to be dead. The individual's death is presumed to have occurred at the end of the period unless there is sufficient evidence to determine that death occurred earlier.

(3) In the absence of evidence disputing the time of death stated on a document described in section 1207(b), (c), or (g), a document described in section 1207(b), (c), or (g) that states a time of death 120 hours or more after the time of death of another individual, however the time of death of the other individual is determined, establishes by clear and convincing evidence that the individual survived the other individual by 120 hours.

History: 1998, Act 386, Eff. Apr. 1, 2000

COUNTY MEDICAL EXAMINERS (EXCERPT)
Act 181 of 1953

52.201 Coroner; abolition of office; county medical examiner; appointment; terms; vacancies; civil service; qualifications; agreement among counties.

Sec. 1.

(1) The board of commissioners of each county of this state shall by resolution abolish the office of coroner and appoint a county medical examiner to hold office for a period of 4 years. If the office of county medical examiner becomes vacant before the expiration of the term of office, the board of commissioners may appoint a successor to complete the term of office. In counties with a civil service system, the appointment and tenure of the medical examiner shall be made in accordance with the provisions of that civil service system.

(2) County medical examiners shall be physicians licensed to practice within this state.

(3) Two or more counties, by resolution of the respective boards of commissioners, may enter into an agreement to employ the same person to act as medical examiner for all of the counties.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1959, Act 49, Eff. Mar. 19, 1960 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969 ;-- Am. 2002, Act 22, Imd. Eff. Mar. 4, 2002

52.201a Deputy county medical examiner and medical examiner investigators; appointment; qualifications; approval; duties of investigator.

Sec. 1a.

(1) The county board of commissioners may appoint as a deputy county medical examiner any person meeting the qualifications as required by this section and approved by the county medical examiner. Deputy county medical examiners shall be physicians licensed to practice within this state.

(2) The county medical examiner may appoint medical examiner investigators to assist the county medical examiner in carrying out the duties required by this act. The county medical examiner shall determine the qualifications of the medical examiner investigators, taking into consideration the person's education, training, or experience, and shall be solely responsible for determining the duties assigned to the medical examiner investigator.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969 ;-- Am. 1980, Act 401, Imd. Eff. Jan. 8, 1981

52.201b Repealed. 2002, Act 22, Imd. Eff. Mar. 4, 2002.

Compiler's Notes: The repealed section pertained to residency requirements for deputy county medical examiners.

52.201c County medical examiner; powers and duties.

Sec. 1c.

The county medical examiner shall be in charge of the office of the county medical examiner and may promulgate rules relative to the conduct of his office. The county medical examiner may delegate any functions of his office to a duly appointed deputy county medical examiner if the deputy county medical examiner is a licensed physician. If the deputy county medical examiner is not a licensed physician, his functions shall be limited as provided by law.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

52.201d Deputy county medical examiners; appointment in counties under civil service.

Sec. 1d.

In counties having a civil service system the county medical examiner shall appoint the deputy medical examiners.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

52.201e County medical examiner and deputies; compensation and expenses.

Sec. 1e.

The compensation of the county medical examiners and deputy county medical examiners shall be such as is appropriated by the county board of supervisors. The county medical examiner and deputy county medical examiners shall receive, in addition to compensation, their actual and necessary traveling and other expenses, within the appropriation made therefor by the county board of supervisors.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

52.201f County medical examiner and deputies; removal.

Sec. 1f.

The county board of supervisors shall remove from office any county medical examiner or upon request of the county medical examiner any deputy county medical examiner, after hearing, who fails to discharge properly the duties of his office. In counties having a civil service system, the removal of the county medical examiner shall be made in accordance with the provisions of the civil service system.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

52.202 Investigation by county medical examiner as to cause and manner of death; prisoners; medical records, papers, or documents; exemption from disclosure; definitions.

Sec. 2.

(1) A county medical examiner or deputy county medical examiner shall investigate the cause and manner of death of an individual under each of the following circumstances:

(a) The individual dies by violence.

- (b) The individual's death is unexpected.
- (c) The individual dies without medical attendance by a physician, or the individual dies while under home hospice care without medical attendance by a physician or a registered nurse, during the 48 hours immediately preceding the time of death, unless the attending physician, if any, is able to determine accurately the cause of death.
- (d) The individual dies as the result of an abortion, whether self-induced or otherwise.
- (2) If a prisoner in a county or city jail dies while imprisoned, the county medical examiner or deputy county medical examiner, upon being notified of the death of the prisoner, shall examine the body of the deceased prisoner.
- (3) In conducting an investigation under subsection (1) or (2), a county medical examiner or deputy county medical examiner may request the circuit court to issue a subpoena to produce medical records, books, papers, documents, or other items related to the death being investigated. The circuit court may punish failure to obey a subpoena issued under this section as contempt of court.
- (4) Medical records, books, papers, documents, or other items that a county medical examiner or deputy county medical examiner obtains in conducting an investigation under this act, whether in response to a subpoena or otherwise, are exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.
- (5) As used in this section:
 - (a) "Home hospice care" means a program of planned and continuous hospice care provided by a hospice or a hospice residence that consists of a coordinated set of services rendered to an individual at his or her home on a continuous basis for a disease or condition with a terminal prognosis.
 - (b) "Physician" means a person licensed as a physician under part 170 or part 175 of the public health code, 1978 PA 368, MCL 333.17001 to 333.17084 and 333.17501 to 333.17556.
 - (c) "Registered nurse" means a person licensed as a registered professional nurse under part 172 of the public health code, 1978 PA 368, MCL 333.17201 to 333.17242.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969 ;-- Am. 2001, Act 26, Imd. Eff. June 22, 2001 ;-- Am. 2004, Act 153, Imd. Eff. June 15, 2004

52.203 Violent, unexpected or medically unattended deaths; notice to county medical examiner.

Sec. 3.

Any physician and any person in charge of any hospital or institution, or any person who shall have first knowledge of the death of any person who shall have died suddenly, unexpectedly, accidentally, violently, or as the result of any suspicious circumstances, or without medical attendance during the 48 hours prior to the hour of death unless the attending physician, if any, is able to determine accurately the cause of death, or in any case of death due to what is commonly known as an abortion, whether self-induced or otherwise, shall notify the county medical examiner or his deputy immediately of the death.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.204 Violent, unexpected or medically unattended deaths; removal of body, notice; violation of section, penalty.

Sec. 4.

It shall be unlawful for any funeral director, embalmer or other person to remove the body from the place where death occurred, or to prepare the body for burial or shipment, when such funeral director, embalmer or other person knows or upon reasonable investigation should know that death may have occurred in a manner as indicated in section 3, without first notifying the county medical examiner or his deputy and receiving permission to remove, prepare for burial or ship such body. Any person who violates the provisions of this section is guilty of a misdemeanor and may be imprisoned not exceeding 1 year, or fined not exceeding \$500.00, or both.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.205 Notice of body; manner of death; removal of body to morgue; investigation; designation and duties of medical examiner investigator; list of investigators and qualifications; autopsy; ascertaining identity of deceased and notifying next of kin; exception; records; disposition of body.

Sec. 5.

(1) When a county medical examiner has notice that there has been found within his or her county or district the body of a person who is supposed to have come to his or her death in a manner as indicated in section 3, the medical examiner shall take charge of the body, and if, on view of the body and personal inquiry into the cause and manner of the death, the medical examiner considers a further examination necessary, the county medical examiner or a deputy may cause the dead body to be removed to the public morgue. If the investigation is for the reason only that the dead person had no medical attendance during 48 hours before the hour of death, and if the dead person had chosen not to have medical attendance because of his or her bona fide held religious convictions, removal shall not be required unless there is evidence of other conditions stipulated in section 3. If there is no public morgue, then the body may be removed to a private morgue as the county medical examiner has designated.

(2) The medical examiner may designate a person appointed pursuant to section 1a(2) to take charge of the body, make pertinent inquiry, note the circumstances surrounding the death, and, if considered necessary, cause the body to be transported to the morgue for examination by the medical examiner. The medical examiner shall maintain a list of persons appointed pursuant to section 1a(2) and their qualifications which shall be filed with the local law enforcement agencies. The person appointed pursuant to section 1a(2) shall not be an agent or employee of any person or funeral establishment licensed under Act No. 268 of the Public Acts of 1949, as amended, being sections 338.861 to 338.875 of the Michigan Compiled Laws, receive, directly or indirectly, any remuneration in connection with the disposition of the body or make any funeral or burial arrangements without approval of the next of kin, if they are found, or the person responsible for the funeral expenses.

(3) The county medical examiner may perform or direct to be performed an autopsy and shall carefully reduce or cause to be reduced to writing every fact and circumstance tending to show the condition of the body and the cause and manner

of death, together with the names and addresses of any persons present at the autopsy, which record he or she shall subscribe.

(4) The medical examiner shall ascertain the identity of the deceased and notify immediately as compassionately as possible the next of kin of the death and the location of the body except that such notification is not required if a person from the state police or a county sheriff department or a township police department or a municipal police department states to the medical examiner that the notification has already occurred. The county medical examiner may conduct an autopsy if he or she determines that an autopsy reasonably appears to be required pursuant to law. After the county medical examiner or a deputy or a person from the state police or a county sheriff department or a township police department or a municipal police department has made diligent effort to locate and notify the next of kin, he or she may order and conduct the autopsy with or without the consent of the next of kin of the deceased.

(5) The county medical examiner or a deputy shall keep a written record of the efforts to locate and notify the next of kin for a period of 1 year from the date of the autopsy. The county medical examiner shall, after any required examination or autopsy, promptly deliver or return the body to relatives or representatives of the deceased or, if there are no relatives or representatives known to the examiner, he or she may cause the body to be decently buried, except that the medical examiner may retain, as long as may be necessary, any portion of the body believed by the medical examiner to be necessary for the detection of any crime.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969 ;-- Am. 1972, Act 200, Imd. Eff. June 30, 1972 ;-- Am. 1980, Act 401, Imd. Eff. Jan. 8, 1981

52.205a Sudden death, cause unknown, of child under age of 2 years; report; request for autopsy; notice of results; costs; rules.

Sec. 5a.

(1) When a child under the age of 2 years dies within this state under circumstances of sudden death, cause unknown, or found dead, cause unknown, that death shall be immediately reported to the county medical examiner or deputy county medical examiner of the county where the body is located. The county medical examiner or deputy county medical examiner shall inform the parents or legal guardians of the child that they may request an autopsy to be performed on the child. The state shall cover the costs of an autopsy requested under this section. The county medical examiner or the deputy county medical examiner shall arrange the autopsy requested under this section and shall promptly notify the parents or legal guardians of the results of that autopsy. The county medical examiner or the deputy county medical examiner shall report the costs of the autopsy performed under this section to the director of the department of community health. If the director determines the claim to be reasonable and proper, he or she shall reimburse the person for the costs incurred under this section out of funds appropriated for this purpose by the legislature. Nothing in this section shall be construed to interfere with the duties and responsibilities of the county medical examiner or deputy county medical examiner as provided in this act.

(2) The department of community health shall promulgate rules and regulations under this act to promote consistency and accuracy among county medical examiners and deputy county medical examiners in determining the cause of death under this section. The department may adopt, by reference in its rules, all or any

part of the “State of Michigan Protocols to Determine Cause and Manner of Sudden and Unexplained Child Deaths” published by the Michigan child death review program.

History: Add. 1974, Act 350, Imd. Eff. Dec. 21, 1974 ;-- Am. 2004, Act 179, Imd. Eff. July 1, 2004

52.206 Private morgue; compensation.

Sec. 6.

If the body of a deceased person has been removed to a private morgue for examination upon the order of the medical examiner, the keeper of such morgue shall be allowed compensation for his services as the county medical examiner deems reasonable. Compensation is to be paid out of the county treasury on the order of the examiner. Any expense incurred under the provisions of this act shall be within the appropriations made therefor by the county board of supervisors.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.207 Violent, unexpected or medically unattended deaths; investigation by county medical examiner; inquest.

Sec. 7.

Upon the written order of the prosecuting attorney or the attorney general or upon the filing of a petition signed by 6 electors of a county, the county medical examiner or deputy shall conduct an investigation, as provided in section 5, of the circumstances surrounding any death believed to have occurred in the county. Upon determination of the prosecuting attorney or upon the determination of the examiner an inquest shall be held by a district court judge or a municipal court judge.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1959, Act 222, Eff. Mar. 19, 1960 ;-- Am. 1968, Act 274, Eff. Nov. 15, 1968 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.208 Violent, unexpected or medically unattended deaths; personalty found on deceased's person, possession, inventory, disposition, use as evidence.

Sec. 8.

In all cases arising under the provisions of this act, in the absence of next of kin of the deceased person, the senior police officer being concerned with the matter, and in the absence of police, the county medical examiner or his deputy, shall take possession of all property of value found upon the person of the deceased, make an exact inventory report thereof and shall deliver the property, unless required as evidence, to the person entitled to the custody or possession of the body. If the personal property of value is not claimed by the person entitled to the custody or possession of the body of the decedent within 60 days, the property shall be turned over to an administrator or other personal representatives of the decedent's estate to be disposed of according to law; or, if required as evidence, the property within 60 days after the termination of any proceeding or appeal period therefrom permitted by law shall be turned over to the person entitled to the custody or possession of the body, or to an administrator or other personal representative of

the decedent's estate. Nothing in this section shall affect the powers and duties of a public administrator.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.209 Repealed. 1969, Act 92, Imd. Eff. July 24, 1969.

Compiler's Notes: The repealed section provided penalty for medical examiner's failure to deliver personal property of a deceased person.

52.210 Removal of body to crematory; permit from county medical examiner; violation of section, penalty.

Sec. 10.

No funeral director, embalmer or any other person shall remove the body of any deceased person to a crematory or remove for the purpose of cremation such dead body from the county in which death occurred without the signed permit of the medical examiner for such county or his deputy. Any person who violates the provisions of this section is guilty of a misdemeanor and shall be imprisoned not more than 1 year, or fined not more than \$500.00, or both.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.211 County medical examiner; records.

Sec. 11.

Medical examiners shall keep a record of all views of bodies found dead, together with their view and autopsy reports.

History: 1953, Act 181, Eff. Jan. 1, 1954

52.212 County medical examiner and deputies; testimony, expenses.

Sec. 12.

Any and all medical examiners or their deputies may be required to testify in behalf of the state in any matter arising as the result of any investigation required under this act, and shall testify in behalf of the state and shall receive such actual and necessary expenses as the court shall allow.

History: 1953, Act 181, Eff. Jan. 1, 1954 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.213 Coroner; transfer of powers and duties to county medical examiner, abolition of office; transfer of proceedings and records.

Sec. 13.

In counties having a medical examiner under the provisions of this act, the powers and duties vested by law in the office of coroner are hereby transferred to and vested in the county medical examiners and their deputies. In such counties

immediately upon the taking effect of this act, the office of coroner shall be abolished, and whenever reference thereto is made in any law of this state, reference shall be deemed to be intended to be made to the medical examiners created by this act, insofar as consistent with the provisions of this act. Any hearing or other proceeding pending before any coroner shall not be abated but shall be deemed to be transferred to the medical examiner of the proper county and shall be conducted and determined by such examiner in accordance with the provisions of law.

All records, files and other papers belonging to any coroner in any such county shall be turned over to the county medical examiner of the proper county and shall be continued as a part of the records and files of said county medical examiner.

History: 1953, Act 181, Eff. Jan. 1, 1954

52.213a Coroner; transfer of powers and duties to county medical examiner, abolition of office; transfer of proceedings.

Sec. 13a.

The powers and duties vested by law in the office of coroner are transferred to and vested in the county medical examiners and their deputies as provided herein. The office of coroner, as provided for in sections 86 and 87 of chapter 14 of the revised statutes of 1846, as amended, being sections 52.86 and 52.87 of the Compiled Laws of 1948, shall be abolished, and whenever reference thereto is made in any law of this state, reference shall be deemed to be intended to be made to the medical examiners created by this act, insofar as consistent with the provisions of this act. Any hearing or other proceeding pending before any coroner shall not be abated but shall be deemed to be transferred to the medical examiner of the proper county and shall be conducted and determined by such examiner in accordance with the provisions of law.

History: Add. 1959, Act 225, Eff. Mar. 19, 1960 ;-- Am. 1969, Act 92, Imd. Eff. July 24, 1969

52.213b Coroner; transfer of records.

Sec. 13b.

All records, files and other papers belonging to any coroner in any such county shall be turned over to the county medical examiner of the proper county and shall be continued as a part of the records and files of the county medical examiner.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

52.213c County health officer; designation as county medical examiner.

Sec. 13c.

Any county having a county health officer appointed under the provisions of Act No. 306 of the Public Acts of 1927, as amended, being sections 327.201 to 327.208a of the Compiled Laws of 1948, may designate the county health officer as medical examiner.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

52.214, 52.215 Repealed. 1969, Act 92, Imd. Eff. July 24, 1969.

Compiler's Notes: The repealed sections fixed effective date and referendum for abolition of office of coroner and creation of office of medical examiner.

52.216 Coroners; completion of term after effective date of act.

Sec. 16.

In all counties a coroner upon the effective date of this amendatory act, the coroner may complete the term for which he was elected.

History: Add. 1969, Act 92, Imd. Eff. July 24, 1969

TRANSFER OF CORONER'S DUTIES TO HEALTH OFFICER (EXCERPT)
Act 143 of 1945

52.141 Coroner; abolition of office in certain counties; transfer of duties to county health officer; provisions governing.

Sec. 1.

Boards of supervisors in counties in this state now or hereafter having not less than 30,000 nor more than 1,500,000 population, and having a health officer appointed under the provisions of Act No. 306 of the Public Acts of 1927, as amended, being sections 327.201 to 327.208a of the Compiled Laws of 1948, may abolish the office of coroner provided for in sections 52.86 and 52.87 of the Compiled Laws of 1948 and transfer the duties the coroner to the health officer appointed under Act No. 306 of the Public Acts of 1927, as amended.

History: 1945, Act 143, Eff. Sept. 6, 1945 ;-- CL 1948, 52.141 ;-- Am. 1960, Act 95, Eff. Aug. 17, 1960 ;-- Am. 1963, Act 80, Eff. Sept. 6, 1963

52.142 County health officer; compensation; deputies, appointment, powers, compensation.

Sec. 2.

The boards of supervisors shall set the salary of such health officer, provide for the appointment of such deputies as said boards deem necessary, which deputies shall possess the powers of the coroner in his absence and be compensated by such salary or fees as the board of supervisors deem adequate.

History: 1945, Act 143, Eff. Sept. 6, 1945 ;-- CL 1948, 52.142

52.143 Morgue facilities.

Sec. 3.

The boards of supervisors shall provide morgue facilities available to the health officer and such clerical help as the board deems advisable and necessary to the efficient conduct of the office.

History: 1945, Act 143, Eff. Sept. 6, 1945 ;-- CL 1948, 52.143

52.144 County health officer and deputies; payment of compensation.

Sec. 4.

The salaries provided for in this act shall be fixed and paid as and when other county salaries are fixed and paid and if any compensation is provided on a fee basis such fees shall be audited as other claims against the county are audited and paid.

History: 1945, Act 143, Eff. Sept. 6, 1945 ;-- CL 1948, 52.144

52.145 No election of coroners where act effective.

Sec. 5.

In all counties where the provisions of this act are in effect no coroners shall be elected after the expiration of the terms of the incumbent and this act shall not be construed to relieve incumbents of their duties or deprive them of the emoluments of their office during the remainder of the terms for which they were elected.

History: 1945, Act 143, Eff. Sept. 6, 1945 ;-- CL 1948, 52.145

52.146 County health officer; powers.

Sec. 6.

Any health officer functioning under the provisions of this act shall have and be vested with all of the powers previously invested in and enjoyed by coroners elected under the provisions of section 52.86 of the Compiled Laws of 1948.

History: 1945, Act 143, Eff. Sept. 6, 1945 ;-- CL 1948, 52.146 ;-- Am. 1960, Act 95, Eff. Aug. 17, 1960

OCCUPATIONAL CODE (EXCERPT)
Act 299 of 1980

339.1801 Definitions.

Sec. 1801.

As used in this article:

- (a) "Funeral establishment" means a place of business used in the care and preparation for burial or transportation of a dead human body, or a place where a person represents that the person is engaged in the profession of undertaking or the practice of mortuary science.
- (b) "Holder of a license for the practice of mortuary science" means a person who satisfactorily completes a course in mortuary science, who passes an examination prescribed in this article, serves the required resident training, and is issued a license for the practice of mortuary science.
- (c) "Practice of embalming" means the disinfecting or preserving of a dead human body, entirely or in part, by the use of a chemical substance, fluid, or gas in the body or by the introduction of the chemical substance, fluid, or gas into the body by a vascular or hypodermic injection, or by direct application into an organ or cavity.
- (d) "Practice of funeral directing" means engaging in or representing oneself as engaging in the supervising of the burial and disposal of a dead human body; maintaining a funeral establishment for the preparation, disposition, and care of a dead human body; or using, in connection with the user's name or funeral establishment, the word "funeral director", "undertaker", "mortician", or any other title embodying the words "mortuary science" or otherwise implying that one is engaged as a funeral director.
- (e) "Practice of mortuary science" means the practice of embalming, or the practice of funeral directing, or both.
- (f) "Resident trainee" means a person who is engaged in learning the practice of embalming or funeral directing or the practice of mortuary science under the instruction and personal supervision of a holder of a license for the practice of mortuary science in this state.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980

Compiler's Notes: For transfer of powers and duties of certain occupational functions, boards, and commissions from the Department of Licensing and Regulation to the Department of Commerce, see E.R.O. No. 1991-9, compiled at 338.3501 of the Michigan Compiled Laws.

Popular Name: Act 299

339.1802 Board of examiners in mortuary science; creation.

Sec. 1802.

The board of examiners in mortuary science is created.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980

Popular Name: Act 299

339.1803 Placing chemical on or in dead human body by unlicensed person as violation; article inapplicable to resident trainee; license required for practice of embalming.

Sec. 1803.

The placing of a chemical on or in a dead human body by a person who is not the holder of a license for the practice of mortuary science is a violation of this article. This article shall not apply to a resident trainee working under the supervision of a holder of a license for the practice of mortuary science. A person who is engaged in the practice of embalming, or who professes to be engaged in that practice, or who represents that the person is an embalmer shall be the holder of a license for the practice of mortuary science.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980

Popular Name: Act 299

339.1804 Funeral establishment; individuals required to be license holder for practice of mortuary science; use of name after death or retirement of member.

Sec. 1804.

(1) An individual whose name appears in connection with that of a funeral establishment shall be considered as actively engaged in the practice of funeral directing or the practice of mortuary science and shall be the holder of a license for the practice of mortuary science. If a funeral establishment is a corporation or partnership, each active member of the corporation or partnership, together with each individual whose name appears or is used in connection with the name of the corporation or partnership, shall be the holder of a license for the practice of mortuary science.

(2) This article shall not prevent a funeral establishment from using or continuing to use an otherwise lawful corporate or partnership name after the death or retirement of a member if each active member or employee is properly licensed under this article.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980

Popular Name: Act 299

339.1805 Authorized activities of licensee.

Sec. 1805.

A person licensed under this article may disinfect or preserve a dead human body, entirely or in part, by the use of a chemical substance, fluid, or gas in the body of by the introduction of a chemical, substance, fluid, or gas into the body by a vascular or hypodermic injection, or by direct application into an organ or cavity in preparation for burial or disposal. The person may direct the burial or disposal of a dead human body and may maintain a funeral establishment for the preparation and disposition, or for the care of a dead human body and may, in connection with the person's name or the name of the funeral establishment use the words "funeral director", "undertaker", "mortician", "mortuary science", or a word of similar meaning as approved by the department.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980

Popular Name: Act 299

339.1806 Practice of mortuary science; license; requirements; inspection; revocation or cancellation of license; reporting change in ownership or location; reciprocity.

Sec. 1806.

(1) The department shall issue a license to engage in the practice of mortuary science to an individual who has served as a resident trainee for 1 year under the personal supervision and instruction of the holder of a license for the practice of mortuary science, has graduated from a 3-year course in mortuary science in an accredited school, college, or university, has satisfactorily passed the examination approved by the department and the board, and is of good moral character. The applicant may take the examination in 2 parts, 1 part after the completion of the prescribed education and 1 part after the completion of the prescribed education and the service of resident training. The department may waive a portion of the requirement of 1 year of resident training if the applicant has a baccalaureate degree from an accredited school, college, or university, which the department finds to be a satisfactory substitute for the resident training.

(2) The practice of mortuary science shall be practiced at a fixed place. A person shall not open or maintain a place for practice, or hold itself out as engaging in the practice of mortuary science unless an establishment license is granted by the department. The license is issued for a specific location only. The holder of a license for the practice of mortuary science may conduct a funeral in another licensed funeral establishment, or at a church, home, public hall, lodge room, or other fixed place or establishment owned by the person conforming to section 1809.

(3) A funeral establishment or a branch of a funeral establishment may be inspected by the department and shall meet and conform to section 1809 and to other lawful standards and requirements established by rule of the department in furtherance of this act. The department may revoke a license for failure to meet those requirements pursuant to the procedure set forth in this article. A change in the ownership or location of the funeral establishment automatically cancels its license. A change in ownership or location shall be immediately reported to the department.

(4) The department shall issue a mortuary science license to an individual holding a valid license in another state having substantially equal requirements to those existing in this state who has fulfilled all of the following:

(a) Applied for a license to practice in this state.

(b) Filed with the department a certified statement from the examining board of the state in which the applicant holds a license, showing the basis upon which the license was granted, and whether the license has been suspended, revoked, or limited by a state board.

(c) Passed an examination approved by the department and the board which tests the individual's knowledge of law relating to the practice of mortuary science in Michigan.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980 ;-- Am. 1981, Act 83, Imd. Eff. July 1, 1981 ;-- Am. 1988, Act 463, Eff. Sept. 1, 1989

Popular Name: Act 299

Admin Rule: R 339.18901 et seq. of the Michigan Administrative Code.

339.1807 Holder of license for practice of mortuary science; registration with city or village registrar; transportation permit; receiving dead body for shipment or transportation; removal or shipping permit; shipping dead human body for anatomical purpose.

Sec. 1807.

(1) The holder of a license for the practice of mortuary science shall register with the office of the registrar of each city or village in which the owner intends to practice. A transportation permit shall not be issued by the local registrar to a person who has not filed a registration card. A local registrar may grant a transportation permit to the holder of a license for the practice of mortuary science coming from beyond the jurisdiction of the registrar, upon the exhibition of a copy of the license to the registrar.

(2) A railway agent, express agent, baggage master, or conductor shall not receive the dead body of a person for shipment or transportation by railway or other public conveyance, to or from a point in this state or to a point outside of this state, unless the body is accompanied by a removal or shipping permit.

(3) This article shall not prevent the shipment of a dead human body intended for use for an anatomical purpose within this state if that body is designated by the shipper as intended for use for an anatomical purpose.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980

Popular Name: Act 299

339.1808 Resident trainee; license; qualifications; service; notice; reports; statement; supervision.

Sec. 1808.

(1) The department shall issue a license as a resident trainee to an individual who is of good moral character and possesses a high school diploma or its equivalent. Resident training shall be served only under the sponsorship and in the licensed funeral establishment of the holder of a license for the practice of mortuary science. When a resident trainee enters the employ of a person licensed under this article, the trainee immediately shall notify the department of the name and place of business of the person whose service the trainee has entered. If a resident trainee leaves the employ of the person whose service the trainee has entered, the person shall file with the department a notice showing the length of time the trainee has served as a resident trainee. If the resident trainee enters the employ of another person licensed under this article, the trainee immediately shall report the employment to the department. Resident training may be served after satisfactory completion of an accredited school or college, or professional instruction prescribed by the department and the board.

(2) A resident trainee licensed as provided in this section shall be required to report to the department semiannually on January 15 and July 15 upon a form provided by the department, showing the work which the trainee completed during the 6 months preceding the first of the month in which the report is made. The data contained in the report shall be certified to as its correctness by the licensee under whom the trainee has served during that period.

(3) Before a resident trainee shall be eligible to engage in the practice of mortuary science, the trainee shall present, in connection with the other evidence required by this article, a statement from each holder of a license to practice mortuary science under whom the trainee has trained, showing that the trainee has embalmed for burial or shipment at least 25 dead human bodies, or has assisted the holder of a

license for the practice of mortuary science in supervising the preparation of 25 dead human bodies for burial or transportation during the period of resident training. A resident trainee shall meet other training or requirements as may be required by rules of the department and the board.

(4) Not more than 1 resident trainee shall be supervised by a licensee. The supervisor for a trainee shall be actively connected with a funeral establishment.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980 ;-- Am. 1981, Act 83, Imd. Eff. July 1, 1981 ;-- Am. 1988, Act 463, Eff. Sept. 1, 1989

Popular Name: Act 299

339.1809 Funeral establishment; operation by license holder; displaying name of licensee; registration of owner's name; revocation of license; operation of branch establishment; inspection of premises; preparation room and equipment; compliance.

Sec. 1809.

(1) A funeral establishment shall be operated by a person who is the holder of a license for the practice of mortuary science. The establishment shall have conspicuously displayed at its entrance the name of the person licensed to conduct the establishment. The name of the person owning the funeral establishment shall be registered with the department. Failure to make full and complete disclosure of the owners shall be grounds for the revocation of the establishment license.

(2) A person whose license has been revoked under this article shall not operate either directly or indirectly or hold an interest in a funeral establishment. This subsection shall not prohibit a person whose license has been revoked from leasing property owned by the person for use as a funeral establishment if the person does not participate in the control or profit of the funeral establishment otherwise than as a lessor of the premises for a fixed rental not dependent upon earnings.

(3) A branch establishment shall be operated by a person who is the holder of a license for the practice of mortuary science.

(4) The department and the board may inspect the premises in which funeral directing is conducted or where embalming is practiced or where an applicant proposes to practice.

(5) A funeral establishment shall contain a preparation room equipped with tile, cement, or composition floor and necessary drainage and ventilation, and contain each necessary instrument or supply for the preparation and embalming of a dead human body for burial, transportation, or other disposition.

(6) A branch establishment shall comply with each requirement or rule relating to a funeral establishment.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980

Popular Name: Act 299

339.1810 Prohibited conduct; penalties; rules; training employees.

Sec. 1810.

(1) A person shall be subject to the penalties of article 6 if the person commits 1 of the following:

(a) Solicitation of a dead human body by a licensed person or an agent, assistant, representative, employee, or a person acting on behalf and with the knowledge and consent, express or implied, of the licensed person, whether the solicitation occurs after death or while death is impending; or the procuring or allowing directly or indirectly of a person to call upon an institution or individual by whose influence a dead human body may be turned over to the licensed person or funeral establishment.

(b) Procuring a person known as capper, steerer, or solicitor to obtain funeral directing or embalming; or allowing or permitting a capper, steerer, or solicitor to obtain funeral directing or embalming for a licensed person or funeral establishment.

(c) The direct or indirect payment or offer of payment of a commission by a licensed person or an agent, representative, assistant, or employee of the licensed person for the purpose of securing business.

(d) Aiding or abetting an unlicensed person to engage in the practice of funeral directing or embalming.

(e) Using profane, indecent, or obscene language in the presence of a dead human body, or within the immediate hearing of the family or relatives of a deceased, whose body has not yet been interred or otherwise disposed of.

(f) Solicitation or acceptance by a licensed person of a commission or bonus or rebate in consideration of recommending or causing a dead human body to be disposed of in a crematory, mausoleum, or cemetery.

(g) Using a casket or part of a casket which has been previously used as a receptacle for, or in connection with, the burial or other disposition of a dead human body.

(h) A violation of a state law or municipal or county ordinance or regulation affecting the handling, custody, care or transportation of a dead human body.

(i) Refusing to promptly surrender the custody of a dead human body, upon the express order of the person lawfully entitled to the custody.

(j) Failure to secure a permit for removal or burial of a dead human body before interment or disposal.

(k) Obtaining possession or embalming a dead human body without first being expressly directed or authorized to do so by a relative of the deceased person or a person entitled to custody.

(l) Knowingly making a false statement on a certificate of death.

(m) Removing or embalming a dead human body if there is information indicating crime or violence in connection with the cause of death, unless permission of the county medical examiner has first been obtained.

(n) If a public officer or employee, an official of a public institution, convalescent home, private nursing home, maternity home, public or private hospital, physician or surgeon, or any other person having a professional relationship with a decedent or county medical examiner or other public official having temporary custody of the decedent, sending or causing to be sent to a person or establishment licensed under this article the remains of a deceased person without having first made inquiry as to the desires of the next of kin and of the person who may be chargeable with the funeral expenses of the decedent. If kin is found, the person's authority and directions shall govern the disposal of the remains of the decedent.

(o) If a licensee, receiving remains in violation of the requirements of subdivision (n) and making a charge for a service in connection with the remains before the delivery of the remains as stipulated by the kin. This subdivision shall not prevent a person or establishment licensed under this article from charging and being reimbursed for services rendered in connection with the removal of the remains of a deceased person in case of accidental or violent death, and rendering necessary services required until the next of kin or the person who is chargeable with the funeral expenses is notified.

(p) If a funeral establishment or a licensee, entering upon an agreement, directly or indirectly, in which the practice of embalming or funeral directing is to be rendered in consideration for the funeral establishment, licensed person or an agent, assistant, or representative of the establishment or licensed person, being designated as beneficiary in an insurance policy or certificate. This subdivision shall not govern or limit the authority of an administrator or executor, trustee, or other person having a fiduciary relationship with the deceased.

(q) Failure to comply with part 138 of the public health code, Act No. 368 of the Public Acts of 1978, being sections 333.13801 to 333.13819 of the Michigan Compiled Laws.

(2) The department, in consultation with the director of public health, shall promulgate rules to prescribe training standards for licensees and nonlicensees who handle medical waste in a funeral establishment.

(3) A licensee who owns or operates a funeral establishment shall train his or her employees pursuant to the rules promulgated under subsection (2).

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980 ;-- Am. 1990, Act 15, Eff. May 28, 1990

Popular Name: Act 299

339.1811 Purchase of vault or similar receptacle as condition to burial prohibited; discrimination; right to require vault not impaired.

Sec. 1811.

(1) The purchase of a vault or similar receptacle designed or intended to enclose or receive a casket, coffin, or other similar container from a particular individual, partnership, association, or corporation shall not be required as a condition to burial in a cemetery in this state. There shall not be a discrimination by price, burial fee, or otherwise by reason of a failure to purchase the vault or similar receptacle from or under the direction of the cemetery or the owner of the cemetery.

(2) This section shall not limit the right of a cemetery to require the use of a vault in a burial in the cemetery.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980

Popular Name: Act 299

339.1812 Owning or conducting cemetery or burial ground and owning or maintaining funeral establishment prohibited; exception; owning or conducting funeral establishment on property owned or leased by cemetery prohibited; owner of private burial ground owning or maintaining funeral establishment.

Sec. 1812.

(1) An individual, partnership, association, municipal corporation, body politic, or corporation which owns or conducts, either directly or indirectly, a cemetery or burial ground in this state shall not own, manage, supervise, operate, or maintain, either directly or indirectly, a funeral establishment, or permit an officer, agent, or employee to own or maintain a funeral establishment. This subsection shall not apply to an elected official of a city, village, township, or county who serves as an ex officio member of a local cemetery board as a result of holding that office.

(2) An individual, partnership, association, municipal corporation, body politic, or corporation which owns or conducts a cemetery in this state shall not allow a funeral establishment to be owned or conducted on property owned or leased by the cemetery and used for cemetery purposes or designated as a cemetery.

(3) This section shall not prohibit the owner of a private burial ground used for the interment of the owner's family or the owner's descendants to own or maintain a funeral establishment under this article.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980

Popular Name: Act 299

AMENDMENTS TO VITAL RECORDS

(By authority conferred on the department of public health by section 2896 of Act No. 368 of the Public Acts of 1978, as amended, being S333.2896 of the Michigan Compiled Laws)

R 325.3251 Definitions.

Rule 1. (1) As used in these rules:

(a) "Addended record" means a replacement record containing the information as recorded on the registered record plus information added as an addendum to the record pursuant to section 2872 of the code.

(b) "Amended record" means a replacement record which is marked "amended," which contains the date of the amendment, and which identifies the items amended.

(c) "Applicant" means the individual who signs an application to correct a vital record document.

(d) "Code" means Act No. 368 of the Public Acts of 1978, as amended, being S333.1101 et seq. of the Michigan Compiled Laws.

(e) "Date of application" means the date the application to correct a vital record document is received in the office of the state registrar.

(f) "New record" means a replacement record that is not marked to indicate changes made to the record.

(g) "Registered record" means a record accepted by the state registrar for incorporation into the permanent official records of the system of vital statistics.

(h) "Registrant" means the individual to whom the record pertains.

(i) "Replacement record" means a record prepared by the department to replace an existing registered record.

(2) The terms defined in part 28 of the code have the same meanings when used in these rules.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3252 Certified copies of replacement records; requirements.

Rule 2. (1) A certified copy of an addended record shall show all of the following on its face:

(a) The information from the registered record.

(b) The addended information.

(c) The basis for the addendum.

(2) A certified copy of an amended record shall show on its face all amendment notations and shall be marked "amended."

(3) A certified copy of a new record shall not show on its face evidence of the changes made.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3253 Basis for preparing replacement records.

Rule 3. To protect the integrity and accuracy of the system of vital statistics, a certificate or record registered under sections 2821, 2827, 2829, 2841, 2846, or 2864 of the code may be replaced by an addended, an amended, or a new record only as prescribed by these rules.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3254 Replacement record request; content of application.

Rule 4. (1) Unless otherwise specified in these rules or statute, all requests for changes to vital records documents shall be made on an application to correct a vital record document as prescribed by the state

registrar. The application shall set forth all of the following:

- (a) All the information necessary to identify the registered record.
 - (b) The incorrect information as recorded on the registered record.
 - (c) The information as it should appear on the replacement record.
- (2) The completed application shall be accompanied by both of the following:
- (a) The proper fee prescribed by law.
 - (b) The minimum supporting documentary evidence required by these rules.
- (3) A request shall not be accepted which is not made on an application form prescribed by the state registrar and which is not accompanied by the required fee.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3255 Review of applications and evidence by state registrar; dismissals and denials of applications.

Rule 5. (1) The state registrar shall evaluate each application and the evidence submitted in support of the request to change a registered vital record document.

(2) The state registrar may in his discretion require the submission of additional documentary evidence to support a requested change.

(3) The state registrar shall dismiss an application when additional evidence requested is not received within 6 months of the request for the additional evidence. When an application is dismissed, the state registrar shall send a written notice of dismissal to the applicant and return the documentary evidence. The application fee submitted shall be retained.

(4) The state registrar shall deny an application when the applicant is not eligible to apply, or when the applicant cannot provide satisfactory documentary evidence in support of the facts. When an application is denied, a written notice of denial shall be forwarded to the applicant, which indicates the reason for the denial. All documentary evidence shall be returned to the applicant. The application fee submitted shall be retained, except if the applicant is not eligible to apply.

(5) If, after review of the application and the evidence, the state registrar is satisfied that the evidence supports the requested change, the state registrar shall prepare the appropriate replacement record and place it in the active files of the system of vital statistics.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3256 Supporting evidence; erasures, alterations, or changes.

Rule 6. Documents submitted in support of a request to correct a vital record document, which contain signs of erasure, alterations, or changes to the pertinent information shall not be accepted.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3257 Changes initiated by the state registrar.

Rule 7. (1) The state registrar may make changes to items on a registered record for the purpose of making all items on the record consistent with the known facts.

(2) The state registrar may make changes to a registered record if it is discovered that an error was made by the office of a local registrar or the state registrar in the filing or registration of the record.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3258 Sealing of record and evidence used to prepare replacement record.

Rule 8. (1) After preparation of a replacement record pursuant to sections 2831 and 2832 of the code, both of the following shall be complied with:

(a) The existing record, the existing copies of that record on file in the office of the state registrar and the offices of all local registrars, and the evidence used to prepare the replacement record shall be sealed.

(b) All records, evidence, and associated documents used as a basis for creating a replacement record pursuant to sections 2831 and 2832 of the code shall not be subject to inspection or copying, except upon order of a court of competent jurisdiction or by the state registrar for the purposes of properly administering the system of vital statistics.

(2) After preparation of a replacement record in all other instances:

(a) The existing record and the existing copies of that record on file in local registrars' offices and the office of the state registrar shall be sealed.

(b) The sealed record shall not be subject to inspection, except upon order of a court of competent jurisdiction.

(c) The state registrar may provide a copy of the application used as the basis to prepare the replacement record to a person eligible to receive a copy, a certified copy, or a certificate of registration of the record, as provided in section 2882 of the code, or to a person eligible under these rules to request preparation of a replacement record.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3259 Amendment of amended record.

Rule 9. Items on a record previously amended under these rules shall not be amended again by the state registrar, unless it can be documented that the amendment was made in error by the office of the state registrar or upon order of a court of competent jurisdiction.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3260 Retention of previous amendment notations.

Rule 10. Notations of amendments to items changed by the preparation of a replacement record shall be retained and shall appear on the subsequent preparation of a replacement record, unless the replacement record is prepared pursuant to sections 2831 and 2872(1) of the code.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3261 Rescission of replacement records.

Rule 11. (1) If the state registrar becomes aware that a replacement record is invalid or that the evidence received in support of the preparation of the replacement record is false or invalid, the replacement record shall be rescinded. The prior record shall be unsealed and placed in the active file.

(2) The state registrar shall forward notice of the rescission to the last known address of the applicant.

(3) The state registrar shall notify the local registrar of the rescission of the replacement record and instruct the local registrar to activate the prior record.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3262 Change to birth or death records; notification of local registrar; local registrar duties.

Rule 12. (1) When the state registrar makes a change to the official recording of a birth or death, he or she shall notify the local registrar who retains a record of the event of the change.

(2) Upon notification of a change to a registered record, the local registrar shall seal the existing record as directed by the state registrar.

(3) The local registrar shall properly record the change as directed by the state registrar.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3263 Preparation of replacement records.

Rule 13. (1) The department shall prepare a new record as a replacement for a registered record when the state registrar receives any of the following:

(a) Documents described in sections 2831 and 2872 of the code as evidence of:

(i) Adoption.

(ii) Paternity.

(iii) Legitimization.

(iv) Sex designation.

(v) Legal change of name of a minor.

(b) A request, within 12 months of the date of the event, for additions or minor amendments.

These amendments shall be limited to the following:

(i) Obvious errors.

(ii) Transpositions of letters or numbers.

(iii) Omissions.

(iv) Changes to the registrant's given names or the addition of a surname suffix, for example: "Jr.," "II," or "III."

(c) A request received within 6 years of the date of the event and documentary evidence to add the registrant's given name to a birth record where the given name is missing on the registered record.

(d) An order issued by a court of competent jurisdiction requiring the department to prepare a new record.

(e) Documentation showing a change in an action of a court that is documented in the system of vital statistics.

(f) Evidence of an error in an entry made by the office of the state registrar or a local registrar.

(2) The department shall prepare an addended record as a replacement for a registered record when the state registrar receives documents described in section 2872(2) of the code as evidence of a legal change of name.

(3) An amended record shall be prepared when it is not appropriate under these rules or statute to prepare an addended record or a new record.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3264 Preservation of original information.

Rule 14. A change to the information initially recorded on an original record shall not be made to the face of the original vital record document after it is registered, unless changed pursuant to R 325.3212.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3265 Replacement records; form.

Rule 15. (1) A replacement record shall be on a form that conforms as closely as possible to the form in use at the time the replacement record is prepared.

(2) A record prepared pursuant to an adoption shall conform as closely as possible to the form in use at the time of preparation, except that only the name of the county of birth shall be shown as the place of birth.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3266 Requests for changes to vital records documents; eligible persons.

Rule 16. (1) A change to a registered birth record may be requested by any of the following:

(a) The parents named on the record.

(b) A parent not named on the record who can establish that he or she may be named pursuant to section 2824 of the code for the purpose of having his or her name added to the record.

(c) The legal guardian of the registrant.

(d) The registrant, if 18 years of age or older.

(e) An heir to the registrant, if the registrant and the parents of the registrant are deceased.

(f) The individual or facility administrator responsible for filing the original certificate.

(g) A legal representative of any individual listed in subdivisions (a) to (f) of this sub rule.

(2) A change to a registered death record may be requested by any of the following:

(a) The next of kin of the deceased.

(b) The funeral director or the person responsible for the disposition of the deceased.

(c) The physician who certified to the cause of death, as follows:

(i) The physician who certified to the cause of death may only request a change to the following:

(A) The date of death.

(B) The place of death.

(C) The medical facts of death.

(ii) In cases where a physician has certified to the cause and manner of death in his or her capacity as a medical examiner or deputy medical examiner, requests to amend the cause or manner of death on the death record may be made by any of the following:

(A) The physician who certified to the cause of death.

(B) The chief medical examiner.

(C) A deputy medical examiner, other than the original certifier, who is authorized by the chief medical examiner to request a change to a registered record. The chief medical examiner shall provide the state registrar with a listing of the names of deputy medical examiners authorized to request amendments to records for which they are not the certifier. The chief medical examiner shall notify the state registrar when there are changes to the list of authorized deputy medical examiners.

(iii) In cases where the certifying physician is now deceased, requests may be made by a physician who attests to having knowledge of the facts of death.

(iv) In all cases where the physician who makes the request is not the certifying physician named on the registered record, the name of the certifying physician on the replacement record shall be changed to reflect the name of the new certifying physician.

(3) Requests to change a registered marriage record shall be made pursuant to Act No. 128 of the Public Acts of 1887, as amended, being S551.101 et seq. of the Michigan Compiled Laws.

(4) A change to a registered report of divorce or annulment may be requested by any of the following:

(a) The custodian of the official record from which the report was prepared when the items to be changed are part of the divorce or annulment decree.

(b) Query by the state registrar when the items to be changed are not part of the divorce or annulment decree.

(c) Either of the parties to the divorce or annulment when the items to be changed are not part of the divorce or annulment decree.

(d) The legal representative of either of the parties of the divorce or annulment when the items to be changed are not part of the divorce or annulment decree.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

R 325.3267 Correction of vital record information; evidence required.

Rule 17. (1) Documentary evidence is not required to correct the spelling of the registrant's first or middle name on a registered birth record if the request is made by either parent, named on the birth record before the sixth birthday of the registrant.

(2) To delete the name of a father recorded on a registered birth record, a true or certified copy of a court determination of non-paternity, which contains an explicit statement to the effect that, based on the evidence presented to the court, the man named on the registered birth record as the father is not the father of the registrant, is required.

(3) To change the cause or mode of death on a registered death record, a certified copy of a court determination of the facts or the affidavit of a person named in R 325.3266(2)(c) is required.

(4) Except as specified in sub rule (1), (2), or (3) of this rule, or except as specified by law or rule, a request to amend a vital record shall be accompanied by a certified copy of a court order specifying the correct facts or 1 or more pieces of the following documentary evidence:

(a) Records of regularly conducted activity as specified in rule 803(6) of the Michigan rules of evidence.

(b) Public records and reports as specified in rule 803(8) of the Michigan rules of evidence.

(c) Records of vital statistics as specified in rule 803(9) of the Michigan rules of evidence.

(d) Records of religious organizations as specified in rule 803(11) of the Michigan rules of evidence.

(e) Marriage, baptismal, and similar certificates as specified in rule 803(12) of the Michigan rules of evidence.

(f) Family records as specified in rule 803(13) of the Michigan rules of evidence.

(g) Records of documents affecting an interest in property as specified in rule 803(14) of the Michigan rules of evidence.

(h) Statements in ancient documents as specified in rule 803(16) of the Michigan rules of evidence.

History: 1979 ACS 7, Eff. Aug. 6, 1981.

COMPLETION, FILING, AND REGISTRATION OF VITAL RECORDS DOCUMENTS

(By authority conferred on the department of public health by section 2896 of Act No. 368 of the Public Acts of 1978, as amended, being S333.2896 of the Michigan Compiled Laws)

R 325.3201 Definitions.

Rule 1. (1) As used in these rules:

(a) "Code" means Act No. 368 of the Public Acts of 1978, as amended, being S333.1101 et seq. of the Michigan Compiled Laws.

(b) "Date of application" means the date the application to establish a delayed registration of birth or a delayed registration of death is received in the office of the state registrar.

(c) "Date of filing" means the date the local registrar places on the document at the time the record is accepted for filing.

(d) "Live birth" means the complete expulsion or extraction from a pregnant woman of a product of human conception which, after such expulsion or extraction, shows any evidence of life, whether or not the umbilical cord has been cut or the placenta is attached.

(e) "Registered record" means a record accepted by the state registrar for incorporation into the permanent official records of the system of vital statistics.

(f) "Registrant" means the individual to whom the record pertains.

(2) The terms defined in part 28 of the code have the same meanings when used in these rules.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3202 Instructions for completing and filing vital records.

Rule 2. The state registrar shall prepare and distribute instructions on the proper completion and filing of vital records.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3203 Information designated as confidential or collected for statistical, health, or medical purposes.

Rule 3. (1) The state registrar shall identify on vital records forms all items which are confidential or collected only for statistical, health, or medical purposes.

(2) Information identified on vital records forms to be confidential or collected for a statistical, health, or medical purpose shall not be retained at the office of a local registrar beyond the time required by these rules to properly file and forward the vital record to the state registrar.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3204 Forms.

Rule 4. (1) All vital records forms prepared and distributed by the state registrar for reporting vital events and vital statistics shall be surrendered to the state registrar upon demand.

(2) Only forms furnished or approved by the state registrar shall be used to report vital events and vital statistics or to make copies thereof.

(3) The forms prescribed and distributed by the state registrar shall be used only for official purposes.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3205 Storage and distribution of blank forms.

Rule 5. (1) A person responsible for the preparation and filing of vital records shall do all of the following:

(a) Store blank vital records forms in such a manner as to safeguard the forms against theft or misuse.

(b) Distribute forms only to other persons when authorized to do so by a local registrar or the state registrar.

(c) Report forms missing from their supply to the local registrar of the district or the state registrar. The report shall contain all of the following:

(i) The date the records were discovered missing.

(ii) The type of record.

(iii) The number of missing records.

(iv) The preprinted serial numbers of missing forms, if the forms contain a preprinted serial number.

(v) Information that may lead to the recovery of the forms.

(2) A local registrar receiving a report of missing or stolen forms shall forward the report to the state registrar.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3206 Vital records preparation; acceptability for filing.

Rule 6. (1) All forms used to record births, deaths, marriages, divorces, and other events designated by the state registrar shall be prepared on a typewriter with a black ribbon or shall be printed legibly in black, unfading ink. All signatures required shall be entered in black, unfading ink.

(2) All signatures shall be original signatures, except for the signatures of the local registrar, state registrar, or a judge of a circuit or probate court.

(3) The full name of each individual recorded on vital records shall be recorded in English alphabetic characters, except for surname suffixes which may be recorded in Roman or Arabic numerals.

(4) All references to time on vital records shall refer to the time in effect at the place and on the date the event occurred.

(5) Unless otherwise directed by the state registrar, a certificate is

unacceptable for filing under any of the following circumstances:

(a) It is not completed in conformance with instructions issued by the state registrar.

(b) It contains alterations or erasures, except on portions required only for statistical, health, or medical use.

(c) It does not contain handwritten signatures required by instructions issued by the state registrar.

(d) It is marked "copy" or "duplicate."

(e) It is a carbon copy.

(f) It is prepared on an improper form.

(g) It contains obvious improper, inconsistent, or incomplete information.

(h) It has been folded, bent, stained, or otherwise damaged.

(i) It is illegible.

(j) It contains cause of death information not properly recorded in conformance with instructions issued by the state registrar.

(k) It is not certified by a person authorized by law or by rule to certify to the facts of the event.

(l) It occurred more than 1 year before the date the record is received by the local registrar.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3207 Replacement of vital records not acceptable for filing.

Rule 7. (1) When a vital record is not acceptable for filing, the person responsible for filing the original vital record shall prepare another record acceptable for filing and shall submit it to the local registrar within 5 days after receipt of notice that the record is not acceptable for filing, except for records not accepted pursuant to R 325.3206(5)(l).

(2) If, after receipt of notice that a vital record is not acceptable for filing, the person responsible for filing the original vital record cannot meet the required filing date, he or she shall submit a written notification to the local registrar stating the reason for the lateness and expected date of submission.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3208 Recording false information.

Rule 8. A person responsible for filing a vital record which contains suspected false information shall file the vital record and shall report the suspicion to the local registrar.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3209 Late filing of certificates of birth and certificates of death.

Rule 9. (1) Certificates of birth filed after 5 days, but within 1 year of the date of birth, or certificates of death filed after 72 hours, but within 1 year of the date of death, shall be filed on the standard form in the manner prescribed in section 2822 of the code. Each certificate so filed shall be accompanied by a written explanation for the lateness of the filing.

(2) When an individual is found dead and the date of death as determined by the medical examiner is at least 1 year before the date the body was found, the death shall be registered on the form in use at the time the body is found and the state registrar shall mark the certificate of death "delayed."

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3210 Filing of certificates of death with incomplete information.

Rule 10. (1) If all the information necessary to complete a certificate of death is not available within the time prescribed for filing of the certificate, the funeral director shall file the certificate completed with all information that is available. In all cases, the medical certification shall be signed by the person responsible for the certification. If the cause of death is not known or not yet determined, the cause of death shall be shown as "pending."

(2) A local registrar shall accept a certificate of death showing the cause of death as "pending" only if signed by a county medical examiner or a deputy medical examiner licensed to practice medicine in this state.

(3) A supplemental report providing the information missing from the original certificate shall be filed by the person responsible for obtaining the missing information with the state registrar as soon as possible, but in all cases within 60 days of the date the death occurred.

(4) If the supplemental report is filed before the certificate is registered, the missing information shall be added to the certificate. Otherwise the certificate shall be replaced.

(5) Supplemental reports filed more than 60 days after the date of death shall be considered an application to amend the record.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3211 Original records; minor changes or alterations.

Rule 11. The person responsible for filing a vital record may make a minor change or alteration to the original record only through use of a lift-off process. Changes or alterations made by erasure, correcting fluids, or image overlay are not acceptable, except on portions designated as only for statistical, health, or medical use.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3212 Errors in filing and registration.

Rule 12. The state registrar or a local registrar may make changes to the record where the change corrects an error made in the filing or registration of the record. All changes shall be done using procedures approved by the state registrar.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3213 Local registrar to number, date, and affix signature.

Rule 13. A local registrar shall number, shall provide a date of filing for, and shall affix his or her signature on, each vital record accepted for filing in accordance with instructions issued by the state registrar.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3214 Packaging and shipping vital records.

Rule 14. (1) A local registrar shall package and ship vital records in conformance with instructions issued by the state registrar.

(2) Records shall be shipped to the state registrar by the fourth of the month following the month the record was filed.

(3) The state registrar may require the immediate shipment of an individual record.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3215 Hospitals or institutions; preparation of certificates of death.

Rule 15. When death occurs in a hospital or other institution and the death does not fall within the jurisdiction of the medical examiner, the person in charge of the institution, or his or her designated representative, may initiate the preparation of the certificate of death only as follows:

(a) Place the full name and sex of the deceased and the date and place of death on the certificate of death.

(b) Obtain from the attending physician the cause of death, other information required of the physician, and the attending physician's signature.

(c) Present the partially completed certificate of death to the funeral director or person acting as such.

History: 1979 ACS 8, Eff. Nov.25, 1981.

R 325.3216 Medical examiner; preparation of certificates of death.

Rule 16. If a death falls within the jurisdiction of a medical examiner, the medical examiner may initiate the preparation of the certificate of death as specified in these rules.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3217 Proper presentation of certificates of death for physician signature.

Rule 17. (1) A physician responsible for completing the medical certification on a certificate of death shall provide the certification when a certificate of death is presented to him or her with, at a minimum, all of the following information:

- (a) The name of the deceased.
 - (b) The sex of the deceased.
 - (c) The county, city, village, or township and address of the deceased.
- (2) A record completed in this manner is considered properly presented for the purpose of obtaining the medical certification.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3218 Foundling registration.

Rule 18. (1) When a person assumes custody of a child of unknown parentage, the facts as prescribed by section 2825 of the code shall be reported on the birth certificate form in use at the time the infant is found.

(2) All items on the form shall be completed in conformance with instructions issued by the state registrar. The completed certificate shall be forwarded to the state registrar.

(3) Before registration, the state registrar shall make a reference mark on the record to identify the record as that of a foundling child. The reference mark shall not disclose the fact that the record is for a foundling child.

(4) Following registration, the state registrar shall forward a copy of the certificate to the local registrar for the area where the infant was found.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3219 Registration of presumptive death.

Rule 19. (1) A certificate of death prepared on the basis of an order of a probate court which finds that a person is presumed to have died in this state as a result of a disaster or accident shall be prepared on the certificate of death form in use at the time the order is presented.

(2) All items on the certificate of death shall be prepared as fully as possible. If unknown, the items shall be completed as unknown, except that all information on the disposition of the body shall be left blank.

(3) A copy of the court order and the certificate of death shall be submitted to the state registrar.

(4) Before registration, the state registrar shall mark the certificate "presumptive" and shall record on the certificate the name of the probate court which issued the order and the date of the order.

(5) Following registration, the state registrar shall forward a copy of the certificate to the local registrar for the area where death was presumed to have occurred.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3220 Delayed registration of birth; application; establishment; evidence; review of application and evidence; dismissal or denial of application; preparation and filing of registration; rescission of registration.

Rule 20. (1) A living person born in Michigan who has received an official notice from the state registrar that the person's birth is not recorded in the office of the state registrar or that person's parent, guardian, legal representative, or an older person having knowledge of the facts of birth may apply for the establishment of a delayed registration of birth subject to these rules.

(2) Application shall be made on a form prescribed by the state registrar setting forth the facts prescribed in subrule (3) of this rule and sworn to, before an official authorized to administer oaths, by the person whose birth is to be registered if the registrant is 18 years of age or older and is competent to sign and swear to the accuracy of the facts stated therein; otherwise, the application shall be sworn to by 1 of the parents, the legal guardian, a legal representative, or an older person having knowledge of the facts of birth.

(3) The minimum facts to be established for a delayed registration of birth are as follows:

(a) The full name of the registrant at the time of birth.

(b) The date of birth and place of birth of the registrant.

(c) The full maiden name and birthplace of the registrant's mother.

(d) The full name and birthplace of the registrant's father, except that if the mother was not married to the father at the time of birth or within 10 months preceding the birth, the name of the father shall not be entered on the delayed registration of birth, unless there is filed with the department a properly executed affidavit of parentage, a true or certified copy of an acknowledgment of paternity filed in a court, or a true or certified copy of a court determination of paternity.

(4) The application shall be accompanied by the fee prescribed by law and documentary evidence as prescribed by these rules.

(5) The official notice of the state registrar that the birth cannot be located in the files of the state registrar shall accompany the application, except that this notice is not necessary for applications received within 1 year of the date the statement was issued.

(6) Each of the facts prescribed by subrule (3) of this rule shall be supported by any of the following:

(a) Two documents prepared within 5 years of the date of the event.

(b) One document prepared within 5 years of the date of the event and 1 document prepared not less than 5 years before the date of application.

(c) One document prepared within 5 years of the date of the event and an affidavit of personal knowledge of the birth from an older relative.

(d) Two documents prepared not less than 5 years before the date of application and an affidavit of personal knowledge of the birth from an older relative.

(e) Three documents prepared not less than 5 years before the date of application.

(7) Documents submitted in support of a request to establish a delayed birth certificate which contain signs of erasure, alterations, or changes to the pertinent information shall not be accepted.

(8) The state registrar shall review each application and the evidence

submitted in support of the application. When the documentary evidence is insufficient to support the application, the state registrar may require the submission of additional documentary evidence. The state registrar shall dismiss an application when additional evidence requested or the required fee is not received within 6 months of the request for the additional evidence or the fee. When an application is dismissed, the state registrar shall send a written notice of dismissal to the applicant and shall return the documentary evidence. The application fee submitted shall be retained. The state registrar shall deny an application when the applicant refuses to submit the required fee or complete an application, when the applicant is not eligible to apply, or when the applicant cannot provide satisfactory documentary evidence in support of the application. When an application is denied, a written notice of denial shall be forwarded to the applicant indicating the reason for the denial. All documentary evidence shall be returned to the applicant. The application fee submitted shall be retained, except when the applicant is not eligible to apply.

(9) If, after review of the application and the evidence, the state registrar is satisfied that the evidence supports the request, the state registrar shall prepare a delayed registration of birth on a form prescribed by the state registrar and shall place the record in the active files of the system of vital statistics. A delayed registration of birth shall show on its face a summary statement of the evidence submitted in support of the delayed registration of birth and shall be marked "delayed." A copy of the delayed registration of birth shall be forwarded to the local registrar for the area where the birth occurred. The documentary evidence shall be returned to the applicant.

(10) If the state registrar becomes aware that a delayed registration of birth prepared by the department is invalid or that the evidence received in support of the delayed birth certificate is false or invalid, the delayed registration of birth shall be rescinded. The state registrar shall forward a notice of the rescission to the last known address of the applicant. The state registrar shall notify the local registrar of the rescission of the record and shall instruct the local registrar to remove the record from the files.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

R 325.3221 Delayed registration of death; application; establishment; evidence; review of application and evidence; dismissal or denial of application; preparation and filing of registration; rescission of registration.

Rule 21. (1) A next of kin of a deceased person who has received an official notice from the state registrar that the death is not recorded in the office of a local registrar or the state registrar, the person responsible for the medical certification of death, or the person responsible for disposing of the deceased's body may apply for the establishment of a delayed registration of death if the date of application is more than 1 year after the date the person was pronounced dead.

(2) Application shall be made on a form prescribed by the state registrar, shall set forth the minimum facts prescribed in subrule (3) of this rule, and shall be sworn to by the applicant before an official authorized to administer oaths.

(3) The minimum facts to be established are as follows:

(a) The full name of the deceased at the time of death.

(b) The sex of the deceased.

(c) The date and place of death.

(d) The manner and cause of death as determined by a physician licensed to practice medicine in this state and the name and address of the physician.

(e) The date, place, and method of disposition of the body as recorded by a person authorized by law to dispose of a dead body and the person's name and address.

(4) The application shall be accompanied by the fee prescribed by law and documentary evidence prescribed by these rules.

(5) Documents submitted in support of a request to establish a delayed registration of death which contain signs of erasure, alterations, or changes to the pertinent information shall not be accepted.

(6) The facts prescribed in subrule (3) of this rule shall be supported by either of the following:

(a) A copy of pertinent medical records for the deceased or an affidavit by a physician licensed to practice medicine in this state which sets forth all of the following:

(i) The full name of the deceased.

(ii) The date and place of death.

(iii) The manner of death.

(iv) The cause of death.

(v) The physician's address.

(b) An affidavit by a person authorized by law to dispose of a dead body which sets forth all of the following:

(i) The full name of the deceased.

(ii) The date, place, and method of disposal of the body.

(iii) The address of the person disposing of the body.

(iv) Other personal facts identified on the application form which may be known to the affiant or copies of documents which support the facts.

(c) In all cases the affiant shall swear that the facts provided are based on pertinent records concerning the deceased which are in the possession of the affiant.

(7) The state registrar shall review each application and the evidence submitted in support of the application. When the documentary evidence is insufficient to support the requested change, the state registrar may require the submission of additional documentary evidence. The state registrar shall dismiss an application when additional evidence requested or the required fee is not received within 6 months of the request for the additional evidence or fee. When an application is dismissed, the state registrar shall send a written notice of dismissal to the applicant and return the documentary evidence. The application fee submitted shall be retained. The state registrar shall deny an application when the applicant refuses to submit the required fee or complete an application, when the applicant is not eligible to apply, or when the applicant cannot provide satisfactory documentary evidence in support of the application. When an

application is denied, a written notice of denial shall be forwarded to the applicant indicating the reason for the denial. All documentary evidence shall be returned to the applicant. The application fee submitted shall be retained, except when the applicant is not eligible to apply.

(8) If, after review of the application and the evidence, the state registrar is satisfied that the evidence supports the request, the state registrar shall prepare a delayed registration of death on a form prescribed by the state registrar and shall place the record in the active files of the system of vital statistics. A delayed registration of death shall show on its face a summary statement of the evidence submitted in support of the delayed registration of death and shall be marked "delayed." A copy of the delayed registration of death shall be forwarded to the local registrar for the area where the death occurred. The documentary evidence shall be returned to the applicant.

(9) If the state registrar becomes aware that a delayed registration of death record prepared by the state registrar is invalid or that the evidence received in support of the delayed registration of death is false or invalid, the delayed registration of death shall be rescinded. The state registrar shall forward a notice of rescission of the record to the last known address of the applicant. The state registrar shall notify the local registrar of the rescission of the record and shall instruct the local registrar to remove the record from the files.

History: 1979 ACS 8, Eff. Nov. 25, 1981.

DISINTERMENT-- REINTERMENT

(By authority conferred on the department of public health by section 2853 of Act No. 368 of the Public Acts of 1978, as amended, being S333.2853 of the Michigan Compiled Laws)

R 325.8051 Discovery of remains; notification of police required; exception.

Rule 1. A person who inadvertently discovers a burial or parts of a human skeleton shall immediately notify the police authority of the jurisdiction where the remains are found. If preliminary inspection by the police authority indicates that the remains are those of a prehistoric or historic native American, the state archaeologist of the Michigan history division, department of state, shall be immediately notified of the finding. This rule does not apply to archaeological excavations conducted by representatives of established scientific institutions or societies.

History: 1979 ACS 9, Eff. Mar. 13, 1982.

R 325.8052 Disinterment permit; application; fee.

Rule 2. (1) A request for a disinterment permit shall be made to the local health officer in whose district the cemetery is located, and the request shall be made on an affidavit which is signed by a licensed funeral director and by a person or persons as follows:

- (a) The surviving spouse.
- (b) If no surviving spouse, then by all surviving children.
- (c) If no surviving children, then by the surviving parents.
- (d) If no surviving parents, then by all surviving brothers and sisters.

(2) The request shall be accompanied by a fee established by the local health department pursuant to section 2444 of Act No. 368 of the Public Acts of 1978, as amended, being S333.2444 of the Michigan Compiled Laws.

History: 1979 ACS 9, Eff. Mar. 13, 1982.

R 325.8053 Affidavit content.

Rule 3. An affidavit shall contain all of the following information:

- (a) The name and address of the licensed funeral director to whom the permit is to be issued.
- (b) The name and address of the person petitioning for the permit.
- (c) The name of the lot or the burial right owner.
- (d) The name of the deceased.
- (e) The present location of the grave, including the lot number, the section number, or other location, such as a location in a mausoleum.
- (f) Reinterment location.
- (g) Relationship of petitioner to deceased.
- (h) Reason for disinterment.
- (i) Approval of all persons who may have a claim for the deceased as specified in R 325.8052.

(j) Written consent of the lot or burial space owner or owners, if other than petitioner.

History: 1979 ACS 9, Eff. Mar. 13, 1982.

R 325.8054 Local health officer; duties.

Rule 4. The local health officer or his or her designated representative shall do all of the following:

(a) Review the affidavit for disinterment-reinterment.

(b) Issue the disinterment-reinterment permit if the consent required by R 325.8052(1) has been obtained, or deny the disinterment-reinterment permit if the consent required by R 325.8052(1) has not been obtained.

(c) Provide instructions or guidance to the funeral director on the handling of the disinterred body which is necessary to protect the health of the public and those handling the disinterred body.

(d) Retain the affidavit for a period of not less than 5 years.

History: 1979 ACS 9, Eff. Mar. 13, 1982.

R 325.8055 Disinterment of cremated remains; opening casket; permit not required.

Rule 5. (1) A permit is not required to disinter cremated remains. A request to disinter cremated remains may be made to the cemetery by the next surviving kin, as designated in R 325.8052, on an affidavit described in R 325.8053. The affidavit shall be maintained as part of the permanent records of the cemetery from which the cremated remains are removed.

(2) A permit is not required to open a casket to remove an article or to place an article in a casket.

History: 1979 ACS 9, Eff. Mar. 13, 1982.

R 325.8056 Cemetery retention of permit.

Rule 6. A duplicate copy of the permit shall be maintained as part of the permanent records of the cemetery from which the deceased was removed.

History: 1979 ACS 9, Eff. Mar. 13, 1982.

R 325.8057 Transportation of disinterred body.

Rule 7. A disinterred body shall not be accepted for transportation by common or contract carrier unless it has been enclosed in a container which insures against leakage, offensive odors, and other menaces to the public health and safety. A disinterred body may be transported by private vehicle, under the supervision of a licensed funeral director, if enclosed in any suitable container which insures against leakage, offensive odors, and other menaces to the public health and safety. The licensed funeral director in charge of disinterment shall be responsible for the proper conduct of the disinterment and removal.

History: 1979 ACS 9, Eff. Mar. 13, 1982.

VITAL RECORDS INSPECTION AND DISCLOSURE

(By authority conferred on the department of public health by section 2888 and 2896 of Act No. 368 of the Public Acts of 1978, as amended, being SS333.2888 and 333.2896 of the Michigan Compiled Laws)

R 325.3231 Definitions.

Rule 1. (1) As used in these rules:

(a) "Code" means Act No. 368 of the Public Acts of 1978, as amended, being S333.1101 et seq. of the Michigan Compiled Laws.

(b) "Heir" means any living relative of a deceased individual.

(c) "Index" means a reference listing of vital records information containing, at a minimum, all of the following:

(i) Reference to the type of event.

(ii) The name of the registrant.

(iii) A reference to locate the record.

Except that an index shall not contain the residence or mailing address of the registrant or informant.

(d) "Registrant" means the individual to whom the record pertains.

(2) The terms defined in part 28 of the code have the same meanings when used in these rules.

History: 1979 ACS 14, Eff. Apr. 2, 1983.

R 325.3232 Indexes; availability for inspection.

Rule 2. Indexes of marriage, divorce, or death records in the possession of a local registrar shall be made available for inspection by the public at times and places specified by each local registrar. Each local registrar shall, by public notice, specify the times and places indexes shall be available for inspection.

History: 1979 ACS 14, Eff. Apr. 2, 1983.

R 325.3233 Lists of vital events.

Rule 3. (1) Upon request, the state registrar or a local registrar may prepare a listing of marriages, divorces, or deaths containing any information of the record, except for the mailing or residence address of the registrant or informant and information identified as being collected for statistical or health purposes.

(2) The local registrar or state registrar may charge a fee in accordance with section 2891 of the code for preparing the list and providing a copy of the list or for providing a copy of a marriage, divorce, or death index prepared in accordance with subrule (1) of this rule.

History: 1979 ACS 14, Eff. Apr. 2, 1983.

R 325.3234 Vital record documents; public inspection and copying.

Rule 4. (1) An original vital record document registered at the office of the state registrar shall not be open to public inspection.

(2) Vital record documents on file at the office of a local registrar shall not be open to public inspection, except when a local registrar determines that a person eligible to receive a copy of a selected individual record has a legitimate research interest in inspecting the record.

(3) A local registrar may allow any person who is eligible to receive a copy of a record and who has a legitimate research interest in inspecting the record to inspect vital records books of marriages and deaths when the individual record of interest cannot be located in the place specified in the index or when there is a possibility that the document may not have been properly recorded or indexed.

(4) A local registrar may restrict access to records or indexes which are determined to be in such a state of deterioration that public use of the index or document may result in damage to the record or index.

(5) Except as provided in subrule (2) or (3) of this rule or by law, a local registrar shall not allow persons to inspect or copy information from vital record documents on file in the office of the local registrar.

(6) A local registrar or the state registrar shall release a copy or certified copy of a vital record or information contained in a vital record only to a person who is eligible to receive a copy or certified copy of a vital record or information contained in a vital record as specified in sections 2882, 2883, and 2884 of the code.

(7) A local registrar shall not permit the inspection or copying of information collected for statistical or health purposes from original vital records documents in his or her possession before transmission to the state registrar, except upon written permission from the state registrar.

History: 1979 ACS 14, Eff. Apr. 2, 1983.

R 325.3235 Vital records; security; procedures.

Rule 5. (1) A vital record registered at the office of the state registrar or on file with a local registrar shall be maintained in a locked or secured area when not under the supervision of office personnel.

(2) A local registrar shall establish written minimum security procedures governing access to vital records. A copy of the procedures shall be forwarded to the state registrar for approval.

History: 1979 ACS 14, Eff. Apr. 2, 1983.

R 325.3236 Misuse of documents or attempts to obtain vital records by ineligible individuals; notification of state registrar by local registrar.

Rule 6. A local registrar shall notify the state registrar in writing of any suspected misuse of vital records or any attempt to obtain a vital record by an individual who is not eligible to receive a copy or certified copy of the requested document.

History: 1979 ACS 14, Eff. Apr. 2, 1983.

TRANSPORTATION AND DISPOSITION OF DEAD BODIES

(By authority conferred on the state commissioner of health by section 1 of Act No. 343 of the Public Acts of 1925, being S326.1 of the Michigan Compiled Laws)

R 325.1141 Preparation and transportation of bodies dead from certain causes; permission for public funeral.

Rule 1. (1) The bodies of those who have died of diphtheria, meningococcic infections, plague, poliomyelitis, scarlet fever, or smallpox shall not be transported or accepted for transportation unless they have been prepared for shipment by being thoroughly embalmed and disinfected by arterial and cavity injection with an accepted embalming fluid. This preparation must be effected by an embalmer licensed with the state of Michigan.

(2) When bodies are transported under this rule, notice must be sent by the shipping embalmer to the health officer of the jurisdiction where the body is to be received, advising the date and time of arrival.

(3) Public funerals may be conducted, provided that prior permission is obtained from the local health officer. When permission is granted, persons in isolated areas may be released for the purpose of accompanying the body to a funeral home, church, or cemetery, provided that they:

(a) Use a separate car or means of conveyance.

(b) Remain in a separate room or separate from the public and avoid proximity to others in attendance.

(c) Return to the area of isolation and remain there until premises are released from isolation or quarantine.

History: 1944 ACS 30; 1954 AC; 1979 AC.

R 325.1142 Transportation of certain bodies in sound shipping case; preparation for shipment; burial-transit or disinterment permit.

Rule 2. Bodies dead from a cause not named in R 325.1141 which shall reach their destination within 48 hours from the time of death, or are addressed to the demonstrator of anatomy of a medical college or for other demonstration purposes, may be received for transportation when encased in a sound shipping case. If the body is not so addressed or cannot reach its destination within 48 hours it must be prepared for shipment as described in R 325.1141. When dead bodies are shipped by common carrier, a burial-transit or disinterment permit shall be securely fastened upon the outside box, and a duplicate of such permit shall be supplied by the funeral director to the person escorting the body, or, if there be no escort, a duplicate of the permit shall be mailed to the receiving funeral director.

History: 1944 ACS 30; 1954 AC; 1979 AC.

R 325.1143 Disinterment and removal; permit; transportation; container; responsibility of funeral director; receiving vaults; reinterment.

Rule 3. No body shall be disinterred for removal unless a permit has been issued by the local health officer upon request from a licensed funeral director. No disinterred body shall be accepted for transportation by common carrier unless it has been enclosed in a hermetically sealed metal container which will insure against leakage, offensive odors, and other menaces to the public health and safety to its destination. Disinterred bodies may be transported by private vehicle under the supervision of a licensed funeral director when enclosed in any suitable container which will insure against leakage, offensive odors, and other menaces to the public health and safety. The licensed funeral director in charge of disinterment shall be responsible for the proper conduct of the disinterment and removal. Bodies deposited in receiving vaults, or otherwise kept for 30 days after death, will be considered and treated the same as buried bodies. No permit is necessary when reinterment is to take place within the same cemetery.

History: 1944 ACS 30; 1954 AC; 1979 AC.

R 325.1144 Burial-transit permit.

Rule 4. Permission is hereby given by the Michigan department of health to registrars, mortuary science and funeral director licensees to have full authority to make out and sign a new burial-transit permit where a dead human body is transferred beyond the destination point as given on the burial-transit permit which accompanies the body. The same applies to cases where bodies are placed in a cemetery vault and transferred at some later date. The original burial-transit permit which accompanies the body must be given to the registrar, mortuary science, or funeral director licensee before a new burial-transit permit is made by him authorizing the transfer. The person issuing the new permit must indicate the point of destination on the original burial-transit permit. When a mortuary science or funeral director licensee issues a new burial-transit permit, the original burial-transit permit must be filed within 72 hours with the registrar in whose jurisdiction the transfer was made.

History: 1944 ACS 30; 1954 AC; 1979 AC.

R 325.1145 Removal of body from incorporated or unincorporated area; death or stillbirth certificate; burial-transit permit; duty of county clerk.

Rule 5. (1) When a mortuary science or funeral director licensee is called upon to remove a body from an incorporated or unincorporated area, the mortuary science or funeral director licensee may remove the body for the purpose of caring for it but is required to file a completed death or stillbirth certificate and secure a burial-transit permit within 72 hours from the local registrar of the incorporated or unincorporated area in which the death occurred.

(2) If a death occurs in an unincorporated area, when a Sunday or a holiday or both, or when an immediate interment, cremation, or shipment

makes it impossible to obtain a burial-transit permit by mail, a mortuary science or funeral director licensee may issue a burial-transit permit to himself, provided that the envelope in which the completed death or stillbirth certificate is mailed to the county clerk in whose jurisdiction the death occurred is postmarked within the 72 hours after the death occurred.

(3) If for any other reason a burial-transit permit has not been received by mail in time for the interment, cremation, or shipment, the mortuary science or funeral director licensee may issue a burial-transit permit to himself, provided that the envelope in which the completed death or stillbirth certificate was mailed to the county clerk in whose jurisdiction the death occurred is postmarked within the 72 hours after the death occurred.

(4) When a county clerk receives a death or stillbirth certificate from his primary registration district by mail, he shall enter on the certificate, as the date of filing, the date on which the certificate or certificates were received and shall also enter beneath the date of filing the postdate appearing on the envelope in which the certificate or certificates arrived.

History: 1944 ACS 30; 1954 AC; 1979 AC.

ANATOMICAL GIFTS

(By authority conferred on the department of public health by sections 2226(d), 2233, 2659, and 2678 of Act No. 368 of the Public Acts of 1978, as amended, and section 9 of Act No. 380 of the Public Acts of 1965, as amended, being SS333.2226(d), 333.2233, 333.2659, 333.2678, and 16.109 of the Michigan Compiled Laws)

R 325.951 Definitions.

Rule 1. (1) As used in these rules:

- (a) "Board" means the anatomy board created by section 2651 of the code.
- (b) "Body" means a dead human body, or part thereof, which is subject to these rules and which is located within this state.
- (c) "Code" means Act No. 368 of the Public Acts of 1978, as amended, being S333.1101 et seq. of the Michigan Compiled Laws.
- (d) "Donated body" or "willed body" means a body given as a gift according to the indication of the decedent or by a member of the authorized class of persons associated with the decedent.
- (e) "Educational use of a body" means the use of a body as a tool to help impart knowledge and understanding of the human body to medical, dental, and other medical- and health-related students.
- (f) "Embalm" means to protect a body from unwanted deterioration processes in accordance with its use until its final disposition.
- (g) "Receiving a body" means the acceptance of the responsibility to preserve and store a body, dispose of a body, and keep records of a body according to the code and these rules.
- (h) "Receiving institution" means the university of Michigan, Michigan state university, or Wayne state university.
- (i) "Scientific use of a body" means the use of a body in the production, advancement, and dissemination of knowledge and understanding that will ultimately benefit mankind through study and research, such as investigations into any of the following:
 - (A) Structure.
 - (B) Growth.
 - (C) Development.
 - (D) Malformations.
 - (E) Bio-mechanics.
 - (F) Human tolerances to forces.
 - (G) Kinematics.
 - (H) Kinesiology.
 - (I) Functions.
 - (J) Human responses.
 - (K) Diseases.
 - (L) Illnesses.
 - (M) Injuries.
 - (N) Pathology.
 - (O) Preservation.
 - (P) Surgical procedures and techniques.
 - (Q) Dental procedures and techniques.
 - (R) Other related activities.

The phrase does not include use of a body for therapy and transplantation.

(2) Unless the context requires otherwise, terms and phrases defined in the code have the same meaning when used in these rules.

History: 1979 ACS 5, Eff. Dec. 23, 1980.

R 325.952 Applicability.

Rule 2. These rules apply to all bodies or parts of bodies designated for educational and scientific use and govern the allocation of the bodies or parts by the board to hospitals and educational institutions requiring them for use in medical instruction or for the purpose of instruction, study, and use in the promotion of education in the health sciences within this state.

History: 1979 ACS 5, Eff. Dec. 23, 1980.

R 325.953 Bodies designated for educational and scientific use.

Rule 3. (1) A body subject to these rules shall be reported in writing to the board by the receiving institution in the next annual report required by the board. The report shall include the number of bodies received, their categorizations, their uses, and their final dispositions. A body subject to these rules shall be preserved and stored using methods approved by the board and, unless specifically indicated otherwise by the person donating the body, shall be received by members of the board at the university of Michigan, Michigan state university, or Wayne state university.

(2) When a body is donated to a receiving institution, it shall be received by, and be the responsibility of, that institution, unless special arrangements are made by that institution for the body to be received elsewhere. The anatomy department of each receiving institution may establish criteria for acceptance of bodies with the approval of the board.

(3) A receiving institution shall keep complete records of bodies in its charge and shall make the records available to the board at any time upon request. If the information is available, the records shall include all of the following:

- (a) The date of receipt.
- (b) Identification number.
- (c) Name, age, religion, sex, race, and place of last residence.
- (d) Cause of death.
- (e) Physical condition upon receipt, including whether whole or autopsied.
- (f) Preservation method.
- (g) Use.
- (h) Usage location.
- (i) Disposition.
- (j) Date of disposition.

(4) Bodies donated for the purpose of anatomical study shall be used for educational and scientific purposes.

(5) Before research is performed on any dead embryo, fetus or neonate,

the consent of the mother shall be obtained in accordance with the provisions of part 101 of the code.

(6) Transportation of a body shall be by a vehicle equipped for such use. The body shall be carried on a covered cart or in a specifically designed suitable container so that it is not exposed to public view while in transportation. Not more than 1 whole body shall be placed on 1 cart or in 1 container and whole bodies shall not be stacked one on top of another without adequate external supports between them.

(7) Final disposition of the remains of a body shall be by cremation, unless reclaimed by relatives of the deceased through a funeral director.

History: 1979 ACS 5, Eff. Dec. 23, 1980.

R 325.954 Unclaimed bodies.

Rule 4. (1) Each member of the board from receiving institutions that regularly receive bodies shall be assigned an area of the state by the board to request and receive unclaimed bodies from institutions in that area. These assignments shall be reviewed periodically.

(2) Member institutions of the board shall have the option of annually requesting in writing to be notified of unclaimed bodies from state or public institutions having such bodies in their assigned areas of the state.

(3) An unclaimed body shall be held embalmed for a 30-day waiting period from the date of receipt by the representative of the board before being used. After the waiting period, an unclaimed body shall be treated the same as any other body at the receiving institution.

(4) Any individual or institution authorizing an autopsy on an unclaimed body under section 2661 of the code shall be solely responsible for the disposal, cremation, or burial of the body at its own expense as though it had requested the body, if the body has been requested by, or is to be made available to, the board.

History: 1979 ACS 5, Eff. Dec. 23, 1980.

R 325.955 Requests for, and distribution of, bodies.

Rule 5. (1) Written requests for bodies for educational uses from teaching institutions, hospitals, or persons other than members of the board shall be evaluated by a member of the board according to procedures and standards established by the board. If approved, appropriate bodies shall be dispatched. In evaluating requests, the board shall consider the educational standing of the requesting institution, the teaching staff, the number of students to be accommodated, and the character of the educational experience to be offered. The board shall require the submission of a definite proposal for the use of the bodies and a prospectus of the course in which the bodies are to be used.

(2) Written requests for bodies for scientific uses from institutions not represented on the board shall be evaluated by a member of the board after a detailed proposal outlining the precise uses of the bodies has been submitted to the board. If approved, appropriate bodies shall be dispatched. Those requests for bodies approved in this manner shall be

reviewed at the next meeting of the board.

(3) Before a body or parts of bodies are dispatched, the requesting institution or person shall have facilities for the storage and handling of the bodies or body parts which are acceptable to the board.

(4) Bodies may be transferred between receiving institutions with the agreement of the respective board members without contacting the full board.

(5) For purposes of distribution to approved institutions and persons, the value of a body shall be determined by the expenses incurred plus the proportionate cost of the materials, labor, and overhead, as determined by the receiving institution.

(6) Bodies that have been distributed by a receiving institution shall be the sole responsibility of that institution, including final disposition of the bodies.

(7) If the supply of bodies within the state is inadequate to meet the approved demands, the board shall decide how to allocate the available bodies in a manner that will best meet the essential needs of the state.

(8) Teaching needs of undergraduate medical and dental courses shall have priority over other demands for bodies.

History: 1979 ACS 5, Eff. Dec. 23, 1980.

DEFINITION OF "INFECTIOUS AGENT"

(By authority conferred on the department of public health by sections 2226, 2233, and 2843b of Act No. 368 of the Public Acts of 1978, as amended, being SS333.2226, 333.2233, and 333.2843b of the Michigan Compiled Laws)

R 325.9031 Definition; "infectious agent."

Rule 1. For purposes of section 2843b of Act No. 368 of the Public Acts of 1978, as amended, being S333.2843b of the Michigan Compiled Laws, "infectious agent" means any of the following diseases or organisms:

- (a) Acquired immunodeficiency syndrome (AIDS) or human immunodeficiency virus (HIV) infection.
- (b) Anthrax.
- (c) Brucellosis.
- (d) Cholera.
- (e) Creutzfeldt-Jakob disease.
- (f) Diphtheria.
- (g) Campylobacter species
- (h) Cryptosporidium species
- (i) Entamoeba histolytica (amebic dysentery).
- (j) Giardia lamblia
- (k) Salmonella species including typhoid fever.
- (l) Shigella species.
- (m) Yersinia enterocolitica.
- (n) Hepatitis, viral, any type.
- (o) Group A streptococcus
- (p) Plague.
- (q) Poliomyelitis, acute infectious.
- (r) Rat-bite fever, spirillum or streptobacillary
- (s) Relapsing fever.
- (t) Rickettsial fevers, including Rocky Mountain spotted fever and typhus.
- (u) Syphilis, primary and secondary.
- (v) Mycobacterium tuberculosis
- (w) Tularemia (Pasteurella tularensis)
- (x) Viral hemorrhagic fevers, including Lassa fever, Ebola disease, and Marburg virus disease.
- (y) Meningococcus (Neisseria meningitides)
- (z) Leprosy (Hansen's disease; Mycobacterium leprae)
- (aa) Leptospirosis.
- (bb) Trypanosomiasis, such as Chagas' disease and African sleeping sickness.
- (cc) Rabies.

History: 1987 MR 4, Eff. May 14, 1987.

**INSTRUCTIONS FOR PHYSICIANS
COMPLETING THE MEDICAL PORTION OF THE
CERTIFICATE OF DEATH**

**The 2004 version of the death certificate
Last Revised March 1, 2004**

These instructions are intended to inform physicians on the proper completion of the certificate of death that has been adopted for use in recording deaths which occur in 2004. The 2004 version of the certificate should be used for deaths that occur on and after January 1, 2004.

Those deaths that occurred during 2003, which remain to be reported in 2004 should be reported on the previous version of the death certificate. All pre-2004 forms will become obsolete and should be destroyed on December 31, 2004, which is the last day that a 2003 death could be routinely recorded.

The 2004 version of the death certificate is identified by the form number of DCH-0483 and a revision date of 10/03 or later indicated in the lower left margin of the form. These forms are 8 1/2 inches by 11 inches with a 3-inch tear-off instructional stub.

General Information

The proper preparation of a death certificate is an important function of the attending physician. The certification of the death should be provided within the 48 hours immediately following pronounced death. This responsibility is placed upon the attending physician by law (MCL 333.2843) and has been part of the role of the physician historically. As the determination that death has occurred rests with the physician and as the attending physician is informed on the conditions that led to the death, the attendant is the single best source of information on the medical facts related to the death. The personal physician of the decedent is most knowledgeable of the health and the history of the decedent and is the certifier of choice. When not available, however, any physician who attended to the patient around the time of death may certify as the attendant.

Not infrequently, when a death occurs, the personal physician of the decedent is unavailable or unable to certify to the death in the very short period of time after the death wherein certification is necessary. It is possible under the law to insure prompt and accurate certification of these cases by authorizing a physician to act in place of the attendant. By assuring that such arrangements are in place, especially in instances where patients are seriously ill, the proper reporting of such deaths can proceed rapidly. Delay and inconvenience to family members can be avoided and the potential for unnecessarily involving the medical examiner can be eliminated through appropriate planning.

If the attendant is unavailable and a representative for the attendant can not be found, the law delineates the transfer of the duty to certify to a death. If the death occurred within a hospital or was pronounced therein, certification of the death becomes the responsibility of the chief medical officer or a pathologist of that hospital. This certification must be based upon a review of pertinent medical records and such investigation as is considered necessary. Deaths outside of hospitals become the duty of the medical examiner and then, in turn, the health officer to certify when no attending physician is available. In this

latter circumstance, the process for determining the causes of death is at the discretion of the medical examiner.

The statutes provide for and permit this process for assuring the rapid certification of a death to facilitate the prompt removal and disposition of bodies and to speed the ability of family members to begin to address the many legal issues that must be handled. As important as these objectives are, the process most generally does not result in the best recording of medical facts concerning the decedent. The attendant is clearly the best source of this information. Every effort should be made to minimize the need for the certification of a death by a physician or medical examiner who is unfamiliar with the patient.

Medical Examiner Referrals

An attending physician has the primary responsibility to identify deaths that should be investigated by the medical examiner. Generally, the medical examiner should be contacted whenever a death is encountered where the cause of death is due to a violent or external cause, the death was unexpected or when the cause of the death is unknown to the attendant. The specific statutes that define medical examiner cases are MCL 52.202 and 333.2844. Many county medical examiners have prepared instructions to aid identifying when a referral is indicated. It is important to be familiar with the guidelines in effect within the county where your practice is located.

The medical examiners of many counties rely upon death certificate information to identify cases that may require investigation. This screening process is done with the cooperation of the local and state vital records offices. It is important to keep this in mind as you complete the cause of death section of the death certificate. When an injury, including an historic injury, is listed on the certificate, a referral to the medical examiner may become necessary. As a result, historic injuries should be listed in Item 36 **only if** the injury is believed to have contributed to the eventual death of the decedent in order to avoid unnecessary referrals. Consult with the medical examiner in your county should you wish clarification in this area generally or in relation to a specific case.

Completion of the Certificate of Death

The certificate of death that is completed and filed is retained in the state vital records repository as a permanent legal record of the event. The document will be available for the issuance of certified copies to permit establishing the facts of death in settling the affairs of the decedent and will serve as an historical record of interest to descendants into the future. Great care should be taken in the preparation of these documents to insure each is complete, accurate and legible.

By exercising care in completing the death certificate, intended purposes of supplying data on the mortality of people in Michigan and serving as a permanent legal record of the event can be accomplished. The most direct value of a death certificate is derived by the immediate family of the deceased. Certified copies of the filed document will be an important part of handling pension and insurance claims, probating an estate, obtaining social security benefits and other purposes in the weeks and months following the death. The document will become of historical and genealogical interest with time, as well. At the same time, the information on certificates of death will collectively be used in the study of mortality within the state in both very general and very specific ways. The mortality

data is an integral part of evaluating many public health and medical problems, program planning and evaluation and other valuable uses.

In order to properly complete the Michigan Certificate of Death it is important to follow these simple rules:

1. COMPLETE ALL ITEMS THAT ARE THE RESPONSIBILITY OF THE CERTIFYING PHYSICIAN. UNLESS SPECIFIED BELOW, DO NOT LEAVE ANY ITEMS BLANK THAT ARE WITHIN THE MEDICAL PORTION OF THE DOCUMENT (ITEMS 27-31,33-34,36-40). SPECIFIC INSTRUCTIONS FOR EACH REQUIRED ITEM ARE GIVEN BELOW.
2. TYPE OR LEGIBLY PRINT IN BLACK INK THE ENTRIES FOR EACH ITEM. ONE OF THE USES OF THE CERTIFICATE IS TO PROVIDE COPIES FOR A VARIETY OF LEGAL, STATISTICAL AND EPIDEMIOLOGIC PURPOSES. ILLEGIBLE CERTIFICATES WILL NOT BE CONDUCIVE TO SUCH USES. BLUE INK MUST NOT BE USED ON THESE DOCUMENTS.
3. SIGN THE CERTIFICATE IN ITEM 27a WITHIN 48 HOURS OF DEATH. THIS MUST BE AN ORIGINAL SIGNATURE. RUBBER STAMPS OR OTHER FACSIMILES ARE NOT ACCEPTABLE.
4. WHEN ENTERING A DATE IN ITEM 4 AND ITEM 27b, SPELL OUT OR ABBREVIATE THE MONTH, DO NOT USE A NUMBER.
5. The document must not be corrected or altered in any way so as to damage the document or make the document appear altered. Minor changes or alterations must be made carefully so that the alteration can not be detected on a copy of the document. The use of correcting fluid, image overlay or correcting tapes are not acceptable. Use of a correcting typewriter with a lift off process for correction is permitted, if the correction is not detectable upon copying.
6. Do not make extraneous marks on the document. Additionally, do not fold, bend, mutilate, staple or alter the form.
7. Avoid abbreviations except as recommended for specific items.

Specific Instructions on the Completion of Individual Items

The funeral director is generally responsible for completing the upper portion of the certificate of death. It is best to permit the funeral director to complete items 1 through 26, except as provided for below.

Item 1 Name of Decedent

It is recommended that the completion of this item be left to the funeral director. This will significantly reduce the likelihood of an error in the entry of the decedent's full legal name. The medical record on the decedent often contains a name that is not complete or is somehow different from the correct legal name. The funeral director, by consulting with family, is generally able to obtain the accurate name.

Entry of the decedent's name on the line in the margin of the certificate provided for this purpose is encouraged, when certifying to an incomplete or partially completed certificate.

Item 4 Date of Death

This item is usually completed by the funeral director. However, the certifying physician is responsible for the accuracy of the item. If this item has been completed, review the entry for accuracy. If it is incorrect, notify the funeral director so that he/she may correct the error. If the item has not been completed enter the exact date of death (month, day, year). The month portion of the date must be spelled out (do not use numbers). You may abbreviate.

Item 7 County and Location Pronounced Dead

The completion of these items are usually handled by the funeral director. As the information recorded reflects the place where the decedent was first pronounced dead, the funeral director should be notified if there is an error in these entries.

Should these items be blank when certifying to the death, entering the appropriate information is permissible.

Item 7a must contain the name of the hospital or institution or the address for the location where pronounced dead.

Enter the name of the city, village or township in item 7b where the death occurred.

The county where the body was located when first pronounced dead is entered in item 7c.

Item 27a Certifier

The first box should be checked if the case is determined not to be a medical examiner's case and the physician is certifying to the death facts. The certifying physician must sign and enter his/her degree, title or position in this space.

The second box should be checked if this is determined to be a medical examiner's case and the medical examiner or his/her authorized representative certifies to the medical information on the death certificate. The medical examiner or his/her authorized representative must sign and enter his/her degree, title or position in this space.

If the second box is checked the authorized representative must be a physician deputized as a medical examiner.

Item 27b Date Signed

The month, day and year the certifier signed the certificate must appear here. The month the certifier signed the certificate should appear in full or in standard abbreviation (Jan., Feb., March, etc). The year should also be complete such as 2004 instead of '04.

Item 27c License Number

Enter the state license number of the physician or medical examiner who signs the certificate as the certifier of the medical facts (item 27a).

Item 28a Actual or Presumed Time of Death

The actual or presumed time of death (hours and minutes) should appear in this item. If the exact time of death is unknown, enter the approximate time. If the time of death cannot be approximated, this item may be indicated as >unknown=.

Item 28b Pronounced Dead On

The month, day and year the decedent was pronounced dead should appear here.

Item 28c Time Pronounced Dead

The time the decedent was pronounced dead (hours and minutes) should appear in this item.

Item 29 Was Medical Examiner Contacted?

"Yes" should be entered if the medical examiner was contacted in regard to the case, otherwise "no" should be entered. The medical examiner should be contacted when a death: involves violence, is accidental, is unexpected, is due to abortion, is to a prisoner, has no known cause of death, is unattended or is to someone who has not seen a doctor in more than ten days.

It is possible that the medical examiner might be contacted regarding a case but he/she may determine that medical examiner involvement is not necessary. In that situation, the medical examiner has no further responsibility in the completion of the death certificate. If the death is determined to be a medical examiner's case, refer to Instructions for Medical Examiners.

This item should not be left blank.

Item 30 Place of Death

A categorical description of the place where death was **pronounced**, as listed in item 7, should appear in this item.

This item should not be left blank.

Note: The actual place of death, which was collected prior to 2004 is no longer recorded.

Item 31 If Hospital

If the description of the place pronounced dead in item 30 is a hospital, an entry specifying inpatient, outpatient, emergency room patient or dead on arrival, must appear here.

If the decedent was pronounced dead in a nursing home or in any place other than a hospital, this item may be left blank.

Item 33 Name of Attending Physician if Other than Certifier

The name of the attending physician if other than the certifier should appear here. If the certifier is the attending physician no entry is required.

Item 34 Certifying Physician

This section allows for the entry of the physician's certification.

Item 36 Cause of Death

A cause of death is a disease, abnormality, injury or poisoning that contributed directly or indirectly to death. A death often results from the combined effect of two or more conditions. These conditions may be completely unrelated, arising independently of each other; or they may be causally related to each other, that is, one condition may lead to another which in turn leads to a third condition, etc. The cause of death section of the Michigan Certificate of Death is designed to elicit the opinion of the medical certifier as to the immediate cause of death and the antecedent causes, as well as the contributing causes of death.

Note, that it is not permissible to report the cause of death as "unknown" in any circumstance nor can the cause be reported as "pending" by the attending physician. A pending cause of death is acceptable only if the death is certified by the medical examiner.

Part I Cause of Death

Conditions which caused the death of the individual are to be entered in this section. The entries in the section must be ordered etiologically so as to imply the underlying cause of the death. The underlying cause of death is the disease or injury responsible for initiating the lethal sequence of events. This underlying cause of death is the condition that started the sequence of events between normal health and the immediate cause of death.

The mode of dying (e.g., cardiac arrhythmia, cardiac or respiratory arrest, renal failure, heart failure, asphyxia) should not be stated at all since it is no more than a symptom of the fact that death occurred and provides no useful information. These mechanisms of death lack any etiologic specificity and are reflections of the effects of the conditions which led to the death but do not serve to identify the causes of the death.

The cause of death section cannot be left blank. In addition, reporting "Unknown" or "Natural Causes" are not acceptable entries. A death certificate can be accepted for registration when the cause of death is reported using terms for the mode of dying as the cause of death. Note, however, that the physician will be contacted by state vital records registry staff for clarification in such cases.

Only one cause is to be entered on each line of Part I. The underlying cause of death should be entered on the lowest line used in Part I.

Line a Immediate Cause

The direct or immediate cause of death is reported on line a. This is the disease, injury or complication that directly preceded death. It can be the sole entry in the cause of death statement if only one condition was present at death. There must always be an entry on line a.

Line b Due to or as a Consequence of

The disease, injury or complication, if any, which gave rise to the direct or immediate cause of death is reported on line b. This condition must be considered to have been antecedent to the immediate cause, both with respect to time and etiological or pathological relationship. If it is believed to have prepared the way for the immediate cause, a condition can be considered as antecedent to the immediate cause even though a long interval of time has elapsed since its onset.

Line c Due to, or as a Consequence of

The condition, if any, which gave rise to the antecedent condition on line b is reported on line c. This condition must be considered to have been antecedent to the cause entered on line b, both with respect to time and etiology or pathological relationship. This condition can be antecedent to the cause entered on line b even though a long interval of time has elapsed since its onset.

Line d Due to, or as a Consequence of

The condition, if any, which gave rise to the antecedent condition on line c is reported on line d. This condition must be considered to have been antecedent to the cause entered on line c and to otherwise relate to cause listed in line c as case outlined above for the cause in line c as related to line b.

If the decedent had more than four causally related conditions leading to death, lines e, f, etc. should be added by the certifier so all conditions related to the immediate cause of death are entered in Part I with only one condition to a line.

Interval Between Onset and Death

Space is provided at the end of lines a, b, c and d for recording the interval between onset and death for the immediate cause, antecedent condition, if any, and underlying cause. These intervals usually are established by the physician on the basis of information available. The time of onset may be obscure or entirely unknown, in which case the physician can state that the interval is "unknown." A certificate can be registered if the interval between onset and death was omitted, but the physician may be contacted by state vital records registry staff for clarification in such cases.

DO NOT LEAVE THE INTERVAL BLANK.

Part II Other Significant Conditions

Any other important disease or condition that was present at the time of death which may have contributed to death but which was not related to the immediate cause of death listed on line a should be recorded on this line. For example, a patient who died of metastasis from carcinoma of the breast may also have had a hypertensive heart disease that contributed to the death. In this case, the hypertensive heart disease would be entered in Part II as a contributory cause of death.

This item may be blank, when so indicated.

Items 37-40 must reflect the individual who has taken responsibility for certifying to the cause(s) of the decedent's death. If the medical examiner has taken charge of the case and has checked the box so indicating, these items must pertain to the medical examiner.

Item 37 Did Tobacco Use Contribute to Death?

Choose >yes= if, in your opinion, any use of tobacco or tobacco exposure contributed to the death of the decedent. For example, tobacco use may contribute to deaths due to emphysema or lung cancer. Tobacco use also may contribute to some heart disease and cancers of the head or neck. Tobacco use should also be reported in deaths due to fires due to smoking.

Check >yes= if in the physician=s clinical judgment, tobacco use contributed to this particular death.

Check >probably= if tobacco use may have contributed to the death.

Check >no= if, in the physician=s opinion, the use of tobacco did not contribute to death.

Unknown may be selected if the physician has no knowledge of tobacco exposure or use by the decedent.

Item 38 If Female

If the decedent is a female, check the appropriate box. If the decedent is a male, leave the item blank. If the female is either too old or too young to be fecund, check the not pregnant within the last year box.

Item 39 Manner of Death

Complete this item for all deaths. Deaths not due to external causes should be identified as >natural=.

If the manner of death is natural, no entry is required in items 41a through 41g.

Note that beginning in 2004, **the manner of death item should be completed for all deaths including those not certified by a medical examiner.**

Note also that an entry of other than natural implies a medical examiner should be contacted on the death.

Item 40a Was an Autopsy Performed?

Enter "yes" if a partial or complete autopsy was performed. Autopsy should involve both external and internal (organ dissection) examination of the body. If no autopsy was performed, enter "no."

Item 40b Were Autopsy Findings Available Prior to Completion Of Cause Of Death?

Enter "yes" if the autopsy findings were available and used to determine the cause of death. Otherwise, enter "no." If no autopsy was performed, leave this item blank.

**INSTRUCTIONS FOR MEDICAL EXAMINERS
COMPLETING THE MEDICAL PORTION OF THE
CERTIFICATE OF DEATH**

**The 2004 version of the death certificate
Last Revised March 1, 2004**

These instructions are intended to inform medical examiners and their staff on the proper completion of the certificate of death that has been adopted for use in recording deaths which occur in or after 2004. The 2004 version of the certificate should be used for deaths that occur on and after January 1, 2004.

Those deaths that occurred during 2003 which remain to be reported in 2004 should be reported on the previous version of the death certificate. All pre-2004 forms will become obsolete and should be destroyed on December 31, 2004 which is the last day that a 2003 death could be routinely recorded.

The 2004 version of the death certificate is identified by form number DCH-0483 and a revision date of 10/03 or later indicated in the lower left margin of the form. These forms are 8 1/2 inches by 11 inches with a 3 inch tear-off instructional stub.

General Information

The proper preparation of a death certificate is an important function of the medical examiner. The medical examiner may become involved with a case following referral from a number of individuals and agencies including police agencies, hospital personnel, emergency medical personnel, a decedent's physician, a funeral director or by the local or state registrar. If the medical examiner determines that the case does not require his/her certification of the facts regarding the death, it is not necessary for the medical examiner to be involved in the completion of the death certificate. If the medical examiner does certify to the death facts, it is his/her responsibility to complete certain portions of the death certificate. The prompt preparation of the death certificate in these situations is essential to the proper registration of the death.

In completing this form it is important to follow the rules below.

- 1) Complete all items that are appropriate. The items that are the responsibility of a certifying medical examiner are:

If certifying to the death as a medical examiner case the following items are the responsibility of the medical examiner:

- | | |
|-------------------|--------------------------------------|
| Item 4 | - date of death |
| Item 7a, 7b, 7c | - location of death |
| Items 27-32,36-41 | - medical and certification sections |

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- 2) Prepare the certificate on a typewriter with a black ribbon and clean keys or legibly print the information on the form in black permanent ink.
- 3) Sign the certificate in item 27a within 48 hours after taking charge of the case. This must be an original signature. Rubber stamp signatures or other facsimiles are not acceptable.
- 4) When entering a date, spell out or abbreviate the month. Do not use a number. This is especially important if entering the date of death.
- 5) Do not correct an error in completion by use of erasure, strike over, cross out or coverup powder or fluid.

Reporting Pending Cases

For those cases that are determined to require investigation and certification by the medical examiner, it is quite common to be unable to complete the investigation and supply the medical information and other facts until long after the death certificate must be filed. The medical examiner is required, in these instances, to complete items of information that remain undetermined as pending. It is important that this be done in a timely fashion to permit a recording of the death, thereby providing a means of establishing the death for various legal purposes.

In some local offices and in the state office those deaths that are reported as pending are held in a separate file. Though they are available for certification locally, these separate filings have proven to expedite the updating of the certificate upon receipt of the conclusions from the medical examiner who initially certified to the death or from the chief medical examiner for the county where death occurred.

Upon concluding the investigation, the determinations of the medical examiner can be officially recorded through the completion and forwarding of a death certificate correction form. This form (departmental form number DCH-0620) permits the medical examiner to supply or to change any of the pertinent items of information on the certificate. Such changes to the document should be sufficient to permit the final registration of the death. The medical examiner is not restricted, however, from changing the information on the record at a later date should new information become available. Please note that the statutory fees for changes to registered death certificates are waived when changes are requested by the medical examiner in the course of completing a death certificate.

The expeditious filing of pending records and the subsequent completion of those records eases the handling of the decedent's affairs while providing for an accurate accounting for the death.

Specific Instructions on the Completion of Individual Items

Item 4 Date of Death

This item is usually completed by the funeral director. However, the medical examiner is responsible for the accuracy of the item. If this item has been completed, review the entry for accuracy. If it is incorrect, notify the funeral director so that he/she may correct the error. If the item has not been completed, enter the exact date of death (month, day, year). If the date of death is not exactly determinable, enter an approximate date (i.e., on/after January 5, 2005). The month portion of the date must be spelled out (do not use numbers). You may abbreviate. Do not enter unknown.

Items 7(a-c)

These items refer to the place where the decedent was formally pronounced dead. The medical examiner is responsible for the accuracy of these items. If these items have been completed, review the entries for accuracy. If these entries are incorrect, notify the funeral director so that he/she may correct it.

If the items have not been completed it is permissible to complete these items.

Enter the county in which the decedent was pronounced dead in item 7c.

In item 7a enter the name of the hospital or institution (nursing home, hospice, extended care facility, prison) where the decedent was officially pronounced dead. If the decedent was pronounced dead en route to or on arrival at a hospital or institution, enter the name of the hospital or institution.

If the decedent was not pronounced dead in a hospital or other institution, enter the number, street and zip code of the locality where the decedent was pronounced dead. This item must agree with items 7b and 7c.

In Item 7b enter the name of the city, town, village or location where death occurred.

Item 27a Certifier

The first box should be checked if the case is determined not to be a medical examiner's case and the physician is certifying to the death facts. The certifying physician must sign and enter his/her degree, title or position in this space.

The second box should be checked if this is determined to be a medical examiner's case and the medical examiner or his/her authorized representative certifies to the medical information on the death certificate. The medical examiner or his/her authorized representative must sign and enter his/her degree, title or position in this space.

If the second box is checked the authorized representative must be a physician deputized as a medical examiner.

Item 27b Date Signed

The month, day and year the certifier signed the certificate must appear here. The month the certifier signed the certificate should appear in full or in standard abbreviation (Jan., Feb., March, etc). The year should also be complete such as 2004 instead of '04.

Item 27c License Number

Enter the state license number of the physician or medical examiner who signs the certificate as the certifier of the medical facts (item 27a).

Item 28a Actual or Presumed Time of Death

The actual or presumed time of death (hours and minutes) should appear in this item. If the exact time of death is unknown, enter the approximate time. If the time of death cannot be approximated, this item may be indicated as 'unknown'.

Item 28b Pronounced Dead On

The month, day and year the decedent was pronounced dead should appear here.

Item 28c Time Pronounced Dead

The time the decedent was pronounced dead (hours and minutes) should appear in this item.

Item 29 Was Medical Examiner Contacted?

Indicate whether the medical examiner was contacted in reference to this case. The medical examiner should be contacted when a death: involves violence, is accidental, is unexpected, is due to abortion, is to a prisoner, has no known cause of death, is unattended or is to someone who has not seen a doctor in more than ten days. It may be necessary to check with the medical examiner's office in the county where the death occurred to determine whether a particular death should be referred to his/her office.

This item should not be left blank.

Item 30 Place of Death

A categorical description of the place where death was **pronounced**, as listed in item 7, should appear in this item.

This item should not be left blank.

Note: The actual place of death, which was collected prior to 2003 is no longer recorded.

Item 31 If Hospital

If the description of the place pronounced dead in item 30 is a hospital, an entry specifying inpatient, outpatient, emergency room patient or dead on arrival, must appear here.

If the decedent was pronounced dead in a nursing home or in any place other than a hospital, this item may be left blank.

Item 32 Medical Examiner's Case Number

The medical examiner's case number should be completed when a number has been assigned by the medical examiner. A medical examiner's case number may be entered in this field even if the case is determined not to be a medical examiner's case.

Item 33 Name of Attending Physician if Other than Certifier

The name of the attending physician if other than the certifier should appear here. If the certifier is the attending physician, no entry is required.

Entering the name of the attendant in item 33, when the death is a medical examiners case, is encouraged.

Item 34 Certification of the Physician

The complete name and address of the medical certifier (physician or medical examiner) should appear here. It should be typed in black or printed legibly in black ink.

Item 36 Cause of Death

A cause of death is a disease, abnormality, injury or poisoning that contributed directly or indirectly to death. A death often results from the combined effect of two or more conditions. These conditions may be completely unrelated, arising independently of each other; or they may be causally related to each other, that is, one condition may lead to another which in turn leads to a third condition, etc. The cause of death section of the Michigan certificate of death is designed to elicit the opinion of the medical certifier as to the immediate cause of death and the antecedent causes, as well as the contributing causes of death.

If the cause of death is pending investigation at the time the certificate is originally prepared, enter "pending" on line 36a of the certificate near the left margin of the cause of death section. This will facilitate insertion of the cause(s) of death at a later date by the local or state registrar. "Pending" may be entered only if it is a medical examiner's case and a medical examiner is certifying to the medical information. Upon completion of the investigation the cause of death must be supplied to the local registrar and/or Michigan Department of Community Health for amendment of the record. Completion of an Application to Correct a Certificate of Death (DCH-0620) by the certifier or the chief medical examiner is required. This should be submitted as soon as possible after the cause of death has been determined.

If, after investigating the death, the cause of death remains unknown, the death must be reported in one of the following two ways.

For an instantaneous death that is witnessed but unexplained:

Sudden death

Based upon autopsy, toxicology and a thorough investigation of the circumstances a cause of death can not be determined.

For unexpected and unwitnessed deaths:

Found body

Based upon autopsy, toxicology and a thorough investigation of the circumstances a cause of death can not be determined.

Part I Cause of Death

The conditions which caused the death of the individual are to be entered in this section. The entries in the section must be ordered etiologically so as to imply the underlying cause of the death. The underlying cause of death is the disease or injury responsible for initiating the lethal sequence of events. This underlying cause of death is the condition that started the sequence of events between normal health and the immediate cause of death.

The mode of dying (e.g., cardiac arrhythmia, cardiac or respiratory arrest, renal failure, heart failure, asphyxia) should not be stated at all since it is no more than a symptom of the fact that death occurred and provides no useful information. These mechanisms of death lack any etiologic specificity and are reflections of the effects of the conditions which led to the death but do not serve to identify the causes of the death.

Only one cause is to be entered on each line of Part I.

The underlying cause of death should be entered on the lowest line used in Part I.

Line a. Immediate Cause

The direct or immediate cause of death is reported on line a. This is the disease, injury or complication that directly preceded death. It can be the sole entry in the cause of death statement if only one condition was present at death. There must always be an entry on line "a."

In the case of a violent death, enter the result of the external cause (e.g., fracture of vault to skull, crushed chest).

Line b. Due to or as a Consequence of

The disease, injury or complication, if any, which gave rise to the direct or immediate cause of death is reported on line "b." This condition must be considered to have been antecedent to the immediate cause, both with respect to time and etiological or pathological relationship. If it is believed to have prepared the way for the immediate cause, a condition can be considered as antecedent to the immediate cause even though a long interval of time has elapsed since its onset.

In case of injury, the form of external violence, poisoning or accident is antecedent to an injury entered on line "a" and should be entered on line "b" although the two events are almost simultaneous (e.g., automobile accident, fallen on by tree).

Line c. Due to or as a Consequence of

The condition, if any, which gave rise to the antecedent condition on line "b" is reported on line "c." This condition must be considered to have been antecedent to the cause entered on line "b", both with respect to time and etiology or pathological relationship. This condition can be antecedent to the cause entered on line "b" even though a long interval of time has elapsed since its onset.

In case of injury, the form of external violence or accident is antecedent to an injury entered on line "b" although the two events are almost simultaneous.

Line d. Due to or as a Consequence of

The condition, if any, which gave rise to the antecedent condition on line "c" is reported on line "d." This condition must be considered to have been antecedent to the cause entered on line "c", both with respect to time and etiology or pathological relationship. This condition can, be antecedent to the cause entered on line "c" even though a long interval of time has elapsed since its onset.

In case of injury, the form of external violence or accident is antecedent to an injury entered on line "c" although the two events are almost simultaneous.

If the decedent had more than four causally related conditions leading to death, lines "e", "f", etc. should be added by the certifier so all conditions related to the immediate cause of death are entered in Part I with only one condition to a line.

Interval Between Onset and Death

Space is provided at the end of lines "a", "b" and "c" for recording the interval between onset and death for the immediate cause, antecedent condition, if any, and underlying cause.

These intervals usually are established by the medical examiner on the basis of information available. The time of onset may be obscure or entirely unknown, in which case the medical examiner can state that the interval is "unknown."

DO NOT LEAVE THE INTERVAL BLANK.

Part II Other Significant Conditions

Any other important disease or condition that was present at the time of death which may have contributed to death but which was not related to the immediate cause of death listed on line (a) should be recorded on this line. For example, a patient who died of metastasis from carcinoma of the breast may also have had a hypertensive heart disease that contributed to the death. In this case, the hypertensive heart disease would be entered in Part II as a significant condition.

This item may be left blank, if appropriate.

Item 37 Did Tobacco Use Contribute to Death?

Choose 'yes' if, in your opinion, any use of tobacco or tobacco exposure contributed to the death of the decedent. For example, tobacco use may contribute to deaths due to emphysema or lung cancer. Tobacco use also may contribute to some heart disease and cancers of the head or neck. Tobacco use should also be reported in deaths due to fires due to smoking.

Check 'yes' if in the medical examiner's clinical judgement, tobacco use contributed to this particular death.

Check 'probably' if tobacco use may have contributed to the death.

Check 'no' if, in the medical examiner's opinion, the use of tobacco did not contribute to death.

Unknown may be selected if the medical examiner has no knowledge of tobacco exposure or use by the decedent.

Item 38 If Female

If the decedent is a female, check the appropriate box. If the decedent is a male, leave the item blank. If the female is either too old or too young to be fecund, check the not pregnant within the last year box.

Item 39 Manner of Death

Complete this item for all deaths. Deaths not due to external causes should be identified as 'natural'. Indicate 'Pending' if the manner of death cannot be determined to be accident, homicide or suicide within the statutory time limit for filing the death certificate. This should be changed later to one of the other terms. If anything other than natural appears in this item, entries should appear in items 41a through 41g.

Should a determination on the manner of death not be made at the time the certificate is originally prepared "pending" may be indicated. When the cause of death is also "pending" it is recommended that item 39 be left blank. When the cause(s) of death are known but the manner of death is not yet determined, "pending " may be indicated by simply circling or underlining the "pending" in the label for item 39.

Where "pending" is entered as the manner of death, upon completion of the investigation, the determined manner of death must be supplied to the local registrar or Michigan Department of Community Health for amendment of the record. Completion of an Application to Correct a Certificate of Death (form DCH-0620) by the certifier or the chief medical examiner is required. This should be submitted immediately upon determination of the manner of death, usually within 60 days.

If the manner of death is by means other than natural, items 41a through 41g must be completed even though it may be a reiteration of information already on the certificate. It is recommended that items 41a through 41g be completed when the manner of death is pending, the death was clearly due to an external cause and the facts on the injury are available.

If the manner of death is natural, no entry is required in items 41a through 41g.

"Indeterminable" or "not determinable" may be entered only if, after investigation, the manner of death cannot be determined.

Item 40a Was an Autopsy Performed?

Enter "yes" if a partial or complete autopsy was performed. Autopsy should involve both external and internal (organ dissection) examination of the body. If no autopsy was performed, enter "no."

Item 40b Were Autopsy Findings Available Prior to Completion Of Cause Of Death?

Enter "yes" if the autopsy findings were available and used to determine the cause of death. Otherwise, enter "no."

If no autopsy was performed, leave this item blank.

Item 41a Date of Injury

The exact date of the injury including month, day and year should appear here. Spelling or abbreviating the month portion of the date is recommended.

If the exact date is not known, an estimate must be provided.

If no estimate is possible, unknown may be entered.

Note: Injury may be any harm to a person causing death to occur the source of which is external or foreign.

Item 41b Time of Injury

The time in hours and minutes that the injury occurred should appear here. In cases where the exact time is not possible to determine, an estimate may be made.

Unknown may be entered if the hour of injury could not be determined.

Item 41c Describe How Injury Occurred

A concise statement describing how the injury occurred, such as "fell off ladder while painting house" should appear here.

Unknown may be entered if it cannot be determined how the injury occurred.

Item 41d Injury At Work

Complete if anything other than natural disease is mentioned in Part I or Part II of the medical certification (item 36), including homicides, suicides, and accidents, or if anything other than natural is indicated for manner of death (item 39). This includes all motor vehicle deaths. The item must be completed for decedents 14 years or over and may be completed for those less than 14 years of age, if warranted.

"Yes" should appear here if injury occurred at work. If injury did not occur at work, "no" should appear in this item.

Unknown may be entered if it cannot be determined whether or not injury occurred at work.

Item 41e Place of Injury

The general category describing where injury occurred must appear here. Examples of the general category are: at home, farm, street, factory, office building, etc.

Unknown may be entered if place of injury is unknown.

Item 41f If Transportation Injury

Specify role of decedent (e.g., driver, passenger) in the transportation accident. Driver/operator and passenger should be designated for modes other than motor vehicles such as bicycles. "Other" applies to watercraft, aircraft, animals, or people attached to outside of vehicles (e.g., surfers) who are not bonafide passengers or drivers.

If the role of the decedent is unknown, enter 'unknown'.

Item 41g Location

The complete address (street or RFD number; city, village or township; and state) where the injury occurred should appear here.

A geographical description of the location may appear if the location can only be described geographically.

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These instructions provide information on the proper completion of the fetal death report as revised for use in the reporting of fetal deaths that occur on or after June 1, 2003. This new form is identified by the form number of DCH-0615 and the revision date of 6/2003 in the lower left hand corner of the form blank. The form is an 8 1/2 inch by 11 inch form. Fetal death report forms dated earlier than 6/2003 should be retained for use in reporting fetal deaths occurring earlier than June, 2003, until all are reported. The supplies of pre 6/2003 forms will then become obsolete and must be destroyed. As the fetal death reports for January - May 2003 are cleared up it is important to properly match the form used with the event being recorded.

From 1978 until June, 2003, the fetal death reports were reports used only for medical and health purposes and were not retained nor made available as official records of these events. Fetal death certificates that were registered prior to 1978 and after June 1, 2003 are permanent records of the events and are available to family members as certified copies.

General Instructions

When it is determined that a fetal death has occurred, it is the responsibility of the facility where the delivery occurred to report the event to the Michigan Department of Community Health within 5 days. The facility also has the responsibility to report a fetal death should the delivery occur en route to the facility and be attended to shortly thereafter.

If a fetal death occurs outside a facility and is not attended to shortly after birth within a facility, the person attendant at the fetal death is responsible for reporting the event. In instances where the attendant is not a physician, arrangements for the reporting of the fetal death should be made directly with the medical examiner of the county where the delivery occurred.

Michigan law defines when the delivery of a fetus or infant delivered dead is reportable. The definition of a fetal death is contained in section 333.2803 of the Michigan Compiled Laws.

"Fetal death" means the death of a fetus which has completed at least 20 weeks of gestation or weighs at least 400 grams.

The fetus must be separated from the mother, ie: delivered, to be reportable. A fetus that dies in utero prior to the end of the 20 weeks gestation and before reaching 400 grams need not be reported. It is important to distinguish that a permit for the disposition of a dead fetus is required regardless of the gestational age of the fetus. For more information refer to Instruction Letter Number 1, Issuance of Burial Transit Permits for Disposition of Dead Fetuses.

While the development of the fetus is important to determining when to report a fetal death, it is first essential to determine that the fetus was delivered dead. What constitutes evidence of life is for the physician or other attendant to determine. To aid the attendant in determining the presence of life, the current definition of a live birth as defined in section 333.1071 of the Michigan Compiled Laws is:

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The complete expulsion or extraction of a product of conception from its mother, regardless of the duration of the pregnancy, that after expulsion or extraction, whether or not the umbilical cord has been cut or the placenta is attached, shows any evidence of life, including, but not limited to, one or more of the following: breath, a heartbeat, umbilical cord pulsation or definite movement of voluntary muscles.

Note: A birth certificate, rather than a fetal death report, must be filed if the attendant determines that a live birth occurred. In addition, if the infant subsequently dies, a death certificate must be filed for the child, irrespective of the duration of life or the viability of the live born.

Completion of the Reports of Fetal Death

The report of fetal death that is completed and filed for a child is retained in the state vital records repository as a permanent legal record of the event. The document will be available for the issuance of certified copies to permit establishing the facts of a fetal death. Great care should be taken in the preparation of these documents to insure each is complete, accurate and legible.

The documents must be completed using a typewriter with a black ribbon and clean keys or, if not typewritten, must be printed in black permanent ink. If the documents are to be computer generated, a high quality printer that is of "letter quality" must be used. It is important in selecting printers that the original and the carbon copy of the document are of good quality.

Signatures must be hand written in black unfading ink. Rubber stamp signatures or computer facsimiles are not acceptable.

The names of the individuals recorded on the document, including the child and the parents must be written in English alphabetic characters, except that surname suffixes may be entered as Roman or Arabic numerals.

These reports also serve to provide valuable information essential to the measurement of perinatal health, the development and evaluation of programs to improve pregnancy outcomes and other important uses. The usefulness of these reports in accomplishing these purposes relates directly to the completeness in reporting these significant events and to the care taken in collecting and reporting on each fetal death that occurs. It is important to complete all items. Each item should be completed as specified in the instruction for that item.

It is important to avoid abbreviations except as recommended for specific items.

Entries should be typed or printed clearly and legibly.

Entries of "-" or "x" should not be used except for check box items.

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Upon completion, fetal death reports are to be shipped directly to the Michigan Department of Community Health as outlined on the form. Do not send these to a local registrar's office. Forwarding reports on at least a weekly basis is recommended.

The upper portion of the original copy of the document (the short, top, first copy) through item 9 must not be corrected or altered in any way so as to damage the document or make the document appear altered. Minor changes or alterations must be made carefully so that the alteration cannot be detected on a copy of the document. The use of correcting fluid, image overlay or correcting tapes are not acceptable. Use of a correcting typewriter with a lift off process for correction is permitted, if the correction is not detectable upon copying. Do not make extraneous marks on the document. Additionally, do not mutilate, staple or alter the form. Although folding or bending of the 14 inch second copy is permitted, it is not recommended. Folding of the top legal portion is never permissible, however. Corrections to the carboned second copy of the form are permissible. Care must be taken to assure the second copy is legible. It is also important that the information on the carbon agrees with the original first copy of the form.

Upon filing the report, it will be reviewed for completeness, legibility, accuracy and conformity to these instructions. If the record is not acceptable for filing, it will be returned to you. You will be responsible for preparing an acceptable record and for filing the replacement record within 5 days of the returned record.

If you cannot meet the required filing date for submitting the record, a written notification must be submitted to the Michigan Department of Community Health stating the reason for the lateness and expected date of submission.

SPECIFIC INSTRUCTIONS FOR COMPLETING EACH ITEM

The line in the legend of the form is for the report number and should be left blank. This is for Michigan Department of Community Health use only.

Item 1 Child - Name

If the parent or parents have chosen to name the child, enter the name given to the child by the parent(s) of the child. Enter the name in the order of first, middle and last name. Junior (Jr.) or II, III, etc. or similar designations may be entered following the last name.

Verify the spelling of the child's name with the parent(s).

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If the parent or parents have chosen not to name the child, enter the last name only. Leave the spaces for the first and middle name blank. DO NOT ENTER THE WORDS BABY GIRL, BABY BOY, TWIN A OR TWIN B, etc.

The surname (last name) may be any name designated by the child's parent(s).

Item 2 Name And Title Of Attendant

Enter the name and title of the individual who attended the delivery.

Item 3 Birthweight of Fetus

Enter weight of the fetus as it is recorded in the hospital records. Entries should be made in either grams or pounds and ounces depending on the scales used. Do not convert from one measure to the other. Specify the type of measure used (grams or pounds and ounces). Weight in grams is preferred.

Item 4 Physician's Estimate of Gestation

Enter gestation in weeks as best determined by a physician or a qualified nurse in the absence of a physician.

Item 5 Date of Delivery

Enter the exact month, day and year the dead fetus was delivered. Enter the full or standard abbreviated name of the month. Example: Sept. or September.

Do not use a number for a month or use numbers such as 6/12/75 for the date. This date should be written as June 12, 1975. Deliveries occurring at midnight are considered as having occurred at the end of one day rather than the beginning of the next day.

Item 6 Time of Delivery

Enter the exact time (hour and minute) that the fetus was delivered. Enter 12 noon as "12 noon" and 12 midnight as "12 MID." One minute after noon is entered as 12:01 P.M. and one minute after midnight is entered as 12:01 A.M.

Note: When a plural delivery occurs the exact time of each delivery should be recorded.

Item 7a Hospital Name

If the delivery occurred in a hospital, enter the full name of the hospital. If the delivery occurred en route to the hospital enter the name of the hospital and add the words en route.

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If the delivery occurred at a place other than a hospital, enter the street address or a description of the place where the delivery occurred.

If the delivery occurred at home or at some other place outside a hospital and the mother and child were subsequently taken to a hospital, enter the address of the actual place of occurrence (for example, the home address) as the place of delivery. If a child is born at home items 7a and 15 must agree while 27 may differ.

Item 7b City, Village, or Township of Delivery

Enter the name of the city, village or township in which the delivery occurred. The name of the city should be entered only if the delivery occurred within the corporate city limits. If the delivery occurred outside the city limits, the village or township of occurrence should be entered.

Item 7c County of Delivery

Enter the county where the delivery occurred. This may differ from the county of residence of the parent(s). (Note: Care should be taken not to enter Michigan in this item.)

Item 8 Mother's Current Legal Name

Enter the current legal name of the mother. Verify the spelling of the name with the mother.

Item 9 Father's Current Legal Name

Enter the current legal name of the father as instructed below.

Note: A woman may name anyone as the father of a fetal death regardless of whether the child was conceived in wedlock.

Item 10 Sex of Child

Record the sex of the fetus by indicating male, female or indeterminable.

Item 11 Mother's Full Name Before First Married If Different From Current Name

Enter the surname before first married of the woman who delivered the fetus. If the woman is married, widowed, or divorced, be sure to enter her surname before first being married, not a last name acquired by marriage. Verify the spelling of the name with the mother.

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Item 12 Medical Record Number Of Mother

Enter the facility's medical record number used for the mother.

Item 13 Expected Source of Payment for Medical Services

Enter the expected source of payment. (Self Pay, Private Insurance, HMO, Medicaid, etc.)

Item 14 Residence of Mother

This section is designed to give the geographic location of the mother's usual residence.

The mother's residence is the place where she has set up housekeeping and usually sleeps. This is not necessarily the same as her home state, voting residence or legal residence.

Never enter a temporary residence such as one used during a visit, business trip or a vacation. Residence for a short time at the home of a relative, friend or home for unwed mothers for the purpose of awaiting delivery is considered to be temporary and should not be entered here. However, place of residence during a tour of military duty or during attendance at college is not considered as temporary and may be used.

In areas close to urban centers, there is a tendency for a person to identify with the city. Care must be taken to determine whether the "usual residence" is located within the corporate limits of any city or village.

THE ACTUAL PLACE OF RESIDENCE MAY DIFFER FROM THE MOTHER'S MAILING ADDRESS.

ENTER THE ACTUAL PLACE OF RESIDENCE ONLY.

Item 14a Residence - State

Enter the state where the mother resides.

Item 14b Residence - County

Enter the name of the county in which the mother resides.

Item 14c Residence - Local

Check the appropriate box of "inside city or village of" or "inside township of" to describe the locality where the mother resides. Enter the name of the locality pertaining to the box checked.

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Item 15 Residence Street Address

Enter the complete residence address of the mother.

Item 16 Zip Code

Enter the residence zip code of the mother.

Item 17 Mother's Mailing Address if Different From Residence

Enter the complete mailing address of the mother.

Item 18a Mother's State of Birth

If the mother was born in the United States, enter the name of the state. If the mother was not born in the United States, enter the name of the country.

If the mother was born in the United States, but the state is unknown, enter U.S. - unknown.

If the mother was born in a foreign country but the country is unknown, enter foreign - unknown.

Item 18b Mother's Date of Birth

Enter the exact month, day and year that the mother was born.

Enter the full or abbreviated name of the month (Jan., Feb., March, etc.). Do not use a number for a month. A birth date of June 12, 1965 should be written June 12, 1965 instead of 6/12/65.

Item 18c Mother Married at Time of Conception?

If mother was married at time of conception, enter yes. If mother was not married at time of conception, enter no.

Item 19a Father's State of Birth

If the father was born in the United States, enter the name of the state. If the father was not born in the United States, enter the name of the country.

If the father was born in the United States, but the state is unknown, enter U.S. - unknown.

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If the father was born in a foreign country but the country is unknown, enter foreign - unknown.

Item 19b Father's Date of Birth

Enter the exact month, day and year that the father was born.

Enter the full or abbreviated name of the month (Jan., Feb., March, etc.). Do not use a number for a month. A birth date of June 12, 1965 should be written June 12, 1965 instead of 6/12/65.

Item 20a Race

Enter the race of the mother and of the father as obtained from the parent(s) or other informant. This item should be completed for the mother on all reports and for the father in all cases where the name of the father is shown on the report. The entry in this item should reflect the response of the informant.

For Asians and Pacific Islanders, enter the national origin of the mother and father, such as Chinese, Japanese, Korean, Filipino or Hawaiian.

If the informant indicates that the mother and/or father is of more than one race, enter all races or ancestries.

Race of the Mother

Enter the race of the mother as explained above.

Race of the Father

Enter the race of the father as explained above.

Item 20b Ancestry

Enter the ancestry as obtained from the parent(s) or other informant. This item should be completed for the mother on all reports and for the father if known. **Do not leave this item blank.** The entry in this item should reflect the response of the informant. (If ancestry information is not available, enter unknown.)

For the purpose of this item, ancestry refers to the nationality, lineage or country in which the person or his or her ancestors were born before their arrival in the United States. American Indian and Alaska Native Ancestry should be entered as such.

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There is no set rule as to how many generations are to be taken into account in determining ancestry. A person may report ancestry based on the country of origin of a parent, grandparent or some far-removed ancestor. The response should reflect what the person considers himself or herself to be and is not based on percentages of ancestry.

Some persons may not identify with the foreign birthplace of their ancestors or with a nationality and may report "American." If, after clarification of the intent of this item, the person still feels that he or she is an American, enter "American" on the record.

If a person indicates that he or she is of multiple ancestry, enter the ancestry as reported (for example, English-Scottish-Irish, Mexican-American).

If a respondent gives a religious group - such as, Jewish, Moslem, or Protestant - ask for the country of origin or nationality.

This item is not a part of the Race item. Both questions, Race and Ancestry, should be asked independently. This means that for certain groups - such as Japanese, Chinese or Hawaiian, the entry will be the same in both items. The entry should be made in both items even if it is the same. However, an entry of "Black" or "White" should never be recorded in the ancestry item.

Mother - Ancestry

Enter the specific ancestry of the mother as indicated above.

Father - Ancestry

Enter the specific ancestry of the father as indicated above.

Item 20c Hispanic Origin

Indicate whether the mother and/or the father are of Hispanic origin.

Item 20d Education

Indicate the category that best describes the highest degree or level of school completed by the mother and the father. Report only those years of school that were completed. A person who enrolls in college but does not complete one full year should not be identified with any college education in this item.

Count formal schooling. Do not include beauty, barber, trade, business, technical or other special schools when determining the highest grade completed.

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Education of the Mother

Enter the education of the mother as explained above.

Education of the Father

Enter the education of the father as explained above.

Item 21 Plurality - Single, Twin, Triplet, etc.

When a plural delivery occurs, prepare and file a separate certificate or report for each child or fetus. File certificates and reports relating to the same plural delivery at the same time. However, if holding the completed certificates or reports while waiting for incomplete ones would result in late filing, the completed certificate should be filed first.

Item 21a Plurality of This Pregnancy

Specify the birth as single, twin, triplet, quadruplet, etc.

Item 21b If Not Single

Specify the order in which the fetus being reported was delivered - first, second, third, etc.

If this is a single delivery, leave the item blank.

Item 22 Prenatal Care

Information that summarizes the prenatal care of the mother is necessary to complete items 22a, 22b and 22c.

Item 22a Date of First Prenatal Care Visit

Enter the date the first prenatal care visit occurred. Prenatal care begins when a physician or other health professional first examines and/or counsels the pregnant woman.

If no prenatal care was received, enter none. If Item 22c is reported "None," this item should also be completed as "None."

Do not leave this item blank.

Item 22b Date of Last Prenatal Care Visit

Enter the date the last prenatal care visit occurred.

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If no prenatal care was received, enter none. If Item 22c is reported "None," this item should also be completed as "None."

Do not leave this item blank.

Item 22c Prenatal Visits - Total Number

Enter the number of visits made for medical supervision of the pregnancy by a physician or other health care provider during the prenatal period.

If no prenatal care was received, enter "None". If Items 22a and 22b are reported as "None," this item should also be completed as "None."

If "None," is entered in Item 22a and 22b and a number is reported in Item 22c, check to determine if a mistake has been made.

Do not leave this item blank.

Item 23 Pregnancy History (Complete Each Section)

When certificates or reports are prepared for a plural delivery, items 23a through 23e on the certificate or report of the first-delivered should not include any of the other deliveries. On the certificate or report of the second-delivery, these items should include information about the first-delivery of the plural delivery. Similarly, for the third-delivery, these items should include information about the first and second deliveries, and so on.

Item 23a Live Births Now Living

Enter the number of children born alive to this mother who are still living at the time of this delivery. Do not include children by adoption.

Check the box marked none if this is the first delivery to this mother or if all previous children are dead.

If this information is unavailable, enter unknown.

Item 23b Live Births Now Dead

Enter the number of prior children born alive to this mother who are no longer living at the time of this delivery. Do not include children by adoption.

Check the box marked none if this is the first delivery for this mother or if all previous children are still living.

If no information is available, enter unknown.

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Item 23c Date of Last Live Birth

Enter the date (month and year) of birth of the last live-born child of the mother.

If this report is for the second delivery of a twin set, enter the date of birth for the first baby of the set, if it was born alive. Similarly, for triplets or other multiple deliveries, enter the date of birth of the previous live birth of the set. If all previously born members of a multiple set were born dead, enter the date of the mother's last delivery that resulted in a live birth.

Enter "-", "Not applicable," or "None," if the mother has not had a previous live birth. **Do not leave this item blank.**

Enter the full name or abbreviation of the month - Jan., Feb., March, etc. Do not use a number to designate the month.

If no information is available, enter unknown.

Item 23d Other Pregnancy Outcomes

Enter the number of fetuses that were delivered dead regardless of the length of gestation. Include each recognized loss of a product of conception, such as ectopic pregnancy, miscarriage, fetal death and spontaneous or induced abortion. Do not include this fetus.

Check "None" if this is the first pregnancy for this mother or if all previous pregnancies resulted in live-born infants.

Item 23e Date of Last Other Termination

Enter the date (month and year) of the last termination of pregnancy that was not a live birth regardless of the length of gestation.

If the mother has never had such a termination, enter "-", "Not applicable" or "None." **Do not leave this item blank.**

Enter the full or abbreviated name of the month (Jan., Feb., March, etc.). Do not use a number for the month.

If this report is for the second delivery of a twin set and the first was born dead, enter the date of delivery of that fetus. Similarly, for other multiple births, if any previous member of the set was born dead, enter the date of delivery of that fetus. If all previously born members of a multiple set were born alive, enter the date of the mother's last delivery that resulted in a fetal death.

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Item 24a Did Mother Smoke Before or During Pregnancy?

Indicate whether mother smoked before or during pregnancy using "Yes", "No" or "Unknown".

Item 24b If Mother Quit Smoking, Date She Quit

If mother quit smoking, indicate most recent date. If date is unknown, enter "Unknown".

Item 24c Do Others in the Household Smoke?

Indicate whether others in the household smoke using "Yes", "No" or "Unknown".

Item 25 Mother Transferred Prior to Delivery?

Check "No" if this is the first facility the mother was admitted to for delivery. Check "Yes" if the mother was transferred from one facility to another facility before the fetus was delivered.

If the mother was transferred before delivery, enter the name of the facility that transferred her. If the mother was transferred more than once, enter the name of the last facility from which she was transferred.

Item 26 Attendant at Delivery

Indicate the title of the attendant at delivery by checking M.D., D.O., Nurse, etc. If the title of attendant is not listed on the report check other and enter on the line below the title of the attendant.

Item 27 Place Of Birth

Check the place where the birth occurred. A birthing center located in and operated by a hospital is considered part of the hospital and should be reported as occurring in the hospital. Freestanding birthing centers include those facilities that are operated independently from hospitals (autonomously). The "clinic/doctor's office" category includes other non-hospital outpatient facilities where births occasionally occur.

Item 28 Mother's Height

Enter the mother's height in feet and inches. If the record indicates height in fractions such as 5 feet 6 ½ inches, truncate and enter 5 feet, 6 inches.

If the mother's height is unknown, print or type "unknown" in the space.

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Item 29 Mother's Pre-Pregnancy Weight

Record weight in whole pounds only; do not include fractions.

If the mother's pre-pregnancy weight is unknown, print or type "unknown" in the item's space.

Item 30 Mother's Weight at Delivery

Record weight in whole pounds only; do not include fractions.

If the mother's delivery weight is unknown, print or type "unknown" in the item's space.

Item 31 Did Mother Get WIC Food During This Pregnancy?

This item is to be completed based on information obtained from the mother. Either the "yes" or "no" box must be checked.

If the information is unknown, print or type "unknown".

Checkbox Items 32-36

The following medical and health items are formatted into checkboxes. It has been demonstrated that this format produces higher quality and more complete information than open-ended items do. Please review each checkbox listed, and carefully check the appropriate box(s). Clearly mark an "X" or check the box. The mark should not overlap more than one box.

Item 32 Risk Factors in This Pregnancy

Check each of the risk factors that the mother experienced during this pregnancy. The mother may have more than one risk factor; check all that apply. Complications should be entered even if they are a part of the cause of fetal death in Item 37. Risk factors should be identified from the hospital or physician record. If there were no risk factors, check "None of the above". **Do not leave this item blank.**

An explanation for each item is listed below:

1. DIABETES (PRE-PREGNANCY): Glucose intolerance requiring treatment diagnosed prior to this pregnancy.

2. DIABETES (GESTATIONAL): Glucose intolerance requiring treatment diagnosed during this pregnancy.

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3. HYPERTENSION (PRE-PREGNANCY): (Chronic) Elevation of blood pressure above normal for age, gender, and physiological condition diagnosed prior to the onset of this pregnancy.

4. HYPERTENSION (GESTATIONAL): (PIH, Preeclampsia, eclampsia) Elevation of blood pressure above normal for age, gender, and physiological condition diagnosed during this pregnancy.

5. PREVIOUS PRE-TERM BIRTHS: History of pregnancy(ies) terminating in a live birth of less than 37 completed weeks of gestation.

6. OTHER PREVIOUS POOR PREGNANCY OUTCOME: (Includes perinatal death, small for gestational age/intrauterine growth restricted birth) History of pregnancies continuing into the 20th week of gestation (post menstrual age) and resulting in any of the listed outcomes. Perinatal death includes fetal and neonatal deaths.

7. VAGINAL BLEEDING DURING THIS PREGNANCY PRIOR TO THE ONSET OF LABOR: Any reported or observed bleeding per vaginum at any time in the pregnancy presenting prior to the onset of labor.

8. PREGNANCY RESULTED FROM INFERTILITY TREATMENT: Any assisted reproduction technique whether artificial insemination, drugs (e.g., Clomid, Pergonal) or any technical procedures (e.g., in-vitro fertilization) used to initiate the pregnancy.

9. PREVIOUS CESAREAN DELIVERY: Previous operative delivery in which the fetus is extracted through an incision in the maternal abdominal and uterine walls.

10 ALCOHOL USE DURING PREGNANCY: Mother used alcohol at any time during this pregnancy.

Item 33 Infections Present and/or Treated During This Pregnancy

Infections present at the time of pregnancy diagnosis or confirmed diagnosis during the pregnancy with or without documentation of treatment. Documentation of treatment is adequate if a definitive diagnosis is not present in the available record.

If the prenatal care record is not available and the information is not available from other medical records, write "unknown" in the space. More than one infection may be checked.

1. GONORRHEA – a positive test for *Neisseria gonorrhoeae*.
2. SYPHILIS (also called lues) B. a positive test for *Treponema pallidum*.

<p style="text-align: center;">INSTRUCTIONS FOR:</p> <p>Completion of the 2003 Version of the Fetal Death Report</p>	<p style="text-align: center;">EFFECTIVE DATE:</p> <p style="text-align: center;">June 1, 2003</p>	<p style="text-align: center;">INSTRUCTION LETTER NUMBER:</p> <p style="text-align: center;">_____ 15</p> <p style="text-align: center;">Page _____ 16 _____ of _____ 22</p>
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3. GENITAL HERPES – a positive test for genital herpes.
4. CHLAMYDIA - a positive test for *Chlamydia trachomatis*.
5. LISTERIA (LM) – a diagnosis of or positive test for *Listeria monocytogenes*.
6. GROUP B STREPTOCOCCUS (GBS) – a diagnosis of or positive test for *Streptococcus agalactiae* or group B streptococcus.
7. CYTOMEGLOVIRUS (CMV) – a diagnosis of or positive test for Cytomeglovirus.
8. PARVOVIRUS (B19) – a diagnosis of or positive test for Parvovirus B19.
9. TOXOPLASMOSIS (Toxo) – a diagnosis of or positive test for *Toxoplasmosis gondii*.

Item 34 Method of Delivery

A response to each section is required.

If any of the information for an individual section is not known, print or type unknown in the space for the particular section.

The following definitions pertain to the method of delivery items:

ATTEMPTED FORCEPS OR VACUUM: Obstetric forceps, ventouse or vacuum cup was applied to the fetal head in an unsuccessful attempt to effect delivery of the head through the vagina.

CEPHALIC PRESENTATION: Presenting part of the fetus listed as vertex, occiput anterior (OA), occiput posterior (OP).

BREECH PRESENTATION: Presenting part of the fetus listed as breech, complete breech, frank breech, footling breech.

OTHER PRESENTATION: Any other presentation or presenting part not listed above.

SPONTANEOUS DELIVERY: Delivery of the entire fetus through the vagina by the natural forces of labor with or without manual assistance from the delivery attendant.

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FORCEPS DELIVERY: Delivery of the fetal head through the vagina by application of obstetrical forceps to the fetal head.

VACUUM DELIVERY: Delivery of the fetal head through the vagina by application of a vacuum cup or ventouse to the fetal head.

CESAREAN DELIVERY: Extraction of the fetus, placenta and membranes through an incision in the maternal abdominal and uterine walls.

HYSTEROTOMY/HYSTERECTOMY: Hysterotomy – the incision into the uterus extending into the uterine cavity. May be performed vaginally or transabdominally. Hysterectomy – the surgical removal of the uterus. May be performed abdominally or vaginally.

SECTION A: DELIVERY ATTEMPTED WITH FORCEPS

Either the “yes” or “no” box for the item “Attempted forceps” must be checked.

SECTION B: DELIVERY ATTEMPTED WITH VACUUM

Either the “yes” or “no” box for the item “Attempted vacuum” must be checked

SECTION C: FETAL PRESENTATION AT DELIVERY

Choose one box only.

SECTION D: FINAL ROUTE AND METHOD OF DELIVERY

Choose one box only.

If “Cesarean” is checked, a response to the question on the attempted trial of labor is required

If the final route and method chosen is “forceps,” the variable for “Attempted forceps” must be assigned the “no” code.

If the final route and method chosen is “vacuum,” the variable “Attempted vacuum” must be assigned the “no” code.

SECTION E. HYSTEROTOMY/HYSTERECTOMY

Both hysterectomy and hysterectomy cannot be checked.

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Item 35 Maternal Morbidity

Check all boxes that apply. If none are indicated, check “None of the above.” If the data are not available, indicate “Unknown”. **DO NOT LEAVE THIS ITEM BLANK.**

The following definitions pertain to the maternal morbidity section:

MATERNAL TRANSFUSION: Includes infusion of whole blood or packed red blood cells within the period specified.

THIRD OR FOURTH DEGREE PERINEAL LACERATION: 3rd degree laceration extends completely through the perineal skin, vaginal mucosa, perineal body and anal sphincter. 4th degree laceration is all of the above with extension through the rectal mucosa.

RUPTURED UTERUS: Tearing of the uterine wall.

UNPLANNED HYSTERECTOMY: Surgical removal of the uterus that was not planned prior to admission for delivery. Includes an anticipated or possible but not definitively planned procedure.

ADMISSION TO INTENSIVE CARE UNIT: Any admission, planned or unplanned, of the mother to a facility/unit designated as providing intensive care.

UNPLANNED OPERATING ROOM PROCEDURE FOLLOWING DELIVERY: Any transfer of the mother back to a surgical area for an operative procedure that was not planned prior to the admission for delivery. Excludes postpartum tubal ligations.

Item 36 Congenital Anomalies of the Fetus

Indicate all malformations of the fetus diagnosed prenatally or after delivery. Check all that apply.

The following definitions pertain to the congenital anomalies section:

ANENCEPHALY: Partial or complete absence of the brain and skull. Also called anencephalus, acrania, or absent brain. Fetus’ with craniorachischisis (anencephaly with contiguous spine defect) should also be included in this category.

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MENINGOMYELOCELE / SPINA BIFIDA: Spina bifida refers to herniation of the meninges and/or spinal cord tissue through a bony defect of spine closure. Meningomyelocele refers to herniation of meninges and spinal cord tissue. Fetus' with meningocele (herniation of meninges without spinal cord tissue) should also be included in the category. Both open and closed (covered with skin) lesions should be included. Spina bifida occulta (a midline bony spinal defect without protrusion of the spinal cord or meninges) should not be included in this category.

CYANOTIC CONGENITAL HEART DISEASE: Congenital heart defects which cause cyanosis. Includes but is not limited to transposition of the great arteries (vessels), teratology of Fallot, pulmonary or pulmonic valvular atresia, tricuspid atresia, truncus arteriosus, total/partial anomalous pulmonary venous return with or without obstruction.

CONGENITAL DIAPHRAGMATIC HERNIA: Defect in the formation of the diaphragm allowing herniation of abdominal organs into the thoracic cavity.

OMPHALOCELE: A defect in the anterior abdominal wall, accompanied by herniation of some abdominal organs through a widened umbilical ring into the umbilical stalk. The defect is covered by a membrane, (different from gastroschisis, see below), although this sac may rupture. Also called exomphalos. Umbilical hernia (completely covered by skin) should not be included in this category.

GASTROSCHISIS: An abnormality of the anterior abdominal wall, lateral to the umbilicus, resulting in herniation of the abdominal contents directly into the amniotic cavity. Differentiated from omphalocele by the location of the defect and absence of a protective membrane.

LIMB REDUCTION DEFECT: (excluding congenital amputation and dwarfing syndromes) Complete or partial absence of a portion of an extremity secondary to failure to develop.

CLEFT LIP WITH OR WITHOUT CLEFT PALATE: Cleft lip with or without cleft palate refers to incomplete closure of the lip. Cleft lip may be unilateral, bilateral or median; all should be included in this category.

CLEFT PALATE ALONE: Cleft palate refers to incomplete fusion of the palatal shelves. This may be limited to the soft palate or may also extend into the hard palate. Cleft palate in the presence of cleft lip should be included in the "Cleft Lip with or without cleft Palate" category, rather than here.

DOWN SYNDROME: Trisomy 21

<p style="text-align: center;">INSTRUCTIONS FOR:</p> <p>Completion of the 2003 Version of the Fetal Death Report</p>	<p style="text-align: center;">EFFECTIVE DATE:</p> <p style="text-align: center;">June 1, 2003</p>	<p style="text-align: center;">INSTRUCTION LETTER NUMBER:</p> <p style="text-align: center;">_____ 15</p> <p style="text-align: center;">Page _____ 20 _____ of _____ 22</p>
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SUSPECTED CHROMOSOMAL DISORDER: Includes any constellation of congenital malformations resulting from or compatible with known syndromes caused by detectable defects in chromosome structure.

HYPOSPADIAS: Incomplete closure of the male urethra resulting in the urethral meatus opening on the ventral surface of the penis. Includes first degree – on the glans ventral to the tip, second degree – in the coronal sulcus, and third degree – on the penile shaft.

The selection of the Karyotype pending or confirmed for the Down Syndrome and Suspected chromosomal disorder anomalies should only be checked if the box for Down Syndrome and/or Suspected chromosomal disorder boxes are checked.

Items 37a
and 37b

Cause/Conditions Contributing to Fetal Death

A fetal death report provides important information used for medical and epidemiological research on disease etiology and evaluating the effectiveness of diagnostic and therapeutic techniques. It is a measure of health status at local, state, national, and international levels.

The cause-of-death section consists of two parts. The initiating cause/condition (37a) is for reporting a single condition that most likely began the sequence of events resulting in the death of the fetus. Other significant causes or conditions (37b) include all other conditions contributing to death. These conditions may be conditions that are triggered by the initiating cause (37a) or causes that are not among the sequence of events triggered by the initiating cause (37a).

Cause of fetal death should include information provided by the pathologist if tissue analysis, autopsy, or another type of postmortem exam was done. If microscopic exams for a fetal death are still pending at the time the report is filed, the additional information should be reported to the registrar as soon as it is available.

Physician's responsibility

The physician's primary responsibility in completing the cause-of-death section is to report to the best of his or her knowledge, based upon available information, the initiating condition that most likely began the sequence of events resulting in the death of the fetus and other contributing causes or conditions.

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Medical examiner's responsibility

When a death occurs without medical attendance at or immediately after the delivery, or when further investigation is required by State regulations, a medical examiner may investigate the fetal death. Report the death to the medical examiner as required by State law. The medical examiner will either complete the cause-of-death section of the fetal death report or waive that responsibility. If the medical examiner does not accept the case, then the attending physician will need to complete the fetal cause-of-death section.

General instructions for completing cause of fetal death

Abbreviations and parentheses should be avoided in reporting causes of death.

The original fetal death report should be amended if additional medical information or autopsy or histological placental findings become available that would change the cause of death originally reported.

Unattended fetal deaths should be reported to the medical examiner in accordance with State regulations.

The terminal event should not be used. The initiating cause of the terminal event should be reported in 37a.

If an organ system failure is listed as a cause of death, its etiology should be reported.

The fatal injury (e.g., stab wound of mother's abdomen), the trauma, and impairment of function should always be reported.

All diseases or conditions contributing to death that were not reported in 37a and that did not result in the initiating cause of death should be reported in 37b.

If two or more possible sequences resulted in death, or if two conditions seem to have added together, the one that most directly caused death should be reported in 37a. Report in 37b the other conditions or diseases.

Item 38 Estimated Time of Fetal Death

Item to indicate when the fetus died with respect to labor and assessment.
The
most appropriate box should be checked to indicate the time of fetal death.

<p style="text-align: center;">INSTRUCTIONS FOR:</p> <p>Completion of the 2003 Version of the Fetal Death Report</p>	<p style="text-align: center;">EFFECTIVE DATE: June 1, 2003</p>	<p style="text-align: center;">INSTRUCTION LETTER NUMBER: _____ 15 Page _____ of _____</p>
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Item 39a Was An Autopsy Performed?

Item to indicate whether an autopsy was performed. If a partial or complete autopsy was performed, 'Yes' should be selected.

Item 39b Was A Histological Placental Examination Performed?

Item to indicate whether a histological placental examination was performed. If any histological placental examination was performed, 'Yes' should be selected.

Item 39c Were Autopsy or Histological Placental Examination Results Used in Determining the Cause of Fetal Death?

If no is checked for both 39a and 39b, leave item 39c blank. If yes is checked for either 39a or 39b, complete item 39c. (Were autopsy or histological placental examination results used in determining the cause of fetal death?)

Item 40 Name of Person Completing Report

Enter the name of the person completing the report.

Item 41 Date Report Completed

Enter the date (month, day and year) the report was completed. Write out the month or use standard abbreviations. Do not use numbers such as 6/1/03 in writing the date. This date should be written as June 1, 2003.

Send the completed report within 5 days after the delivery to:

Michigan Department of Community Health
Data Development Section – Registration Unit
P.O. Box 30691
Lansing, MI 48909

TYPE/PRINT
IN
PERMANENT
BLACK INK

LF _____
CF _____



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
CERTIFICATE OF DEATH

STATE FILE NUMBER _____

NAME OF DECEDENT
For use by physician or institution

1. DECEDENT'S NAME (First, Middle, Last)		2. DATE OF BIRTH (Month, Day, Year)		3. SEX		4. DATE OF DEATH (Month, Day, Year)	
5. NAME AT BIRTH OR OTHER NAME USED FOR PERSONAL BUSINESS (include AKA's if any)				6a. AGE - Last Birthday (Years)		6b. UNDER 1 YEAR MONTHS DAYS	
7a. LOCATION OF DEATH (Enter place officially pronounced dead in 7a, 7b, 7c) HOSPITAL OR OTHER INSTITUTION - Name (if not in either, give street and number and zip code)				7b. CITY, VILLAGE, OR TOWNSHIP OF DEATH		7c. COUNTY OF DEATH	
8a. CURRENT RESIDENCE - STATE		8b. COUNTY		8c. LOCALITY (check the box that describes the location) <input type="checkbox"/> CITY OR VILLAGE <input type="checkbox"/> TOWNSHIP <input type="checkbox"/> UNINCORPORATED PLACE (inside limits of)		8d. STREET AND NUMBER (Include Apt. No. if applicable)	
8e. ZIP CODE		9. BIRTHPLACE (City and State or Country)		10. SOCIAL SECURITY NUMBER		11. DECEDENT'S EDUCATION - What is the highest degree or level of school completed at the time of death?	
12. RACE - American Indian, White, Black, etc. (if Asian, give nationality, ie. Chinese, Filipino, Asian Indian, etc.) (Enter all that apply)			13a. ANCESTRY - Mexican, Cuban, Arab, African, English, French, Dutch, etc. (Enter all that apply) If American Indian race, enter principal tribe			13b. HISPANIC ORIGIN (Yes or No)	14. WAS DECEDENT EVER IN THE U.S. ARMED FORCES? (yes or no)
15. USUAL OCCUPATION Give kind of work done during most of working life. Do not use retired.		16. KIND OF BUSINESS OR INDUSTRY		17. MARITAL STATUS - Married, Never Married, Widowed, Divorced (Specify)		18. NAME OF SURVIVING SPOUSE (if wife, give name before first married)	

PARENTS

19. FATHER'S NAME (First, Middle, Last)		20. MOTHER'S NAME BEFORE FIRST MARRIED (First, Middle, Last)	
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INFORMANT

21a. INFORMANT'S NAME (Type/Print)		21b. RELATIONSHIP TO DECEDENT	21c. MAILING ADDRESS (Street and Number or Rural Route Number, City or Village, State, Zip Code)
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DISPOSITION

22. METHOD OF DISPOSITION Burial, Cremation, Entombment, Donation, Removal, Storage (Specify)		23a. PLACE OF DISPOSITION (Name of Cemetery, Crematory, or other location)		23b. LOCATION - City or Village, State	
24. SIGNATURE OF MORTUARY SCIENCE LICENSEE		25. LICENSE NUMBER (of Licensee)	26. NAME AND ADDRESS OF FUNERAL FACILITY		

CERTIFICATION

27a. CERTIFIER (Check only one) <input type="checkbox"/> Certifying Physician - To the best of my knowledge, death occurred due to the cause(s) and manner stated. <input type="checkbox"/> Medical Examiner - On the basis of examination, and/or investigation, in my opinion, death occurred at the time, date, and place, and due to the cause(s) and manner stated. Signature and Title _____		28a. ACTUAL OR PRESUMED TIME OF DEATH M	28b. PRONOUNCED DEAD ON (Mo. Day Yr.)	28c. TIME PRONOUNCED DEAD M
27b. DATE SIGNED (Mo. Day, Yr.)		27c. LICENSE NUMBER	29. MEDICAL EXAMINER CONTACTED? (Yes or No)	30. PLACE OF DEATH (Home, Hospice, Nursing Home, Hospital, Ambulance) (Specify)
31. IF HOSPITAL, Inpatient, Outpatient, Emergency Room, DOA (Specify)		32. MEDICAL EXAMINER'S CASE NUMBER (if applicable)	33. NAME OF ATTENDING PHYSICIAN IF OTHER THAN CERTIFIER (Type or Print)	
34. NAME AND ADDRESS OF CERTIFYING PHYSICIAN (Type or Print)				
35a. REGISTRAR'S SIGNATURE			35b. DATE FILED (Month, Day, Year)	

CAUSE OF DEATH

36. PART I. Enter the chain of events - diseases, injuries, or complications - that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. Enter only one cause on a line. If diabetes was an immediate, underlying or contributing cause of death be sure to record diabetes in either Part I or Part II of the cause of death section, as appropriate. IMMEDIATE CAUSE (Final disease or condition resulting in death) Sequentially list conditions, IF ANY, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST			Approximate Interval Between Onset and Death
a. _____ DUE TO (OR AS A CONSEQUENCE OF)			
b. _____ DUE TO (OR AS A CONSEQUENCE OF)			
c. _____ DUE TO (OR AS A CONSEQUENCE OF)			
d. _____ DUE TO (OR AS A CONSEQUENCE OF)			
PART II. OTHER SIGNIFICANT CONDITIONS contributing to death but not resulting in the underlying cause given in Part I.			
37. DID TOBACCO USE CONTRIBUTE TO DEATH? <input type="checkbox"/> Yes <input type="checkbox"/> Probably <input type="checkbox"/> No <input type="checkbox"/> Unknown		38. IF FEMALE: <input type="checkbox"/> Not pregnant within past year <input type="checkbox"/> Pregnant at time of death <input type="checkbox"/> Not pregnant, but pregnant within 42 days of death <input type="checkbox"/> Not pregnant, but pregnant 43 days to 1 year before death <input type="checkbox"/> Unknown if pregnant within the past year	
39. MANNER OF DEATH - Accident, Suicide, Homicide, Natural, Indeterminate or Pending (Specify)		40a. WAS AN AUTOPSY PERFORMED? (Yes or No)	40b. WERE AUTOPSY FINDINGS AVAILABLE PRIOR TO COMPLETION OF CAUSE OF DEATH? (Yes or No)

MEDICAL EXAMINER

41a. DATE OF INJURY (Mo., Day, Yr.)		41b. TIME OF INJURY M	41c. DESCRIBE HOW INJURY OCCURRED	
41d. INJURY AT WORK (Yes or No)	41e. PLACE OF INJURY - At home, farm, street, construction site, wooded area, etc. (Specify)	41f. IF TRANSPORTATION INJURY - Driver/Operator, Passenger, Pedestrian, etc. (Specify)	41g. LOCATION - Street or RFD No. City, Village or Twp. State	

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Section 2843 of Act 368 Public Acts of 1978 requires that the attending physician shall fill out and sign the medical certificate of death within 48 hours after death.

In the absence of the attending physician and in the absence of a physician representing the attendant, medical certification must be provided as follows:

For deaths pronounced within a hospital, by the chief medical officer of the hospital based on the available records or by a pathologist.

For deaths pronounced outside a hospital, by the county medical examiner.

The funeral director is responsible for completing all other portions of the certificate and obtaining a burial or removal permit prior to disposing of the body or removing from the registration district where the death occurred.

This document must be typewritten (except signatures) or printed in black indelible ink. Alterations to the document must be accomplished using a lift off process. Damaged or folded documents are not acceptable.

Failure to provide the required information is a misdemeanor punishable by imprisonment of not more than 1 year or a fine of not more than \$1,000.00 or both.

NOTE: If the decedent is suspected of having an infectious condition notification of the funeral director to whom the body is released may be required by Act 185 of 1986.

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
Vital Records & Health Data Development Section
DEATH RECORD WORKSHEET

1. DECEDENT'S NAME (First, Middle, Last)		2. DATE OF BIRTH (Month, Day, Year)		3. SEX		4. DATE OF DEATH (Month, Day, Year)	
5. NAME AT BIRTH OR OTHER NAME USED FOR PERSONAL BUSINESS (include AKA's if any)				6a. AGE - Last Birthday (Years)		6b. UNDER 1 YEAR MONTHS DAYS	
						6c. UNDER 1 DAY HOURS MINUTES	
7a. LOCATION OF DEATH (Enter place officially pronounced dead in 7a, 7b, 7c) HOSPITAL OR OTHER INSTITUTION - Name (if not in either, give street and number and zip code)				7b. CITY, VILLAGE, OR TOWNSHIP OF DEATH		7c. COUNTY OF DEATH	
8a. CURRENT RESIDENCE - STATE		8b. COUNTY		8c. LOCALITY (check the box that describes the location) <input type="checkbox"/> CITY OR VILLAGE (include initials if) <input type="checkbox"/> TOWNSHIP <input type="checkbox"/> UNINCORPORATED PLACE		8d. STREET AND NUMBER (Include Apt. No. if applicable)	
8e. ZIP CODE		9. BIRTHPLACE (City and State or Country)		10. SOCIAL SECURITY NUMBER		11. DECEDENT'S EDUCATION - What is the highest degree or level of school completed at the time of death?	
12. RACE - American Indian, White, Black, etc. (if Asian, give nationality, ie. Chinese, Filipino, Asian Indian, etc.) (Enter all that apply)			13a. ANCESTRY - Mexican, Cuban, Arab, African, English, French, Dutch, etc. (Enter all that apply) If American Indian race, enter principal tribe			13b. HISPANIC ORIGIN (Yes or No)	14. WAS DECEDENT EVER IN THE U.S. ARMED FORCES? (yes or no)
15. USUAL OCCUPATION Give kind of work done during most of working life. Do not use retired		16. KIND OF BUSINESS OR INDUSTRY		17. MARITAL STATUS - Married, Never Married, Widowed, Divorced (Specify)		18. NAME OF SURVIVING SPOUSE (if wife, give name before first married)	
19. FATHER'S NAME (First, Middle, Last)				20. MOTHER'S NAME BEFORE FIRST MARRIED (First, Middle, Last)			
21a. INFORMANT'S NAME (Type/Print)		21b. RELATIONSHIP TO DECEDENT		21c. MAILING ADDRESS (Street and Number or Rural Route Number, City or Village, State, Zip Code)			
22. METHOD OF DISPOSITION Burial, Cremation, Entombment, Donation, Removal, Storage (Specify)		23a. PLACE OF DISPOSITION (Name of Cemetery, Crematory, or other location)				23b. LOCATION - City or Village, State	
		25. LICENSE NUMBER (of Licensee)		26. NAME AND ADDRESS OF FUNERAL FACILITY			
				28a. ACTUAL OR PRESUMED TIME OF DEATH M		28b. PRONOUNCED DEAD ON (Mo, Day Yr.)	28c. TIME PRONOUNCED DEAD M
				29. MEDICAL EXAMINER CONTACTED? (Yes or No)	30. PLACE OF DEATH (Home, Hospice, Nursing Home, Hospital, Ambulance) (Specify)		31. IF HOSPITAL, Inpatient, Outpatient, Emergency Room, DOA (Specify)
27b. DATE SIGNED (Mo, Day, Yr.)		27c. LICENSE NUMBER		32. MEDICAL EXAMINER'S CASE NUMBER (if applicable)		33. NAME OF ATTENDING PHYSICIAN IF OTHER THAN CERTIFIER (Type or Print)	
34. NAME AND ADDRESS OF CERTIFYING PHYSICIAN (Type or Print)							
						35b. DATE FILED (Month, Day, Year)	
36. PART I. Enter the <u>chain of events</u> - diseases, injuries, or complications - that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. Enter only one cause on a line.							Approximate Interval Between Onset and Death
<p>If diabetes was an immediate, underlying or contributing cause of death be sure to record diabetes in either Part I or Part II of the cause of death section, as appropriate.</p> <p>IMMEDIATE CAUSE (Final disease or condition resulting in death)</p> <p>Sequentially list conditions, IF ANY, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST</p>							
<p>a. _____ DUE TO (OR AS A CONSEQUENCE OF)</p> <p>b. _____ DUE TO (OR AS A CONSEQUENCE OF)</p> <p>c. _____ DUE TO (OR AS A CONSEQUENCE OF)</p> <p>d. _____</p>							
PART II. OTHER SIGNIFICANT CONDITIONS contributing to death but not resulting in the underlying cause given in Part I.				37. DID TOBACCO USE CONTRIBUTE TO DEATH? <input type="checkbox"/> Yes <input type="checkbox"/> Probably <input type="checkbox"/> No <input type="checkbox"/> Unknown		38. IF FEMALE: <input type="checkbox"/> Not pregnant within past year <input type="checkbox"/> Pregnant at time of death <input type="checkbox"/> Not pregnant, but pregnant within 42 days of death <input type="checkbox"/> Not pregnant, but pregnant 43 days to 1 year before death <input type="checkbox"/> Unknown if pregnant within the past year	
39. MANNER OF DEATH - Accident, Suicide, Homicide, Natural, Indeterminate or Pending (Specify)			40a. WAS AN AUTOPSY PERFORMED? (Yes or No)		40b. WERE AUTOPSY FINDINGS AVAILABLE PRIOR TO COMPLETION OF CAUSE OF DEATH? (Yes or No)		
41a. DATE OF INJURY (Mo, Day, Yr.)		41b. TIME OF INJURY M	41c. DESCRIBE HOW INJURY OCCURRED				
41d. INJURY AT WORK (Yes or No)		41e. PLACE OF INJURY - At home, farm, street, construction site, wooded area, etc. (Specify)		41f. IF TRANSPORTATION INJURY - Driver/Operator, Passenger, Pedestrian, etc. (Specify)		41g. LOCATION - Street or RFD No. City, Village or Twp. State	

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THIS PERMIT MUST ACCOMPANY REMAINS TO DESTINATION

BURIAL-TRANSIT PERMIT No. _____
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

Full name of deceased _____ Date of death _____ 20____
Place of death _____ Sex _____ Date of birth _____
(County) (Township or village or city)
Cause of death _____
Method of disposal _____ Veteran? _____
(Whether burial, cremation, storage, etc) (Cemetery or crematory) (Yes or No)
County _____ State _____

APPROVED FOR CREMATION
Signature of Medical Examiner _____ Date _____ 20____

A certificate of death having been filed as required by the laws or regulations of this state, permission is hereby given
to _____ Address _____
(Funeral director or person acting as such)
to dispose of body of said deceased.
Signature _____ Date _____ 20____
(Check one: Registrar, Funeral Director, Mortuary Science Licensee)

CEMETERY OR CREMATORY AUTHORITY SHALL FILL OUT SPACE BELOW

Body was _____ on _____ 20____ in _____
(State whether cremated, buried, stored, etc.) (Cemetery or crematory)
Place _____ Signature _____
(Sexton or person in charge)

This permit must be endorsed by the sexton (or by the funeral director or Mortuary Science licensee where there is no sexton).
(OVER)

DCH-0490A (5/02) Authority: Act 368 of 1978 and Act 299 of 1980

READ CAREFULLY

REGISTRAR: This burial-transit permit may be issued upon receipt of satisfactory proof of death.

FUNERAL DIRECTOR OR MORTUARY SCIENCE LICENSEE: The burial-transit permit is required for transportation and any manner of disposition of a dead body including interment, storage and cremation.

Under no circumstances shall a funeral director or mortuary science licensee issue a burial-transit permit to anyone other than himself, and then only according to the provisions of Act 299, P.A. 1980, and Rule 4, "Governing the Transportation and Disposition of Dead Bodies."

When the body is to be transported by common carrier, the burial-transit permit shall be issued in duplicate. The original shall be attached to the shipping case in a strong envelope. As a safeguard against loss in transit, the duplicate, so labelled, shall be mailed to the funeral director at destination, or handed to him by the escort traveling with the body.

MEDICAL EXAMINER: This permit may be used to authorize disposal by cremation.

SEXTON: It is unlawful for any sexton, or other person in charge of a burial place, to permit burial or other disposition of a dead body before a burial-transit permit is deposited with him. (The sexton may accept the permit of any state and of the District of Columbia, as authorization for burial.)

All permits must be endorsed and recorded in the sexton's register.

If the body is buried in a cemetery having no sexton in charge, the funeral director or mortuary science licensee shall sign the burial-transit permit.



FINAL DISPOSITION OF A STILL BIRTH

PART I

FAMILY USE ONLY

Name of Stillborn Or Parent(s) _____

This stillborn was delivered dead on _____ 20 _____ Signature _____ (Attendant)

Place of Delivery: _____ (County) _____ (Township or Village or City)

Method of final disposition (check one): Burial Cremation Storage Donation Other

APPROVED FOR CREMATION BY: _____ Date _____ 20 _____ (Signature of Medical Examiner)

AUTHORIZATION FOR FINAL DISPOSITION IS GIVEN BY:

Name _____ (CHECK ONE) MORTUARY SCIENCE LICENSEE INSTITUTION DIRECTOR AGENCY AUTHORIZED TO ACCEPT DONATED BODIES

Signature of Mother _____ Date _____

Signature of Father _____ Date _____

MORTUARY SCIENCE LICENSEE OR FACILITY USE

Final Disposition was on _____ 20 _____ in _____ (Cemetery, Crematory or Facility)

Place: _____ (County) _____ (Township or village or City) Signature _____ (Mortuary Science Licensee or Institution Director)

DCH-0490 7/99 (Formerly B-26B) By authority of MCL 333.2848(2), form provided by the Michigan Department of Community Health, Division for Vital Records & Health Statistics.

READ CAREFULLY

This form is required under the provision of MCL 333.2848(2) which reads in part: "Before final disposition of a dead fetus, irrespective of the duration of pregnancy, the funeral director or person assuming responsibility for the final disposition of the fetus shall obtain from the parents, or parent in case of an unmarried mother, an authorization for final disposition on a form prescribed and furnished or approved by the state registrar."

PARENTS: Authorization for final disposition of a stillborn fetus must be given by both parents in the case of a married woman. If the mother is not married at the time of delivery, authorization of only the mother is required. The completed form serves as a certification document for the family and as authorization for disposition.

ATTENDANT: Your signature is needed to certify a stillborn fetus.

MEDICAL EXAMINER: Your signature is needed to authorize cremation.

MORTUARY SCIENCE LICENSEE; INSTITUTION DIRECTOR; INSTITUTIONS AUTHORIZED TO ACCEPT DONATED BODIES: This form is required for disposition of a stillborn, including interment, storage, and cremation.

When the body is to be transported by common carrier, this certification serves as a transit permit. The second copy shall be attached to the shipping case in a strong envelope. As a safeguard against loss in transit, a duplicate of the second copy shall be mailed to the funeral director at destination, or handed to him or her be escort traveling with the body.

SEXTON OR PERSON IN CHARGE: It is unlawful for a person in charge of a burial place or disposal facility to permit the disposition of a stillborn fetus without a properly completed authorization. The sexton may accept the permit of any state or the District of Columbia as authorization for burial. The sexton or other person in charge of the disposal site is required to keep a record of final dispositions made on the premises under his or her charge. The record shall contain the name of a stillborn (if named), date and place of death, date of final disposition and the name and address of the person authorized to handle the disposition.

THE FIRST COPY SERVES AS CERTIFICATION FOR FAMILY USE ONLY. SHOULD THE FAMILY NOT WISH THE COPY, THE FIRST COPY SHOULD BE DESTROYED.

THE SECOND COPY SERVES AS AUTHORIZATION TO DISPOSE OF THE STILLBORN FETUS AND IS TO BE RETAINED BY THE PERSON AUTHORIZED TO DISPOSE OF THE STILLBIRTH FOR A PERIOD OF NOT LESS THAN SEVEN YEARS.

THIS PERMIT MUST ACCOMPANY THE BODY TO DESTINATION

DISINTERMENT AND REINTERMENT PERMIT
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
Act 368, P.A. 1978.

NO. _____

Permission is hereby given to _____ to disinter the remains of _____ who died _____ 20____ at _____ at the age of _____ the cause of death being given as _____ now buried in _____ cemetery _____ county; and to remove the same for reinterment in _____ cemetery at _____

said disinterment, removal, and reinterment to be so conducted in conformity with the laws of this State and rules of the Michigan Department of Public Health as not to endanger the public health.

Special instructions _____ Health officer _____ County _____

Approved for cremation _____ Medical Examiner _____ Date _____

Endorsement of sexton of cemetery where disinterred _____ Endorsement of sexton where interred _____
Sexton _____ Date _____ Sexton _____ Date _____

READ CAREFULLY

This permit is authority for disinterment and reinterment of a human body and can be issued to a licensed funeral director upon submission of a properly completed affidavit.

All disinterments must be conducted in accordance with Act No. 368, P.A. 1978, and rules of the Michigan Department of Community Health.

No body shall be disinterred for removal unless a permit has been issued by the local health officer in whose jurisdiction the cemetery is located. No disinterred body shall be accepted for transportation by common or contract carrier unless it has been enclosed in a container which will insure against leakage, offensive odors and other menaces to the public health and safety to its destination. Disinterred bodies may be transported by private vehicle under the supervision of a licensed funeral director when enclosed in a suitable container which will insure against leakage, offensive odors, and other menaces to the public health and safety. Any special instructions issued by the health officer shall be followed. The licensed funeral director in charge of a disinterment shall be responsible for the proper conduct of the disinterment and removal.

At the time of disinterment, one copy of this permit must be endorsed by the sexton or person in charge of the cemetery or place from which the deceased is removed and filed permanently as part of the records of the cemetery. The other copy is to accompany the body as a burial permit. If reinterment takes place within the State of Michigan, it shall be accepted, endorsed by the sexton or person in charge of the place of reburial, and filed permanently as part of the records of the cemetery.

DCH-0734 (9/99) Completion and penalties as prescribed by Act 368, P.A. 1978

AFFIDAVIT FOR DISINTERMENT AND REINTERMENT OF A DEAD BODY
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

The applicant being duly sworn, deposes and says that:

1. On the _____ day of _____, 20____, _____
 _____, was buried in _____ cemetery
 located in the county of _____, grave number _____, lot _____, section _____,
 other location, such as mausoleum (specify) _____
 Date of death _____ Place of death _____ Age _____
 Cause of death _____

2. A permit for the disinterment and reinterment of the deceased is hereby requested on behalf of: _____
 Name of petitioner _____ Relationship to deceased _____
 Address _____
 Said body is to be reinterred in: _____
 _____ Cemetery, located in _____
 The reason for seeking removal of said body is: _____

3. The owner(s) of the lot or burial right where the body is currently interred is(are):
 Name(s) of owner(s) _____

The owner(s) hereby consent to the disinterment of the decedent:
 Signature(s) of owner(s) _____

4. Consent of the next surviving kin as required by rule 325.8052 is hereby granted (See Reverse Side).

Signature	Date	Relationship

5. The applicant further swears that to the best of his/her knowledge he/she obtained all approvals in items 3 and 4 above as required by law and rule, and that he/she takes this oath with the full understanding that he/she assumes responsibility for the proper disinterment and reinterment of the decedent.

Name of Funeral Director _____
 Address _____
 License No. _____ Signature _____

Subscribed and sworn to before me this _____ day of _____ 20____

Signature, Notary Public _____

Notary Stamp or Seal _____ County, Michigan

My Commission expires: _____

NOTE: If not able to obtain the required consent to disinter, a person may petition the circuit court of the county where the cemetery is located for the disinterment order.
 DCH-0734A (10/04) Completion and penalties as prescribed by Act 368, P.A. 1978 as amended.

Administrative Rules Governing Disinterment-Reinterment

R 325.8051. Discovery of remains; notification of police required; exception.

Rule 1. A person who inadvertently discovers a burial or parts of a human skeleton shall immediately notify the police authority of the jurisdiction where the remains are found. If preliminary inspection by the police authority indicates that the remains are those of a prehistoric or historic native American, the state archaeologist of the Michigan history division, department of state, shall be immediately notified of the finding. This rule does not apply to archaeological excavations conducted by representatives of established scientific institutions or societies.

R 325.8052. Disinterment permit; application; fee.

Rule 2. (1) A request for a disinterment permit shall be made to the local health officer in whose district the cemetery is located, and the request shall be made on an affidavit which is signed by a licensed funeral director and by a person or persons as follows:

- (a) The surviving spouse.
- (b) If no surviving spouse, then by all surviving children.
- (c) If no surviving children, then by the surviving parents.
- (d) If no surviving parents, then by all surviving brothers and sisters.

(2) The request shall be accompanied by a fee established by the local health department pursuant to section 2444 of Act. No. 368 of the Public Act of 1978, as amended, being §333.2444 of the Michigan Compiled Laws.

R 325.8053. Affidavit content.

Rule 3. An affidavit shall contain all of the following information:

- (a) The name and address of the licensed funeral director to whom the permit is to be issued.
- (b) The name and address of the person petitioning for the permit.
- (c) The name of the lot or the burial right owner.
- (d) The name of the deceased.
- (e) The present location of the grave, including the lot number, the section number, or other locations such as a location in a mausoleum.
- (f) Reinterment location
- (g) Relationship of petitioner to deceased.
- (h) Reason for disinterment
- (i) Approval of all persons who may have a claim for the deceased as specified in R 325.8052.
- (j) Written consent of the lot or burial space owner or owners, if other than petitioner.

R 325.8054. Local health officer; duties.

Rule 4. The local health officer or his or her designated representative shall do all of the following:

- (a) Review the affidavit for disinterment-reinterment.
- (b) Issue the disinterment-reinterment permit if the consent required by R 325.8052(1) has been obtained, or deny the disinterment-reinterment permit if the consent required by R 325.8052(1) has not been obtained.
- (c) Provide instructions or guidance to the funeral director on the handling of the disinterred body which is necessary to protect the health of the public and those handling the disinterred body.
- (d) Retain the affidavit for a period of not less than 5 years.

R 325.8055. Disinterment of cremated remains; opening casket; permit not required.

Rule 5. (1) A permit is not required to disinter cremated remains. A request to disinter cremated remains may be made to the cemetery by the next surviving kin, as designated in R 325.8052, or an affidavit described in R 325.8053. The affidavit shall be maintained as part of the permanent records of the cemetery from which the cremated remains are removed.

(2) A permit is not required to open a casket to remove an article or to place an article in a casket.

R 325.8056. Cemetery retention of permit.

Rule 6. A duplicate copy of the permit shall be maintained as part of the permanent records of the cemetery from which the deceased was removed.

R 325.8057. Transportation of disinterred body.

Rule 7. A disinterred body shall not be accepted for transportation by common or contract carrier unless it has been enclosed in a container which insures against leakage, offensive odors, and other menaces to the public health and safety. A disinterred body may be transported by private vehicle, under the supervision of a licensed funeral director, if enclosed in any suitable container which insures against leakage, offensive odors, and other menaces to the public health and safety. The licensed funeral director in charge of disinterment shall be responsible for the proper conduct of the disinterment and removal.

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
 DIVISION FOR VITAL RECORDS & HEALTH STATISTICS

AUTHORIZATION FOR DELAYED INTERMENT

NAME OF DECEASED			
PLACE OF TEMPORARY STORAGE (Name of Facility)			DATE STORED
ADDRESS OF FACILITY	CITY-VILLAGE-TOWNSHIP	COUNTY	
PLACE WHERE BODY IS TO BE INTERRED (Address)	CITY-VILLAGE-TOWNSHIP	COUNTY	STATE
DATE AND TIME INTERMENT IS TO TAKE PLACE		DATE (Month-Day-Year)	
			TIME (Approximate hour)

SIGNATURES

NEXT OF KIN OR AUTHORIZED AGENT	RELATIONSHIP	DATE
CEMETERY SEXTON		DATE

This authorization is needed when interment must be delayed due to unsatisfactory weather conditions or other factors and temporary storage is required.

The cemetery sexton must obtain the signature of the next of kin or an authorized agent prior to placing the body in temporary storage.

This storage is not considered interment and a disinterment-reinterment permit is not required to remove the body for permanent interment.

All items above must be completed. The cemetery sexton shall keep this form for use as authorization to move the body from temporary storage to the cemetery for interment. However, this does not preclude the necessity for an initial burial transit permit. A copy of the authorization shall be given to the individual in charge of the facility where temporary storage is made if storage is at a location outside of the cemetery grounds. Upon interment, the authorization may be destroyed.

MAIL OR COUNTER APPLICATION FOR A
MICHIGAN DEATH RECORD

www.michigan.gov/mdch

STATE FILE NUMBER (If Known)

APPLICANT (PERSON REQUESTING RECORD)	PLEASE PRINT CLEARLY AND LEGIBLY	DATE: / /
Applicant's Name:		
Address:		City/State/Zip:
<input type="checkbox"/> APPLICANT'S SIGNATURE: <input type="checkbox"/> (Sign Here) _____ Must be signed in order to process		
Daytime Phone: () _____		Home Phone: () _____

REQUESTED DEATH INFORMATION	IF THE EXACT DATE OF DEATH IS UNKNOWN: Please indicate the year you want searched. If the record is not found in that year's files, we will search the files for the year before and the year after. If you want additional years searched, please see the payment box for additional information.	DATE OF DEATH
		Month Day Year
NAME OF DECEASED: (Name at time of death)		
	First	Middle
	Last	
GENDER	PLACE OF DEATH:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	City	State
	County	
PLEASE PROVIDE ANY OF THE FOLLOWING INFORMATION (IF KNOWN) THAT WOULD HELP US LOCATE THE DEATH RECORD:		
Decedent's Date of Birth:	Decedent's Age at Death:	Decedent's Place of Birth:
Mo Day Year OR Mo Day Year	_____	State Country
Decedent's Social Security Number	_____	
Decedent's Mother's Name:	First	Middle
	Last	
Decedent's Father's Name:	First	Middle
	Last	

REQUESTING A MICHIGAN DEATH RECORD

The Michigan Vital Records office has records of deaths that occurred in Michigan and were filed with the state since 1867. Some of the records were not filed with the state; more records are missing from the pre-1906 files. Anyone is eligible to request a copy of a Michigan death record if the application is completed and signed and the required fee is paid.

PURPOSE FOR REQUESTING RECORD

TURN-AROUND TIME - For regular or expedited mail requests, please allow additional time for mailing and our department's receipting of your payment.

*** EXPEDITED SEARCH** - All search information is required in order to request expedited service. If you pay the expedited search fee (in addition to the regular search fee), a counter request will be processed in 1-3 hours if death year is 1916 to the present. For a mail request, if death year is 1916 to the present, your request will be processed within 2-5 business days of receipt in the vital records office. For a counter or mail request, if death year is prior to 1916, the processing time will be 1 to 2 weeks.

*** EXPEDITED SERVICE** - Applies to standard three-year searches. Not available for extra year searches.

REGULAR SEARCH - If the death year is 1916 to the present, your request will be processed within 10-15 business days of receipt in the vital records office. If the death year is prior to 1916, the processing time will be 3 weeks to 3 months.

DCH-0569-DX Rev 12/2004 By Authority of MCL 333.2882(1)(c), MCL 333.2883(2) and MCL 333.2891(1-4)

PAYMENT MUST BE MADE IN U.S. FUNDS BY CHECK OR MONEY ORDER PAYABLE TO THE "STATE OF MICHIGAN"		
Fees are established by state statute. A search fee covers the cost of the basic search and includes either one copy of the record or an official statement that the record could not be located in the state files. Payment for additional copies will be refunded if the record cannot be located. A refund check would be mailed to you by the Department of Treasury, usually within 3-4 weeks.		
Search (Non-Refundable) Includes One Certified Copy	\$ 26.00	\$
_____ Additional Copies (Each)	\$ 12.00	\$
* EXPEDITED SEARCH (Non-Refundable) (In addition to the regular search fee)	\$ 10.00 Additional	\$
* Additional Search When Exact Date is Unknown: \$26.00 fee includes a 3-year statewide search Each additional year is \$12.00 per year	No. Years _____	
Specify Which Additional Years to be Searched: _____	\$12.00 each	\$
TOTAL ENCLOSED:		\$

WE CANNOT PROCESS YOUR ORDER WITHOUT PAYMENT. IF MAILING, PLEASE REMEMBER TO INCLUDE CHECK OR MONEY ORDER.

IF REGULAR SEARCH MAIL TO:
 VITAL RECORDS REQUESTS
 PO Box 30721
 Lansing MI 48909

IF EXPEDITED SEARCH MAIL TO:
 VITAL RECORDS RUSH
 PO Box 30721
 Lansing MI 48909

QUESTIONS: (517) 335-8666

SUGGESTED DOCUMENTATION TO ESTABLISH DELAYED REGISTRATION OF A MICHIGAN DEATH RECORD

SUGGESTED DOCUMENTS - Must not contain signs of erasure, alterations, or changes to the pertinent information. All documentary evidence must contain the name of the deceased, place of death and date of death. All affiants shall swear that the facts provided are based on the pertinent records concerning the deceased which are in the possession of the affiants.

A copy of pertinent medical records for the deceased which show the full name of the deceased; date and place of death; manner of death; cause(s) of death, and name and address of attending physician

An affidavit prepared by the attending physician or a physician authorized to practice medicine in Michigan. The affidavit must indicate what the office record shows regarding the date of death; place of death; cause(s) of death and name, address and title of the attending physician. The affidavit must indicate the name of the deceased.

A copy or abstract of the attending physician's records.

An original death certificate completed at the time of death.

A copy or abstract of hospital records which show the name of the deceased; date and place of death; cause(s) of death; the manner of death; the name and address of the attending physician, and the date the hospital made the record.

Life insurance benefits claims

Social Security claims

Probate Court record - if a will was probated

Burial transit permits

Birth certificate

Bible record

Cemetery records

Funeral Director's records - an affidavit by the attending funeral service licensee stating which his/her office records show regarding the date of death; place of death; method and date of disposition; name and address of the funeral home or other facility handling the body prior to disposition; name and address of the attending funeral service licensee; and other personal facts identified in the application which are known by the affiant. The affidavit must also indicate the name of the deceased.

APPLICATION TO ESTABLISH A DELAYED REGISTRATION OF A MICHIGAN DEATH RECORD

For additional information:
(517) 335-8660
 Mon-Fri 8:00 am - 5:00 pm ET

MAIL APPLICATION AND FEE TO:
 Vital Records Changes
 P.O. Box 30721
 Lansing MI 48909

APPLICANT (PERSON REQUESTING CHANGE OR CORRECTION)		PLEASE PRINT CLEARLY AND LEGIBLY	
Applicant's Name:		Driver's License or State Identification #:	
Address:		City/State:	Zip:
Daytime Phone Required: ()		Other Phone: ()	
To protect you from identity theft, we require PHOTO IDENTIFICATION to be presented along with this application. (See back for details)			
A SIGNATURE IS REQUIRED TO PROCESS THE APPLICATION			
<input type="checkbox"/> Signature of Person Requesting Delayed Registration of Death:		Date:	

ELIGIBILITY
To be eligible to establish a delayed registration of a Michigan death, you must be the next of kin of the deceased person, provide photo identification and submit the appropriate documentation to register the death.
<input type="checkbox"/> Next of Kin (Specify your relationship to the deceased) _____

REQUIRED DOCUMENTATION
<p>The following information must be supported by documentary evidence:</p> <ul style="list-style-type: none"> ✓ The full name of the deceased at the time of death. ✓ The sex of the deceased. ✓ The date and place of death. ✓ The manner and cause of death as determined by a physician licensed to practice medicine in this state and the name and the name and address of the physician. ✓ The date, place and method of disposition of the body as recorded by a person authorized by law to dispose of a dead body and the person's name and address. ✓ Other information identified on the application. <p>Each of the above listed items must be individually supported by one of the following:</p> <ol style="list-style-type: none"> 1. A copy of pertinent medical records for the deceased. 2. An affidavit by the attending medical certifier at the time of death. 3. An affidavit by a physician authorized to practice medicine in Michigan. <p>The documents must set forth the full name of the deceased, the date and place of death, the manner of death, the cause of death, the name and address of the attending physician, and any other information identified on the application which may be known by the affiant.</p> <p>The facts concerning final disposition must be supported by one of the following:</p> <ol style="list-style-type: none"> 1. An affidavit by the funeral service licensee handling the body prior to final disposition. 2. An affidavit by a person authorized by law to dispose of a dead body. 3. Records of a cemetery or funeral service licensee which indicate the required facts. <p>The documents must set forth the full name of the deceased, the date, place and method of disposal of the body, the address of the person disposing of the body, and other pertinent facts identified on the application form which may be known to the affiant or copies of documents which support the facts.</p>

PLEASE LIST BELOW THE DOCUMENTARY EVIDENCE YOU ARE SUBMITTING TO ESTABLISH THE DELAYED REGISTRATION
1. _____
2. _____
Please, also include with your application and documentation, the official statement from the Michigan Department of Community Health that a record of death is not on file with the State of Michigan. (Documentation will be returned to you when the request has been completed)

INFORMATION TO IDENTIFY THE DECEASED FOR WHOM THE DELAYED DEATH RECORD IS BEING ESTABLISHED			
Full Name of Deceased (First, Middle, last)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Age	Date of Birth (Month, Day, Year)
Residence at Time of Death (County, State)	State of Birth	Ancestry	Social Security Number
Father's Full Name (First, Middle, Last)	Mother's Full (Maiden) Name (First, Middle, Last)		

INFORMATION REQUIRED TO ESTABLISH THE FACTS CONCERNING DEATH		
Date of Death (Month, Day, Year)	Manner of Death (Acc, Suicide, Homicide, Nat)	County of Death
Location of Death (Check one and name) <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township	Name of Hospital or Institution (if neither, give address)	
List the cause(s) of death: List the cause(s) of death:	Name/Address of Medical Certifier at the time of death: (Type or Print)	
Name and Address of Medical Certifier at the time of death: (Type or Print)		

INFORMATION REQUIRED TO ESTABLISH THE FACTS CONCERNING FINAL DISPOSITION OF THE BODY OF THE DECEASED			
Date of Disposition (Month, Day, Year)	Method of Disposition (Specify) Cremation, Burial, Removal, Other	Name of attending funeral service licensee at the time of death	
Facility Name	Address of Facility		
Cemetery or Crematory Name	Location of Cemetery or Crematory	City, Village or Township	State

PAYMENT - The fee for establishing a delayed registration of a Michigan death is \$40.00 and includes one copy of the record. Additional copies of the new record are available for \$12.00 each when ordered at the same time. **Payment must be made by check or money order and made payable to the "State of Michigan."**

Application Fee (Non-Refundable) Fee includes one (1) certified copy of the record	\$ 40.00	\$ 40.00
_____ Additional Certified Copies	\$ 12.00 Each	\$
TOTAL ENCLOSED:		\$

PHOTO ID REQUIREMENTS TO ESTABLISH A DELAYED REGISTRATION OF A MICHIGAN DEATH RECORD

*** Please Send Photocopies - Not Original Documents ***

A current valid, photo identification is required in order to determine eligibility to establish a delayed registration of a Michigan death record. To protect you and the community from identity theft, we require a copy of the applicant's photo identification to be presented along with the application.

PENALTIES: Any person who willfully and knowingly makes false application to change a Michigan vital record may be fined and/or imprisoned, pursuant to MCL 333.2894(1)(b) and (c).

DCH-0857 Rev 12/2004 MCL 333.2846(1)(2) and 333.2891(5)(a)

WITH YOUR APPLICATION INCLUDE A PHOTOCOPY OF:

At least one of the following photo ID's:

- ▶ Michigan driver's license unexpired or expired for not more than one year
- ▶ State of Michigan identification card unexpired or expired for not more than one year
- ▶ Unexpired driver's license or official identification card issued by another state in the U.S., jurisdiction or territory
- ▶ Unexpired U.S. or foreign passport
- ▶ U.S. military identification, military dependent identification or veteran's identification

Or, if you do not have one of the above, at least one of the following photo ID's, with stated supporting documents:

- ▶ Employment identification with photo, accompanied with a pay stub or W-2 form
- ▶ School, university or college identification with photo, accompanied with a report card or other proof of current school enrollment
- ▶ Michigan driver's license expired for more than one year, accompanied by a motor vehicle registration or title, a bridge card, MI-Health card, inmate probation or discharge documents, a veteran's DD-214, or an original copy of an Affidavit of Parentage
- ▶ Department of Corrections identification card, accompanied by probation or discharge papers
- ▶ If an inmate currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration by the facility on letterhead

If you are unable to provide any of the above mentioned forms of identification, please contact the Michigan Vital Records Changes Unit at 517-335-8660 and speak with a changes specialist.

APPLICATION TO **ESTABLISH A DELAYED REGISTRATION** OF A
MICHIGAN DEATH RECORD

(This form to be used by the attending **funeral service licensee**
or his/her authorized representative and **physician** only)

PLEASE READ AND FOLLOW INSTRUCTIONS

For additional information:
Vital Records Changes
(517) 335-8660 Mon-Fri 8:00 am - 5:00 pm ET

MAIL APPLICATION AND FEE TO:

Vital Records Changes
P.O. Box 30721
Lansing MI 48909

FUNERAL DIRECTOR OR PHYSICIAN REQUESTING ESTABLISHMENT OF DELAYED REGISTRATION PLEASE PRINT CLEARLY AND LEGIBLY										
Please provide your name and complete mailing address to mail the new record to you, and a phone number to contact you if there are questions regarding this request.										
Funeral Director or Physician Requesting Delayed Registration:										
Mailing Address:										
City/State/Zip:										
Daytime phone to contact you:			Area Code & Number					-		

ELIGIBILITY
To be eligible to establish a delayed registration of a Michigan death, you must be a physician licensed to practice medicine in the State of Michigan and willing to certify as to the facts of the death and/or the funeral service licensee responsible for handling the body prior to final disposition of the deceased person.

INFORMATION TO IDENTIFY THE DECEASED FOR WHOM THE DELAYED DEATH RECORD IS BEING ESTABLISHED				
Full Name of Decedent (First, Middle, last)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (Month, Day, Year)	
Social Security Number	State of Birth	Citizen of What Country	Last Residence (County)	Last Residence (State)
Father's Full Name (First, Middle, Last)			Mother's Full Maiden Name (First, Middle, Last)	

INFORMATION REQUIRED TO ESTABLISH THE FACTS CONCERNING DEATH		
Date of Death (Month, Day, Year)	Manner of Death - Accident, Suicide, Homicide or Natural	County of Death
Location of Death (Check one and specify name) <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township	Name of Hospital or Institution (if neither, give address)	
List the cause(s) of death a. _____ b. _____		
Name and Address of Medical Certifier at the Time of Death		
I swear that the facts stated above are true and correct to the best of my knowledge and that these facts are set forth as contained in pertinent records in my possession.		
Signature _____		Date _____
Name _____		
Address (Street/City/State/Zip) _____		
Physician or Funeral Service Licensee's License Number: _____		

INFORMATION REQUIRED TO ESTABLISH THE FACTS CONCERNING FINAL DISPOSITION OF THE BODY OF THE DECEASED		
Date of Disposition (Month, Day, Year)	Name of Funeral Service Licensee	
Facility Name	Facility Address	
Method of Disposition: Burial, Cremation, Removal, Other (Specify)	Name of Cemetery or Crematory	Location of Cemetery or Crematory City, Village or Township State
I swear that the above information concerning final disposition of the body of the decedent named is true and correct to the best of my knowledge and that the facts are set forth as contained in pertinent records in my possession.		
Signature _____		Date _____
Funeral Service Licensee _____		
Address (Street/City/State/Zip) _____		

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

PENALTIES: Any person who willfully and knowingly makes false application to change a Michigan vital record may be fined and/or imprisoned. MCL 333.2894(1)(b) and (c).

PAYMENT - The fee for establishing a delayed registration of a Michigan death is \$40.00 and includes one copy of the record. Additional copies of the new record are available for \$12.00 each when ordered at the same time. **Payment must be made by check or money order and made payable to the "State of Michigan."**

Application Fee (Non-Refundable) Fee includes one (1) certified copy of the record	\$ 40.00	\$ 40.00
_____ Additional Certified Copies	\$ 12.00 Each	\$
TOTAL ENCLOSED:		\$

APPLICATION TO **CORRECT A**
MICHIGAN DEATH RECORD

For additional information:
(517) 335-8660
Mon-Fri 8:00 am - 5:00 pm ET

MAIL APPLICATION, INCORRECT DEATH RECORD AND PROPER FEE TO:
Vital Records Changes
PO Box 30721
Lansing MI 48909


APPLICANT (PERSON REQUESTING CHANGE OR CORRECTION)		PLEASE PRINT CLEARLY AND LEGIBLY	
Applicant's Name:		Driver's License or State Identification #:	
Address:	City/State:	Zip:	
Daytime Phone Required: ()		Other Phone: ()	
To protect you from identity theft, we require PHOTO IDENTIFICATION to be presented along with this application. (See back for details)			

ELIGIBILITY	Please check the applicable category for requesting a correction to a Michigan death record (do not use for physician correction)
<input type="checkbox"/>	Funeral Service licensee
<input type="checkbox"/>	Next-of-kin of the deceased person named on the record. You must specify your relationship to the decedent: _____

REQUIRED DOCUMENTATION
Almost all corrections require supporting documentary evidence. Corrections to certain information such as names, marital status, date of birth and other key items are subject to very specific evidentiary requirements and the required documentation may vary. If you have specific questions or need more information, you may call the Changes Unit at (517) 335-8660 .
Please list below the documentary evidence you are submitting to make the correction requested:
1. _____
2. _____
3. _____
4. _____
Documentation will be returned to you with the corrected record.

CHANGES REQUESTED	
ITEM IN ERROR	INFORMATION AS IT SHOULD APPEAR

DECEDENT'S INFORMATION		If any death information is unknown, please indicate "unknown" in the appropriate space.	
NAME OF DECEDENT (First, Middle, Last)		DATE OF DEATH (Month, Day, Year)	
PLACE OF DEATH (City and County)		GENDER	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	

A SIGNATURE IS REQUIRED TO PROCESS THE APPLICATION	
 Signature of Person Requesting Correction:	Date:

PAYMENT - The fee for correcting a Michigan death record is \$40.00 and includes one copy of the record with the corrections made. Additional copies of the new record are available for \$12.00 each when ordered at the same time. Payment must be made by check or money order and made payable to the "State of Michigan."		
Application Fee (Non-Refundable) Fee includes one (1) certified copy of the record	\$40.00	\$ 26.00
_____ Additional Certified Copies	\$12.00 Each	\$
TOTAL ENCLOSED:		\$

PHOTO ID REQUIREMENTS FOR CHANGING OR CORRECTING A MICHIGAN DEATH RECORD
* Please Send Photocopies - Not Original Documents *
<p>A current valid, photo identification is required in order to establish eligibility to request a change or correction to one. To protect you and the community from identity theft, we require a copy of the applicant's photo identification to be presented along with the application.</p> <p>At least one of the following photo ID's:</p> <ul style="list-style-type: none"> ▶ Michigan driver's license unexpired or expired for not more than one year ▶ State of Michigan identification card unexpired or expired for not more than one year ▶ Unexpired driver's license or official identification card issued by another state in the U.S., jurisdiction or territory ▶ Unexpired U.S. or foreign passport ▶ U.S. military identification, military dependent identification or veteran's identification <p>Or, if you do not have one of the above, at least one of the following photo ID's, with stated supporting documents:</p> <ul style="list-style-type: none"> ▶ Employment identification with photo, accompanied with a pay stub or W-2 form ▶ School, university or college identification with photo, accompanied with a report card or other proof of current school enrollment ▶ Michigan driver's license expired for more than one year, accompanied by a motor vehicle registration or title, a bridge card, MI-Health card, inmate probation or discharge documents, a veteran's DD-214, or an original copy of an Affidavit of Parentage ▶ Department of Corrections identification card, accompanied by probation or discharge papers ▶ If an inmate currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration by the facility on letterhead <p>If you are unable to provide any of the above mentioned forms of identification, please contact the Michigan Vital Records Changes Unit at 517-335-8660 and speak with a changes specialist.</p>

PENALTIES: Any person who willfully and knowingly makes false application to change a Michigan vital record may be fined and/or imprisoned, pursuant to MCL 333.2894(1)(b) and (c).

PHYSICIAN APPLICATION TO
CORRECT A MICHIGAN DEATH RECORD

(For deaths that occurred PRIOR to Jan. 1, 2004)

(Fee Required)

For additional information
(517) 335-8660
 Mon-Fri 8:00 am - 5:00 pm ET

MAIL APPLICATION, INCORRECT DEATH RECORD AND PROPER FEE TO:

Vital Records Changes
 P.O. Box 30721
 Lansing MI 48909

PHYSICIAN REQUESTING CORRECTION		PLEASE PRINT CLEARLY AND LEGIBLY	
Applicant must be the physician who certified the death. Please provide your name and complete mailing address to mail the new record to you, and a phone number to contact you if there are questions regarding this request.			
Physician's Name:			
Mailing Address:			
City, State, Zip Code:			
Daytime phone:	Area Code and Number		

DECEDENT'S INFORMATION	
NAME OF DECEDENT (First, Middle, Last)	DATE OF DEATH (Month, Day, Year)
LOCATION OF DEATH (Pronounced place of death - specify hospital, facility, or other location - city and county)	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female

INSTRUCTIONS: Please enter the correction for any items in error on the original death certificate in the appropriate spaces below.

26. PART I	Enter the diseases, injuries, or complications that caused the death. DO NOT enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line.	Approximate Interval Between Onset and Death
IMMEDIATE CAUSE (Final disease or condition resulting in death)	a. _____	_____
Sequentially list conditions, IF ANY, leading to immediate cause. Enter UNDERLYING CAUSE (Disease or injury that initiated events resulting in death) LAST	b. _____	_____
	c. _____	_____
	d. _____	_____
PART II Other significant conditions contributing to death but not resulting in the underlying cause given in Part I	27a. WAS AN AUTOPSY PERFORMED? (Yes or No)	27b. WERE AUTOPSY FINDINGS AVAILABLE PRIOR TO COMPLETION OF CAUSE OF DEATH? (Yes or No)

28. ACTUAL PLACE OF DEATH (Home, Nursing Home, Hospital, Ambulance) (Specify)		29. WAS CASE REFERRED TO MEDICAL EXAMINER? (Specify Yes or No)	
33a. ACC, SUICIDE, HOM, NATURAL OR PENDING INVESTIGATION (Specify)	33b. DATE OF INJURY (Month, Day, Year)	33c. TIME OF INJURY AM PM	33d. DESCRIBE HOW INJURY OCCURRED
33e. INJURY AT WORK (Specify Yes or No)	33f. PLACE OF INJURY - at home, farm, street, factory, office building, etc. (Specify)	33g. LOCATION - Street or R.F.D. No.	City, Village or Twp State

PART III

OTHER CHANGES REQUESTED

Please list below any changes requested relating to the medical facts of this death that are not addressed in Part I or II of this application:

- Item to be changed: _____
Information as it appears now: _____
Information as it should appear: _____
- Item to be changed: _____
Information as it appears now: _____
Information as it should appear: _____

I request that an amended certificate of death be filed in accordance with the facts set forth in this application.	
<input type="checkbox"/>	Physician's Signature: _____ Date: _____
	Physician's License Number: _____

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

PENALTIES: Any person who willfully and knowingly makes false application to change a Michigan vital record may be fined and/or imprisoned, pursuant to MCL 333.2894(1)(b) and (c).

PAYMENT - The fee for correcting a Michigan death record is \$40.00 and includes one copy of the record with the changes made. Additional copies of the new record are available for \$12.00 each when ordered at the same time. Payment must be made by check or money order and made payable to the "State of Michigan."		
Application Fee (Non-Refundable) Fee includes one (1) certified copy of the record	\$ 40.00	\$ 40.00
_____ Additional Certified Copies	\$ 12.00 Each	\$
TOTAL ENCLOSED:		\$

DCH-0862-Prior Rev 12/2004 MCL 333.2871(1) and 333.2891(9)(b) and (10)

PHYSICIAN APPLICATION TO
CORRECT A MICHIGAN DEATH RECORD

(For deaths that occurred AFTER Jan. 1, 2004)

(Fee Required)

For additional information
(517) 335-8660
 Mon-Fri 8:00 am - 5:00 pm ET

MAIL APPLICATION, INCORRECT DEATH RECORD AND PROPER FEE TO:
 Vital Records Changes
 P.O. Box 30721
 Lansing MI 48909

PHYSICIAN REQUESTING CORRECTION		PLEASE PRINT CLEARLY AND LEGIBLY	
Applicant must be the physician who certified the death. Please provide your name and complete mailing address to mail the new record to you, and a phone number to contact you if there are questions regarding this request.			
Physician's Name:			
Mailing Address:			
City, State, Zip Code:			
Daytime phone:	Area Code and Number		

DECEDENT'S INFORMATION			
1. NAME OF DECEDENT (First, Middle, Last)	2. DATE OF BIRTH (Month, Day, Year)	3. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	4. DATE OF DEATH (Month, Day, Year)
7a. LOCATION OF DEATH (Enter place officially pronounced dead in 7a, 7b and 7c) HOSPITAL OR OTHER INSTITUTION - Name (if not in either, give street and number and zip code)	7b. City, Village or Township	7c. County of Death	

INSTRUCTIONS: Please enter the correction for any items in error on the original death certificate in the appropriate spaces below.

36. PART I Enter the <u>chain of events</u> - diseases, injuries, or complications - that directly caused the death. DO NOT enter terminal events such as cardiac or respiratory arrest, or ventricular fibrillation without showing the etiology. Enter only one cause on each line.	Approximate interval Between Onset and Death
If diabetes was an immediate, underlying or contributing cause of death, be sure to record diabetes in either Part I or Part II of the cause of death section, as appropriate. IMMEDIATE CAUSE (Final disease or condition resulting in death) Sequentially list conditions, <u>IF ANY</u> , leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated events resulting in death) LAST	a. _____ b. _____ c. _____ d. _____ e. _____
PART II <u>Other significant conditions</u> contributing to death but not resulting in the underlying cause given in Part I _____	27a. WAS AN AUTOPSY PERFORMED? (Yes or No) 27b. WERE AUTOPSY FINDINGS AVAILABLE PRIOR TO COMPLETION OF CAUSE OF DEATH? (Yes or No)

29. MEDICAL EXAMINER CONTACTED? (Specify Yes or No)		30. PLACE OF DEATH (Home, Hospice, Nursing Home, Hospital, Ambulance) (Specify)	
39. MANNER OF DEATH - Accident, Suicide, Homicide, Natural, Indeterminate or Pending (Specify)	40a. WAS AN AUTOPSY PERFORMED? (Yes or No)	40b. WERE AUTOPSY FINDINGS AVAILABLE PRIOR TO COMPLETION OF CAUSE OF DEATH? (Yes or No)	
41a. DATE OF INJURY (Month, Day, Year)	41b. TIME OF INJURY AM PM	41c. DESCRIBE HOW INJURY OCCURRED	
41d. INJURY AT WORK (Yes or No)	41e. PLACE OF INJURY - At home, farm, street, construction site, wooded area, etc. (Specify)	41f. IF TRANSPORTATION INJURY - Driver/Operator, Passenger, Pedestrian, etc. (Specify)	41g. LOCATION Street or RFD No. City, Village or Twp State

PART III

OTHER CHANGES REQUESTED

Please list below any changes requested relating to the medical facts of this death that are not addressed in Part I or II of this application:

- Item to be changed: _____
Information as it appears now: _____
Information as it should appear: _____
- Item to be changed: _____
Information as it appears now: _____
Information as it should appear: _____

I request that an amended certificate of death be filed in accordance with the facts set forth in this application.	
Physician's Signature: _____	Date: _____
Physician's License Number: _____	

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

PENALTIES: Any person who willfully and knowingly makes false application to change a Michigan vital record may be fined and/or imprisoned, pursuant to MCL 333.2894(1)(b) and (c).

PAYMENT - The fee for correcting a Michigan death record is \$40.00 and includes one copy of the record with the changes made. Additional copies of the new record are available for \$12.00 each when ordered at the same time. Payment must be made by check or money order and made payable to the "State of Michigan."		
Application Fee (Non-Refundable) Fee includes one (1) certified copy of the record	\$ 40.00	\$ 40.00
_____ Additional Certified Copies	\$ 12.00 Each	\$
TOTAL ENCLOSED:		\$



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

April 15, 2005

TO: Name of County/City Clerk
FROM: VITAL RECORDS & HEALTH DATA DEVELOPMENT
LINDA SIMPSON
(517) 335-8685

INFORMATION REQUIRED FOR RECORD CORRECTION

The enclosed vital record has been identified as not meeting the vital records registration standards established in accordance with administration rule R325.3206. Please take appropriate action to acquire a replacement certificate that is acceptable.

RECORD IDENTIFICATION

BIRTH LOCAL FILE _____
DEATH LOCAL FILE _____

NAME
DATE OF EVENT
REASON(S) THE RECORD IS UNACCEPTABLE

Institution responsible for preparing a new record:

PLEASE RETURN THIS LETTER WITH THE CERTIFICATE.
Thank you,

Linda Simpson
Registration Unit

STATE OF MICHIGAN



JENNIFER M. GRANHOLM
GOVERNOR

DEPARTMENT OF COMMUNITY HEALTH

JANET OLSZEWSKI, Director

VITAL RECORDS REQUESTS
P.O. BOX 30721
LANSING, MICHIGAN 48909

April 4, 2005

Joe Smith
1111 Prairie Dr.
Cattle Call, MI 49999

Re: Unable to Locate Death Record Requested - Application for Delayed Death
AFS No. 915310

This office has received your request for a copy of a Michigan death record. A search of the state vital records system indicates that no death record has been registered or filed with the State of Michigan for:

Name at Death: {STAFF ADD DECEDENT'S NAME}
Date of Death: {STAFF ADD DATE OF DEATH}
Place of Death: {STAFF ADD PLACE OF DEATH}
Date of Birth: {STAFF ADD DATE OF BIRTH}

In accordance with the Michigan Compiled Laws, Section 333.2891(4)(a), the fee submitted is for the search which was conducted and includes the issuing of this official statement. The fee is non-refundable.

Enclosed are two applications to establish a Delayed Registration of a Michigan Death Record. One form is to be completed by the next-of-kin if a family member will be establishing the delayed registration of death. Also enclosed is a list of suggested documentation that may be used to establish a Delayed Registration of a Michigan Death. The other form is to be completed by the funeral service licensee or his/her authorized representative and physician, if they will be establishing the delayed registration.

When applying to establish a delayed registration of death, this office must receive a completed and signed application, this official statement, and the required fee.

If you have any questions, please contact our Changes Unit at (517) 335-8660.

Sincerely,

A handwritten signature in cursive script, appearing to read "Glenn Copeland".

Glenn Copeland
State Registrar

Enc: (2) applications to establish a Delayed Registration of Death
Suggested Documentation



SUPPLEMENTAL REPORT FOR A PENDING CERTIFICATE OF DEATH

Michigan Department of Community Health
Vital Records & Health Data Development Section
Registration Sub-Unit
P.O. Box 30691, Lansing, Michigan 48909

State File Number:
Local File Number:

PLEASE READ AND FOLLOW THE INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

PLEASE TYPE OR PRINT IN BLACK INK

Form with fields for: NAME OF DECEDENT, DATE OF DEATH, LOCATION OF DEATH, HOSPITAL OR FACILITY, ACTUAL OR PRESUMED TIME OF DEATH, PRONOUNCED DEAD ON, TIME PRONOUNCED DEAD, MEDICAL EXAMINER CONTACTED?, PLACE OF DEATH, IF HOSPITAL, MEDICAL EXAMINER'S CASE NUMBER, PART I (chain of events), PART II (other significant conditions), MANNER OF DEATH, AUTOPSY PERFORMED, INJURY DETAILS, etc.

OTHER CORRECTIONS: (enumerate item numbers for which corrections are being requested)

Items in error on the original certificate of death have been correctly entered in the appropriate spaces above.

I request that an amended certificate of death be filed in accordance with the facts set forth in this application.

Signature _____ Medical Examiner

Date _____

**INSTRUCTIONS FOR COMPLETION OF THE
SUPPLEMENTAL REPORT FOR A PENDING CERTIFICATE OF DEATH**

This form is to be used **ONLY** when submitting supplemental information to **AMEND** a **PENDING** certificate of death. Type or print in **black** ink only.

The name of the decedent, the date of death, the location of death and the name of the hospital or facility must be filled in to insure proper identification of the the record to be amended.

PART I and **PART II** on the reverse side must show the correct information for the items that are now in error on the original certificate. **ONLY** the items indicated will be corrected.

Items 28, 30-32, 37-41 are for corrections to other items not provided for in Part I or Part II

Items 28, 30-32 Are to be completed as specified on the front of this form.

- | | |
|----------|---|
| Item 39 | Manner of death – if anything other than natural appears, there must be entries in items 41a – 41g. |
| Item 41a | Date of Injury – The exact date of the injury including month, day and year should appear here. If an exact date is not known, an estimate may be provided. If no estimate is possible, unknown may be entered. |
| Item 41b | Time of Injury – The time in hours and minutes that the injury occurred should appear here. Indicate AM or PM. Unknown may be entered if the hour of injury could not be determined. |
| Item 41c | Describe How Injury Occurred – A statement describing how the injury occurred should appear in this item. Unknown may be entered if it cannot be determined how the injury occurred. |
| Item 41d | Injury at Work – Specify YES or NO. Unknown may be entered if it cannot be determined. |
| Item 41e | Place of Injury – Specify category. Unknown may be entered if place of injury is unknown. |
| Item 41f | If Transportation Injury – Specify role of decedent in transportation accident. |
| Item 41g | Location – The complete address where the injury occurred should appear here. |

Signature **MUST** be by the original certifying medical examiner, except if originally certified by a deputy medical examiner, the signature may be the chief medical examiner.

For more information on the proper completion of a death certificate, please consult the Instructions for Medical Examiner; Completing the Medical Portion of a Certificate of Death.” These instructions are available through the Registration Sub-Unit at the address provided on the front of this form.

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
 DIVISION FOR VITAL RECORDS & HEALTH STATISTICS
 3423 N. MARTIN LUTHER KING JR. BLVD., P.O. BOX 30691
 LANSING, MICHIGAN 48909

 (NAME OR AGENCY)

 (NUMBER AND STREET)

 (CITY OR POST OFFICE) (STATE) (ZIP CODE)

 (ATTENTION OR PURCHASE ORDER NUMBER)

(PLEASE TYPE OR PRINT LEGIBLY)

ORDER BLANK FOR NEW REGISTRATION FORMS

Contact Person: Ellen Anderson-Dunsmore (517) 335-9826

		NO.		NO.
LIVE BIRTH		WANTED	MARRIAGE	WANTED
DCH0481 (B213)		_____	Consent of Guardian (B39)	DCH0737 _____
DCH0481P (B213p) (EBC)		_____	Affidavit for License (B134)	DCH0484 _____
Worksheet (Pink) (B214)	DCH0486	_____	Affidavit for License (Pin Fed)	DCH0484P _____
Worksheet (B214E) (EBC/Blue)	DCH0486E	_____	License & Certificate (B 138)	DCH0482 _____
Mother's Information Worksheet	DCH0486a	_____	License (Pin Fed) (B138P)	DCH0482P _____
Affidavit of Parentage (B229)	DCH0682	_____	License (Laser) (B138L)	DCH0482L _____
What Every Parent Should Know About Establishing Paternity (Pamphlet)	FIA 780	_____		
(Spanish)	FIA 780SP	_____	DIVORCE	
Your Child's Birth Certificate (Pamphlet) (B20)	DCH0741	_____	Record of Divorce or Annulment (B42)	DCH0838 _____
			PROBATE COURT FORMS	
			Probate Marriage (B162)	DCH0733 _____
DEATH			Probate Affidavit (B162a)	DCH0733A _____
DCH0483 (1 Part) (B36)		_____	Notice of Intent to Claim	DCH0738 _____
DCH0483W Worksheet (B36W)		_____	Paternity (B234)	
Burial Permit (B-26)	DCH-0490A	_____		
Final Disposition of a Still Birth (GREEN 2 PART PERMIT) (B26b)	DCH-0490	_____	OTHER	
Report of Fetal Death (B35)	DCH0615	_____	Monthly Blue Cards (B28)	DCH0616 _____
Disinterment & Reinternment Permit (Yellow) (B27)	DCH0734	_____	Labels/PO Box 30691 (B231)	DCH0617 _____
Affidavit for Disposition and Reinternment (B27a)	DCH0734A	_____	Order Blank for Forms (B52)	DCH0889 _____
			Abortion Report Form (B34)	DCH0819 _____
			Cancer Report Form (B300)	DCH0768 _____

Completion: Voluntary

Return This Original to: Vital Records & Health Data Development Selection
 DCH-0889 (11/02) Authority: Act 368, P. A. 1978

WHERE TO WRITE FOR VITAL RECORDS

(UPDATED 02/24/05)

National Center for Health Statistics

Edward J. Sondik, *Ph.D., Director*

Vacant, *Deputy Director*

Jennifer H. Madans, *Ph.D., Associate Director for Science*

Edward L. Hunter, *Associate Director for Planning, Budget, and Legislation*

Michael Sadagursky, *Associate Director for Management*

Lawrence H. Cox, *Ph.D., Associate Director for Research and Methodology*

Diane Makuc, *DrPH, Acting Associate Director for Analysis, Epidemiology, and Health Promotion*

Margot Palmer, *Acting Associate Director for Information Technology and Services*

Division of Vital Statistics

Charles J. Rothwell, *Director*

James A. Weed, *Ph.D., Deputy Director*

Division of Data Services

Phillip R. Beattie, *Director*

Vacant, *Deputy Director*

Linda Bean, *Chief, Publications Branch*

Introduction

As part of its mission to provide access to data and information relating to the health of the Nation, the National Center for Health Statistics produces a number of publications containing reference and statistical materials. The purpose of this publication is solely to provide information about individual vital records maintained only on file in State or local vital statistics offices.

An official certificate of every birth, death, marriage, and divorce should be on file in the locality where the event occurred. The Federal Government does not maintain files or indexes of these records. These records are filed permanently either in a State vital statistics office or in a city, county, or other local office.

To obtain a certified copy of any of the certificates, write or go to the vital statistics office in the State or area where the event occurred. Addresses and fees are given for each event in the State or area concerned.

To ensure that you receive an accurate record for your request and that your request is filled expeditiously, please follow the steps outlined below for the information in which you are interested:

- Write to the appropriate office to have your request filled.
- Under the appropriate office, information has been included for birth and death records concerning whether the State will accept checks or money orders and to whom they should be made payable. This same information would apply when marriage and divorce records are available from the State office. However, it is impossible for us to list fees and addresses for all county offices where marriage and divorce records may be obtained. For all certified copies requested, make check or money order payable for the correct amount for the number of copies you want to obtain. Cash is not recommended because the office cannot refund cash lost in transit.
- Because all fees are subject to change, a telephone number has been included in the information for each State for use in verifying the current fee.
- States have provided their home page address for obtaining current information.
- Type or print all names and addresses in the letter.
- Give the following facts when writing for birth or death records:
 1. Full name of person whose record is being requested.
 2. Sex.
 3. Parents' names, including maiden name of mother.
 4. Month, day, and year of birth or death.
 5. Place of birth or death (city or town, county, and State; and name of hospital, if known).
 6. Purpose for which copy is needed.
 - Relationship to person whose record is being requested.

Give the following facts when writing for marriage records:

1. Full names of bride and groom.
2. Month, day, and year of marriage.
3. Place of marriage (city or town, county, and State).
4. Purpose for which copy is needed.
- Relationship to persons whose record is being requested.

Give the following facts when writing for divorce records:

1. Full names of husband and wife.
2. Date of divorce or annulment.
3. Place of divorce or annulment.
4. Type of final decree.
5. Purpose for which copy is needed.
6. Relationship to persons whose record is being requested.

Alabama

Birth or Death	\$12.00	Alabama Vital Records State Department of Public Health P.O. Box 5625 Montgomery, AL 36103-5625	State office has records since January 1908. Additional copies ordered at the same time are \$4.00 each. Personal check or money order should be made payable to Vital Records. To verify current fees, the telephone number is (334) 206-5418. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://ph.state.al.us.cjs/VitalRecords/VRECORDS.HTML .
Marriage	\$12.00	Same as Birth or Death	State office has records since August 1936.
	Varies	See remarks	Contact Probate Court in county where license was issued.
Divorce	\$12.00	Same as Birth or Death	State office has records since August 1950.
	Varies	See remarks	Contact Clerk of Circuit Court in county where divorce was granted.

Alaska

Birth or Death	\$20.00	Bureau of Vital Statistics Department of Health and Social Services 5441 Commercial Boulevard Juneau, AK 99801	State office has records since January 1913. Personal check or money order should be made payable to Bureau of Vital Statistics. To verify current fees, the telephone number is (907) 465-3391. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.hss.state.ak.us./dph/bvs/ .
Heirloom Birth	\$45.00	Same as Birth or Death	Two different heirloom birth certificates by Alaskan artists are available. Friends and relatives may order gift certificates for persons entitled to order the record. The heirloom certificates as well as instructions and order forms may be viewed via the Internet at http://www.hss.state.ak.us/dph/bvs/ .

ALL REQUESTS MUST INCLUDE A COPY OF PICTURE ID OF THE APPLICANT. Enlarge the copy and lighten it as much as possible to be sure that it is clear and readable when sent to the Bureau. Signature under the copied ID is also required.

Marriage	\$20.00	Same as Birth or Death	State office has records since 1953.
Heirloom Marriage	\$55.00	Same as Birth or Death	Three different heirloom marriage certificates by Alaskan artists are available. Friends and relatives may order gift certificates for persons entitled to order the record. The heirloom certificates as well as instructions and order forms may be viewed via the Internet at http://www.hss.state.ak.us/dph/bvs/
Divorce	\$20.00 Varies	Same as Birth or Death See remarks	State office has records since 1950. Clerk of Superior Court in judicial district where divorce was granted. Juneau and Ketchikan (First District), Nome (Second District), Anchorage (Third District), Fairbanks (Fourth District).
<u>American Samoa</u> Birth or Death	\$5.00	American Samoa Government Governor's Office Registrar of Vital Records Office Pago Pago, AS 96799	Registrar has records since 1900. Money order should be made payable to ASG Treasurer. Personal checks are not accepted. To verify current fees, the telephone numbers are: Office of Vital Records (684) 633-1406; Health Information Office, Health and Vital Statistics (684) 633-4606/2262/
Amendments	\$7.00		Personal identification required before record will be sent.
Marriage	\$ 5.00	Same as Birth or Death	
Marriage License	\$10.00		
Divorce	\$5.00	High Court of American Samoa American Samoa Government	

Arizona

Birth (long form)	\$15.00	Office of Vital Records Arizona Department of Health Services P.O. Box 3887 Phoenix, AZ 85030-3887	State office has records since July 1909 and abstracts of records filed in counties before then.
Birth (Short Form)	\$10.00		Birth certificates prior to 1990 cost \$15.00 and 1990 to the present cost \$10.00 (certified computer copies).
Death	\$10.00		Personal check or money order should be made payable to Office of Vital Records. To verify current fees, the telephone number is (602) 364-1300. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.hs.state.az.us .
Marriage	Varies	See remarks	Clerk of Superior Court in county where license was issued.
Divorce	Varies	See remarks	Clerk of Superior Court in county where divorce was granted.

Arkansas

Birth	\$12.00	Division of Vital Records Arkansas Department of Health Slot #44 4815 West Markham Street Little Rock, AR 72205- 3867	State office has records since February 1914 and some original Little Rock and Fort Smith records from 1881. Additional copies of the same birth record requested at the same time are \$10.00 each.
Death	\$10.00		Additional copies of the same death record requested at the same time are \$8.00 each.
			Personal check or money order should be made payable to Arkansas Department of Health. To verify current fees, the telephone number is (501) 661-2174. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.healthylarkansas.com .
Marriage	\$10.00	Same as Birth or Death	Coupons since 1917. Additional copies of the same marriage record, when requested at the same time, are \$10.00 each.

	Varies	See remarks	Full certified copy may be obtained from County Clerk in county where license was issued.
Divorce	\$10.00	Same as Birth or Death	Coupons since 1923. Additional copies of the same divorce record, when requested at the same time, are \$10.00 each.
	Varies	See remarks	Full certified copy maybe obtained from Circuit or Chancery Clerk in county where divorce was granted.
<u>California</u>			
Birth	\$15.00	Office of Vital Records Department of Health Services MS: 5103 P.O. Box 997410 Sacramento, CA 95899-7410	State office has records since July 1905. For earlier records, write to County Recorder in county where event occurred.
Death	\$13.00		
Fetal Death	\$ 9.00		
			Personal check or money order should be made payable to Office of Vital Records. To verify current fees, the telephone number is (916) 445-2684. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.dhs.ca.gov/hisp/chs/ovr/ordercert.htm
			BIRTH AND DEATH RECORDS: In order to obtain a Certified Copy after July 1, 2003, you MUST complete the sworn statement included with the certificate application form and sign the statement under penalty of perjury. If you mail request, your sworn statement must be notarized. If your mailed request indicates that you want a Certified Copy but does not include a notarized statement sworn under penalty of perjury, the request will be rejected as incomplete and returned to you without being processed.
Marriage	\$13.00	Same as Birth or Death	State office has records since July 1905. For earlier records, write to County Recorder in county where event occurred.

Divorce	\$13.00	Same as Birth or Death	Fee is for search and identification of county where certified copy can be obtained (years 1962 thru June 1984 only). For all other years or for a copy of the decree, write to Superior Court in county where event occurred. Certified copies of decrees are not available from State Health Department.
	Varies	See remarks	Clerk of Superior Court in county where divorce was granted.
<u>Canal Zone</u> (Effective December 1, 1999) Birth or Death	\$30.00	Vital Records Section Passport Services U.S. Department of State 1111 19 th Street NW Suite 510 Washington, D.C. 20522-1705	Records available from May 1904 to September 1979. Additional copies of the same record requested as the same time are \$20.00 each. Personal check or money order must be signed, dated and made payable to U.S. Department of State. Remittance must be payable in U.S. dollars through a U.S. Bank. No credit cards or cash accepted. Telephone or facsimile requests are not accepted. To verify current fees, the telephone number is (202) 955-0307 A signed and notarized written request must be submitted along with a copy of the requester's valid photo identification.
Marriage	\$30.00	Same as Birth or Death	Records available from May 1904 to September 1979.
<u>Colorado</u> Birth or Death	\$15.00	Vital Records Section CO Department of Public Health and Environment 4300 Cherry Creek Drive South HSVRD-VS-A1 Denver, CO 80246-1530	State office has death records since 1900 and birth records since 1910. State office also has birth records for some counties for years before 1910. Additional copies of the same record ordered at the same time are \$6.00. Pocket size birth cards are available for birth years 1910 to present and contain name, sex, date, place of birth, state file number, date filed, and date issued.

Personal check or money order should be made payable to Vital Records Section. To verify current fees, the telephone number is (303) 692-2200. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at <http://www.cdphe.state.co.us/hs/certs.asp>.

All requests for birth and death records must be accompanied by a copy of the requestor's identification before processing.

Marriage	See remarks	Same as Birth or Death	Certified copies are not available from State Health Department. Statewide index of records for 1900-39 are available at Colorado State Archives and Denver Public Library, and 1975 to present are available at http://www.cdphe.state.co.us/hs/certs.asp . Fee for verification is \$15.00.
	Varies	See remarks	Copies available from County Clerk in county where license was issued.
Divorce	See remarks	Same as Birth or Death	Certified copies are not available from State Health Department. Statewide index of records for 1900-39 are available at Colorado State Archives and Denver Public Library, and 1975 to present are available at http://www.cdphe.state.co.us/hs/certs.asp and 1968 to 1995. Fee for verification is \$15.00.
	Varies	See remarks	Copies available from Clerk of District Court in county where divorce was granted.
<u>Connecticut</u> Birth or Death	\$5.00	See remarks	Certified copies are not available from State Office. Request must be submitted to town or city where event occurred.

PLEASE NOTE: A photocopy of picture identification must be submitted with any request for a birth certificate.

A money order should be made payable to the proper town or city where the event occurred. For additional information, please contact a DPH Customer Service Representative at (860) 509-7897

Marriage	\$5.00	See remarks	Same as above.
Divorce		See remarks	Applicant must contact Clerk of Superior Court where divorce was granted. State office does not have divorce decrees and cannot issue certified copies.
<u>Delaware</u> Birth or Death	\$10.00	Office of Vital Statistics Division of Public Health P.O. Box 637 Dover, DE 19903	State office has death records since 1964 and birth records since 1932. For previous years, write to Archives Hall of Records, Dover, DE 19903. Telephone number (302) 744-5000. A photo identification is REQUIRED for all transactions. If submitting by mail, a copy of ID IS REQUIRED. Personal check or money order should be made payable to Office of Vital Statistics. To verify current fees, the telephone number is (302) 744-4549. Information on how to obtain certified copies is also available via the Internet at http://www.state.de.us .
Marriage	\$10.00	Same as Birth or Death	Records since 1964.
Divorce	\$10.00	Same as Birth or Death	Records since 1935. Inquiries will be forwarded to appropriate office. Certified copies are not available from the Office of Vital Statistics.
		See remarks	Prothonotary in county where divorce was granted up to 1975. For divorces granted after 1975 the parties concerned should contact

Family Court in county where divorce was granted.

District of Columbia

Birth (short form) \$18.00
Birth (long form) \$23.00
Death \$18.00

Vital Records Division
825 North Capitol Street
NE
1st Floor
Washington, DC 20002

Office has birth and death records since August 1874.

Personal check or money order should be made payable to DC Treasurer. To verify current fees, the telephone number is (202) 442-9009. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at <http://www.dchealth.dc.gov>.

Marriage \$10.00

DC Superior Court
500 Indiana Avenue, NW
Room 4455
Washington, DC 20001

Marriage information telephone number: 202-874-4840

Divorce \$2.00

DC Superior Court
500 Indiana Avenue, NW
Room 4335
Washington, DC 20001

Divorce information telephone number: 202-879-1261

Florida

Birth \$9.00
Death \$5.00

Department of Health
Office of Vital Statistics
1217 Pearl Street
Jacksonville, FL 32231-0042

State office has some birth records dating back to April 1865. The majority of records date from January 1917. (If the exact date is unknown, the fee is \$9.00 (births) or \$5.00 (deaths) for the first year searched and \$2.00 for each additional year up to a maximum of \$50.00. Fee includes one

certification of record if found or certified statement stating record not on file). Additional copies are \$4.00 each when requested at the same time.

All letters or applications for birth or death records must include the signature and relationship/eligibility stated and a valid PICTURED ID of the applicant.

Personal check or money order

should be made payable to Office of Vital Statistics. To verify current fees, the telephone number is (904) 359-6900. This will be a recorded message. Information on how to obtain certified copies is <http://www.doh.state.fl.us>.

Marriage	\$5.00	Same as Birth or Death	Records since June 6, 1927. (If the exact date is unknown, the fee is \$5.00 for the first year searched and \$2.00 for each additional year up to a maximum of \$50.00. Fee includes one copy of record if found or certified statement stating record not on file.) Additional copies are \$4.00 each when requested at the same time.
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Divorce	\$5.00	Same as Birth or Death	Records since June 6, 1927. If the exact date is unknown, the fee is \$5.00 for the first year searched and \$2.00 for each additional year up to a maximum of \$50.00. Fee includes one copy of record if found or certified statement stating record not on file.) Additional copies are \$4.00 each when requested at the same time
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<u>Georgia</u> Birth or Death	\$10.00	Vital Records 2600 Skyland Drive, NE Atlanta, GA 30319-3540	State office has records since January 1919. For earlier records in Atlanta or Savannah or other cities or counties, write to the Vital Records Office in county where event occurred. Additional copies of same record ordered at same time are \$5.00
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Certified check or money order should be made payable to Vital Records. Personal checks are not accepted. To verify current fees, the telephone number is (404) 679-4701. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <Http://www.state.ga.us/programs/vitalrecords>.

Marriage	\$10.00	Same as Birth or Death	<p>The requestor must provide a photocopy of a valid photo ID. Centralized State records since June 9, 1952. Certified copies of marriage documents up to 1996 are issued at State office. Inquires about marriages occurring before June 9, 1952, will be forwarded to appropriate Probate Judge in county where license was issued.</p> <p>The state office does not record marriage licenses or applications after July 1, 1997.</p>
Marriage (County)	Varies	See remarks	<p>Probate Judge in county where license was issued.</p> <p>See "County Directories" at http://www.sos.state.gu.us/cgi-bin/OfficialDirectoryIndex.asp for information about how to contact probate courts.</p>
Divorce (State)	\$2.00 for certification plus \$0.50 per page	See remarks	<p>Centralized State records since June 9, 1952. Certified copies are not issued at State office. Inquires will be forwarded to appropriate Clerk of Superior Court in county where divorce was granted.</p> <p>See "County Directories" at http://www.sos.state.gu.us/cgi-bin/OfficialDirectoryIndex.asp for information about how to contact clerks of superior court..</p>
Divorce (County)		See remarks	<p>Clerk of Superior Court in county where divorce was granted.</p>
<u>Guam</u> Birth or Death	\$5.00	Office of Vital Statistics Department of Public Health and Social Services Government of Guam P.O. Box 2816 Agana, GU, M.I. 96910	<p>Office has records since October 16, 1901.</p> <p>Money order should be made payable to Treasurer of Guam. Personal checks are not accepted. To verify current fees, the telephone number is (671) 734-4589.</p>

Marriage	\$5.00	Same as Birth or Death	
Divorce	Varies	Clerk, Superior Court of Guam, Agana, GU, M.I. 96910	
<u>Hawaii</u>			
Birth or Death	\$10.00	State Department of Health Office of Health Status Monitoring Issurance/Vital Statistics Section P.O. Box 3378 Honolulu, HI 96801	State office has records since 1853. Additional copies ordered at the same time are \$4.00 each. Cashier's check, certified check or money order should be made payable to State Department of Health. Personal checks are not accepted. To verify current fees, the telephone number is (808) 586- 4533. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.hawaii.gov/health/vital-records .
Marriage	\$10.00	Same as Birth or Death	
Divorce	\$10.00	Same as Birth or Death	Records since July 1951.
	Varies	See remarks	Circuit Court in county where divorce was granted
<u>Idaho</u>			
Birth	\$13.00	Vital Statistics Unit	State office has records since July 1911. For records from 1907-1911, write to County Recorder in county where event occurred.
Death	\$13.00	Bureau of Health Policy and Vital Statistics 450 West State Street 1 st Floor P.O. Box 83720 Boise, ID 83720-0036	Personal check or money order should be made payable to Idaho Vital Statistics. To verify current fees, the telephone number is (208) 334-5988. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.healthandwelfare.idaho.gov .
Applicants must provide a copy of their driver's license or other state picture identification. If this is not available, the applicant must provide a copy of two other forms of identification with a signature.			

Marriage	\$13.00	Same as Birth or Death	Records since May 1947. Earlier records are with County Recorder in county where license was issued.
	Varies	See remarks	County Recorder in county where license was issued.
Divorce	\$13.00	Same as Birth or Death	Records since May 1947. Earlier records are with County Recorder in county where divorce was granted.
	Varies	See remarks	County records in county where divorce was granted.

Illinois

Birth	\$15.00 certified copy \$10.00 certifi- cation	Division of Vital Records Illinois Department of Public Health 605 West Jefferson Street Springfield, IL 62702-5097	State office has records since January 1916. For earlier records and for copies of State records since January 1916, write to County Clerk in county where event occurred (county fees vary). The fee for a search of the State files is \$10.00. If the record is found, one certification is issued at no additional charge. Additional certifications of the same record ordered at the same time are \$2.00 each. The fee for a full certified copy is \$15.00. Additional certified copies of the same record ordered at the same time are \$2.00 each.
Death	\$17.00 certified copy \$10.00 certifi- cation		

Personal check or money orders should be made payable to Illinois Department of Public Health. To verify current fees, the telephone number is (217) 782-6553. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at <http://www.idph.state.il.us>.

Marriage	\$5.00	Same as Birth or Death	<p>Marriage Index since January 1962. Selected items may be verified (fee \$5.00). Certified copies are NOT available from State office.</p> <p>For certified copies, write to the County Clerk in county where license was issued.</p>
Divorce	\$5.00	Same as Birth or Death	<p>Divorce index since January 1962. Selected items may be verified (\$5.00). Certified copies are NOT available from State office.</p> <p>For certified copies, write to the Clerk of Circuit Court in county where divorce was granted.</p>
<u>Indiana</u> Birth Death	\$10.00 \$ 8.00	Vital Records Department State Department of Health 2 North Meridian Street Indianapolis, IN 46204	<p>State office has birth and death records since October 1907. Additional copies of the same birth or death record ordered at the same time are \$4.00 each. For earlier records, write to Health Officer in city or county where event occurred.</p> <p>Personal check or money order should be made payable to Indiana State Department of Health. To verify current fees, the telephone number is (317) 233-2700. Information on how to obtain certified copies is also available via the Internet at http://www.in.gov/isdh/index.htm.</p> <p>Applicant must provide a photocopy of a valid identification with picture and signature along with the application.</p>
Marriage	See remarks	Same as Birth or Death	<p>Index for marriages since 1958. Certified copies are available from County Clerk of Court or Clerk of Superior Court in the county where event occurred.</p>
	Varies	See remarks	<p>Clerk of Circuit court or Clerk of Superior Court in county where license was issued.</p>

Divorce	Varies	See remarks	County Clerk in county where divorce was granted.
<u>Iowa</u>			
Birth or Death	\$10.00	Iowa Department of Public Health Bureau of Vital Records Lucas Office Building 1 st Floor 321 East 12 th Street Des Moines, IA 50319-0075	State office has records since July 1880. Personal check or money order should be made payable to Iowa Department of Public Health. Enclose a stamped self-addressed envelope. To verify current fees, the telephone number is (515) 281-4944. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.idph.state.ia.us/ . Applicants must provide a photo identification when applying in person.
Marriage	\$10.00	Same as Birth or Death	State office has records since July 1880.
Divorce	See remarks	Same as Birth or Death	Brief statistical record only since 1906. Inquiries will be forwarded to appropriate office. Certified copies are not available from State Health Department.
	\$10.00	See remarks	Clerk of district Court in county where divorce was granted.
<u>Kansas</u>			
Birth	\$12.00	Office of Vital Statistics Curtis State Office Building 1000 SW Jackson Street Suite 120 Topeka, KS 66612-2221	State office has records since July 1911. For earlier records, write to County Clerk in county where event occurred. Additional copies of the same birth record ordered at the same time are \$7.00 each and the same death record ordered at the same time is \$8.00. Personal check or money order should be made payable to Vital Statistics. To verify current fees, the telephone number is (785) 296-1400. This will be a recorded message with the option to speak
Death	\$13.00		

			with a Customer Service Representative. Information on how to obtain certified copies is also available via the Internet at http://www.kdhe.state.ks.us/vital/ .
			The applicant MUST include a copy of a photo ID and a handwritten signature with the request.
Marriage	\$12.00	Same as Birth or Death	State office has records since May 1913. Additional copies of the same record ordered at the same time are \$7.00 each.
	Varies	See remarks	Write to: District Judge in county where license was issued.
Divorce	\$12.00	Same as Birth or Death	State office has records since July 1951. Additional copies of the same record ordered at the same time are \$7.00 each.
	Varies	See remarks	Write to: Clerk of District Court in county where divorce was granted.
<u>Kentucky</u>			
Birth	\$10.00	Office of Vital Statistics Department for Health Services 275 East Main Street Frankfort, KY 40621-0001	State office has records since January 1991.
Death	\$ 6.00		Personal check or money order should be made payable to Kentucky State Treasurer. To verify current fees, the telephone number is (502) 564-4212. Information on how to obtain certified copies is also available via the Internet at http://publichealth.state.ky.us/vital.htm
Marriage	\$6.00	Same as Birth or Death	Records since June 1958.
	Varies	See remarks	Clerk of County Court in county where license was issued.
Divorce	\$6.00	Same as Birth or Death	Records since June 1958.
	Varies	See remarks	Clerk of Circuit Court in county where decree was issued.

Louisiana

Birth (long form)	\$15.00	Office of Public Health Vital Records Registry P.O. Box 60630 New Orleans, LA 70160	State office has records since July 1914. Birth records are confidential for the first 100 years. To obtain current information on who may obtain a record, how to submit a request and an official request form, click on http://www.dhh.state.la.us/recordsstatistics/vitalrecords . Older records are available through the Louisiana State Archives, P.O. Box 94125, Baton Rouge, LA 70804.
Birth (short form)	\$ 9.50		
Death	\$ 7.50		
Marriage Orleans Parish Only	\$5.50	Same as Birth or Death	Certified copies for other parishes are issued by Clerk of Court in the parish where the marriage license was issued. Marriage records over 50 years are stored by the Louisiana State Archives, P.O. Box 94125, Baton Rouge, LA 70804.
Other Parishes	Varies	See remarks	Certified copies are issued by Clerk of Court in the parish where the marriage license was issued.
Divorce (parish)	Varies	See remarks	Clerk of Court in the parish where the divorce was granted.

Maine

Birth or Death	Certified \$15.00	Office of Vital Records Maine Department of Human Services 221 State Street #11 State House Station Augusta, ME 04333-0011	State office has records since 1923. Records for 1892-1922 are available at the Maine State Archives (207) 287-5795. For earlier records, write to the municipality where the event occurred. Additional copies of same record ordered at same time are \$6.00 each. Personal check or money order should be made payable to Treasurer, State of Maine. To verify current fees, the telephone number is (207) 287-3181. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at
	Non- Certified \$10.00		

<http://www.state.me.us>.

Marriage	\$15.00	Same as Birth or Death	Same as Birth or Death.
Divorce	\$15.00	Same as Birth or Death	Same as Birth or Death.
Divorce	Varies	See remarks	Clerk of District Court in judicial division where divorce was granted.

Maryland

Birth or Death	\$12.00	Division of Vital Records Department of Health and Mental Hygiene 6550 Reisterstown Road P.O. Box 68760 Baltimore, MD 21215- 0020	State office has records since August 1898. Records for City of Baltimore are available from January 1875. Fee for Commemorative Birth Certificates are \$25.00. Will not do research for genealogical studies. Must apply to State of Maryland Archives, 350 Rowe Blvd., Annapolis, MD 21401, (410) 974-3914. Personal check or money order should be made payable to Division of Vital Records. To verify current fees, the telephone number is (410) 764-3038. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://mdpublichealth.org/vsa .
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Marriage	\$12.00	Same as Birth or Death	Records since June 1951.
	Varies	See remarks	Clerk of Circuit Court in county where license was issued or Clerk of Court of Common Pleas of Baltimore City (for licensed issued in City of Baltimore).
Divorce Verification only	No fee	Same as Birth or Death	Records since January 1961. Certified copies are not available from State office. Some items may be verified.
	Varies	See remarks	Clerk of Circuit Court in county where divorce was granted.

Massachusetts

Birth or Death	\$18.00 (In person) \$28.00	Registry of Vital Records and Statistics 150 Mount Vernon Street	State office has records since 1911. For earlier records, write to The Massachusetts Archives at
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	(Mail request) \$ 3.00 (State Archives)	1 st Floor Dorchester, MA 02125-3105	Columbia Point, 220 Morrissey Boulevard, Boston, MA 02125 (617) 727-2816. Personal check or money order should be made payable to Commonwealth of Massachusetts. To verify current fees, the telephone number is (617) 740-2600. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.state.ma.us/dph/bhsre/rv/r/vrcopies.htm .
Marriage	Same as Birth or Death	Same as Birth or Death	Records since 1911.
Divorce	See remarks	Same as Birth or Death	Index only since 1952. Inquirer will be directed where to send request. Certified copies are not available from State office.
Divorce	\$3.00	See remarks	Registrar of Probate Court in county where divorce was granted.
<u>Michigan</u> Birth or Death	\$26.00	Vital Records Request P.O. Box 30721 Lansing, MI 48909	State office has records of births and deaths that occurred and were filed with the state since 1867. Some of the records (especially pre-1906 births and pre-1897 deaths) were not filed with the state. Personal check or money order should be made payable to State of Michigan. Fees are \$15.00 for the search and first certified copy of any birth, death, marriage, divorce or Affidavit of Parentage. Exception is Senior Citizen (\$7.00) requesting their own birth record. Additional copies of any record are \$5.00 each. To verify current fees, the telephone number is (517) 335-8666. This will be a recorded message. This number will also allow you to speak to a customer service representative. Information on how to obtain certified copies is

also available via the Internet at <http://www.michigan.gov.mdch>.

Michigan birth records are restricted documents and are available only to eligible individuals. A photocopy of an eligible individual's photo identification (state driver's license, state personal ID card, Military ID, etc.) is required to be sent in, along with the application and appropriate fee.

Copies of records may also be obtained from the County Clerk in county where event occurred. Fees vary from county to county. Records of Detroit births occurring since 1893 and deaths since 1897 may be obtained from the city of Detroit Health Department.

Marriage	\$26.00	Same as Birth or Death	Records since 1867. Some marriages (especially pre-1926) were not filed with the state.
	Varies	See remarks	County Clerk in county where license was issued.
Divorce	\$26.00	Same as Birth or Death	Records since 1897. Some divorces (especially pre-1924) were not filed with the state.
	Varies	See remarks	County Clerk in county where divorce was granted.

Minnesota

Birth	\$13.00	MN Department of Health Attention: Office of the State Registrar P.O. Box 9441 Minneapolis, MN 55440- 9441	Office of the State Registrar has birth records on file from January 1900 to current. Copies of earlier records may be obtained from Local Registrar in county where event occurred. Additional copies of the birth record when ordered at the same time are \$7.00 each. Additional copies of the death record when ordered at the same time are \$4.00 each.
Death	\$10.00		

Personal check or money order

should be made payable to Minnesota Department of Health. To verify current fees, the telephone number is (612) 676-5120. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at <http://www.health.state.mn.us>.

Marriage See remarks

Marriage records are not recorded at the state level.

\$8.00 See remarks

Local Registrar in county where license was issued. Additional copies of the marriage record when ordered at the same time are \$2.00 each.

Divorce See remarks

Divorce records are not recorded at the state level.

\$10.00 See remarks

Court Administrator in county where divorce was granted.

Mississippi

Birth (long form) \$12.00
 Birth (short form) \$ 7.00
 Death \$10.00

Mississippi Vital Records
 State Department of Health
 P.O. Box 1700
 Jackson, MS 39215-1700

State office has records since November 1, 1912. Full copies of birth certificates obtained within 1 year after the event are \$7.00. Additional copies of same record ordered at same time are \$3.00 each for birth; \$2.00 each for death

and marriage. For out-of-State requests only bank or postal money order or bank cashier's check are accepted and should be made payable to Mississippi State Department of Health. Personal checks are accepted only for in-State requests if drawn on a Mississippi bank.

To verify current fees, the telephone number is (601) 576-7981. A recorded message may be reached on (601) 576-7450. Information on how to obtain certified copies is also available via the Internet at <http://www.msdh.state.ms.us>.

Marriage	\$10.00	Same as Birth or Death	Statistical records only from January 1, 1926 to July 1, 1938 and since January 1942.
	\$3.00	See remarks	Circuit Clerk in county where license was issued
Divorce	See remarks	Same as Birth or Death	Records since January 1926. Certified copies are not available from State office. Index search only available at \$6.00 for each 5-year increment. Book and page number for county record provided.
Divorce	Varies	See remarks	Chancery Clerk in county where divorce was granted.

Missouri

Birth	\$15.00	Missouri Department of Health and Senior Services Bureau of Vital Records 930 Wildwood P.O. Box 570 Jefferson City, MO 65102-0570	State office has records since January 1910. Certified copies of most Missouri birth and death records are also available from local county health department or the St. Louis City or Kansas City Health Departments. For details, please contact in St. Louis City, St. Louis County, or Kansas City before 1910, write to the City or County Health Department.
Death	\$13.00		

Additional copies of the same death record ordered at the same time are \$10.00 each.

Personal check or money order should be made payable to Missouri Department of Health and Senior Services. Please include a legal size self-addressed stamped envelope. To verify current fees on birth and death records, the telephone number is (573) 751-6400. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at

<http://www.dhss.state.mo.us/BirthAndDeathRecords/BirthAndDeathRecords.html>.

Marriage	Varies	See remarks	Recorder of Deeds in county where license was issued.
Divorce	Varies	See remarks	Clerk of Circuit Court in county where divorce was granted.
<u>Montana</u>			
Birth or Death	\$12.00	Office of Vital Statistics MT Dept of Public Health and Human Services 111 N. Sanders, Rm. 209 P.O. Box 4210 Helena, MT 59604	State office has records since late 1907. Additional copies of the same record requested at the same time are \$5.00. Photocopy of picture ID and signature required. Personal check or money order should be made payable to Montana Vital Records. To verify current fees, the telephone number is (406) 444-2685. this will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.dphhs.state.mt.us .
Marriage	See remarks	Same as Birth or Death	Records since July 1943. Some items may be verified. Inquiries will be forwarded to appropriate office. Apply to county where license was issued if known. Certified copies are not available from State office.
	Varies	See remarks	Clerk of District Court in county where license was issued.
Divorce	See remarks	Same as Birth or Death	Records since July 1943. Some items may be verified. Inquiries will be forwarded to appropriate office. Apply to court where divorce was granted if known. Certified copies are not available from State office.
	Varies	See remarks	Clerk of District Court in county where divorce was granted.
<u>Nebraska</u>			
Birth	\$8.00	Vital Records 301 Centennial Mall South P.O. Box 95065 Lincoln, NE 68509-5065	State office has records since late 1904. If birth or death occurred before then, write the State office for information.
Death	\$7.00		

			<p>Personal check or money order should be made payable to Vital Records. To verify current fees, the telephone number is (402) 471-2871. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.hhs.state.ne.us/ced/cedindex.htm.</p> <p>All requests must include a photocopy of the requestor's photo identification.</p>
Marriage	\$7.00	Same as Birth or Death	Records since January 1909.
	Varies	See remarks	County Court in county where license was issued.
Divorce	\$7.00	Same as Birth or Death	Records since January 1909.
	Varies	See remarks	Clerk of District Court in county where divorce was granted.
<u>Nevada</u>			
Birth	\$13.00	Office of Vital Records and Statistics Capitol Complex 505 East King Street Room 0102 Carson City, NV 89710-4749	State office records since July 1911. For earlier records, write to County Recorder in county where event occurred.
Death	\$10.00		<p>Personal check or money order should be made payable to Office of Vital Records and Statistics. To verify current fees, the telephone number is (775) 684-4280. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://health2k.state.nv.us</p> <p>The applicant MUST include a copy of a photo ID with the request.</p>
Marriage	See remarks	Same as Birth or Death	Indexes since January 1968. Certified copies are not available from State Health Department. Inquiries will be forwarded to appropriate office.

	Varies	See remarks	County Recorder in county where license was issued.
Divorce	See remarks	Same as Birth or Death	Indexes since January 1968. Certified copies are not available from State Health Department. Inquiries will be forwarded to appropriate office.
	Varies	See remarks	County Clerk in county where divorce was granted.
<u>New Hampshire</u> Birth or Death	\$12.00	Bureau of Vital Records 29 Hazen Drive Concord, NH 03301-6508	State office has records since 1883. Copies of records may be obtained from State office or from City or Town Clerk in place where event occurred. Additional copies ordered at the same time are \$8.00 each. Personal check or money order should be made payable to Treasurer, State of New Hampshire. To verify current fees, the telephone number is (603) 271-4654. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.sos.state/nh.us/vitalrecords .
Marriage	\$12.00	Same as Birth or Death	Records since 1883.
	\$12.00	See remarks	Town clerk in town where license was issued.
Divorce	\$12.00	Same as Birth or Death	Records since 1808.
	Varies	See remarks	Clerk of Superior Court in the county where divorce was granted.
<u>New Jersey</u> Birth or Death	\$4.00	NJ Vital Statistics Customer Service Unit P.O. Box 370 Trenton, NJ 08625-0370	State office has records since June 1, 1878. Additional copies of same record ordered at same time are \$2.00 each. If the exact date is unknown, the fee is an additional \$1.00 per year searched. Personal check or money order should be made payable to State Registrar. To verify current fees, the telephone number is (609) 292-

4087. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at <http://www.state.nj.us/health/vital/vital.htm>.

All requests must include a photocopy of the requestor's identification.

	\$10.00	New Jersey State Archives 225 West State Street P.O. Box 307 Trenton, NJ 08625-0307	The New Jersey State Archives searches vital records from May 1, 1848 to May 31, 1878 only. Personal check or money order should be made payable to New Jersey General Treasury. The general information telephone number is (609) 292-6260.
Marriage	\$4.00	Same as Birth or Death	If the exact date is unknown, the fee is an additional \$1.00 per year searched.
	\$10.00	New Jersey State Archives 225 West State Street P.O. Box 307 Trenton, NJ 08625-0307	The New Jersey State Archives searches vital records from May 1, 1848 to May 31, 1878 only. Personal check or money order should be made payable to New Jersey General Treasury. The general information telephone number is (609) 292-6260.
Divorce	\$10.00	Clerk of the Superior Court Superior Court of NJ Public Information Center 171 Jersey Street P.O. Box 967 Trenton, NJ 08625-0967	The fee is for a certified Blue Seal copy. Make check payable to Clerk of the Superior Court.
<u>New Mexico</u>			
Birth	\$10.00	NM Vital Records	State office has records since 1920 and delayed records since 1880. Personal checks or money order should be made payable to NM Vital Records. To verify current fees, the telephone number is (505) 827-2338. This will be a recorded
Death	\$ 5.00	P.O. Box 26110 Santa Fe, NM 87502	

			message. Information on how to obtain certified copies is also available via the Internet at http://www.health.state.nm.us .
Marriage	Varies	See remarks	County Clerk in county where license was issued.
Divorce	Varies	See remarks	Clerk of Superior Court where divorce was granted.
<u>New York (except New York City)</u>			
Birth or Death	\$30.00	Certification Unit Vital Records Section 2 nd Floor 800 North Pearl Street Menands, NY 12204	State office has records since 1880. For records before 1914 in Albany, Buffalo and Yonkers, or before 1880 in any other city, write to Registrar of Vital Statistics in city where event occurred. For the rest of the State, except New York City, write to State office. Personal check or money order should be made payable to New York State Department of Health. Payment of mail order copies submitted from foreign countries must be made by a check drawn on a United States bank or by international money order. To verify current fees, the telephone number is (518) 474-3075. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.health.state.ny.us . The applicant must provide a valid photo-ID.
Marriage	\$30.00	Same as Birth or Death	Records from 1880 to present.
	\$10.00	See remarks	For records from 1880-1907 and licenses issued in the cities of Albany, Buffalo or Yonkers, apply to-Albany: City Clerk, City Hall, Albany, NY 12207; Buffalo: City Clerk, City Hall, Buffalo, NY 14202; Yonkers: Registrar of Vital Statistics, Health Center Building, Yonkers, NY 10701.

Divorce	\$30.00	Same as Birth or Death	Records since January 1963.
	Varies	See remarks	County Clerk in county where divorce was granted.
<u>New York City</u> Birth or Death	\$15.00	Office of Vital Records NYC Department of Health and Mental Hygiene 125 Worth St., CN4, Rm. 133 New York, NY 10013- 4090	Office has birth records since 1910 and death records since 1949 for those occurring in the boroughs of Manhattan, Brooklyn, Bronx, Queens and Staten Island. For birth records prior to 1910 and death records prior to 1949, write to Archives Division, Department of Records and Information Services, 31 Chambers Street, New York, NY 10007. There are strict identification requirements. A 24-hour automated telephone system is available that provides detailed information. The number is (212) 788-4520. Information on how to obtain certified copies and applications are available via the Internet at http://www.nyc.gov/health .
Marriage Bronx Borough	\$10.00	City Clerk's Office 1780 Grand Concourse Bronx, NY 10457	Records from 1847 to 1865. Archives Division, Department of Records and Information Services, 31 Chambers Street, New York, NY 10007, except Brooklyn records for this period, which are files with County Clerk's Office, Kings County, Supreme Court Building, Brooklyn, NY 11201. Additional copies of same record ordered at same time are \$5.00 each. Records from 1866 to 1907. City Clerk's Office in borough where marriage was performed. Records from 1908 to May 12, 1943. New York City residents write to City Clerk's Office in borough where marriage was performed. Records from 1908 to May 12, 1943. New York City residents write to City Clerk's Office in the borough of bride's residence; nonresidents write to City Clerk's Office in borough where license was
Brooklyn Borough	\$10.00	City Clerk's Office Municipal Building Brooklyn, NY 11201	
Manhattan Borough	\$10.00	City Clerk's Office Municipal Building New York, NY 10007	
Queens Borough	\$10.00	City Clerk's Office 120-55 Queens Blvd. Kew Gardens, NY 11424	
Staten Island Borough (no longer called Richmond)	\$10.00	City Clerk's Office Staten Island Borough Hall Staten Island, NY 10301	

obtained. Records since May 13, 1943. Clerk's Office in borough where license was issued.

Divorce

See New York State

North Carolina

Birth or Death

\$15.00

NC Vital Records
1903 Mail Service Center
Raleigh, NC 27699-1903

The Registrar of Deeds in the county where the birth or death occurred can provide copies of birth and death certificates upon request.

State office has birth records since October 1913 and death records since January 1, 1946.

Additional copies of the same record ordered at the same time are \$5.00 each.

Personal check or money order should be made payable to NC Vital

Records. To verify current fees, the telephone number is (919) 733-3526. Information on how to obtain certified copies is also available via the Internet at <http://www.schs.state.nc.us/SCHS/>.

Marriage
(County)

\$15.00

Addresses for NC
Registrar of Deeds Offices

Registrar of Deeds in county where marriage license was obtained.

Divorce

\$15.00

Same as Birth or Death

Records since January 1958.

North Dakota

Birth
Death

\$7.00
\$5.00

ND Dept. of Health
Division of Vital Records
600 East Boulevard Ave.
Dept. 301
Bismarck, ND 58505-0200

State office has some records since July 1893. Years from 1894 to 1920 are incomplete. Additional copies of birth records are \$4.00 each and death records are \$2.00 each. Copies are generally processed in 5-7 working days after request is received.

Personal check or money order should be made payable to ND Dept. of Health. To verify current fees, the telephone number is (701) 328-2360. This is an automated attendant with a recorded message. Information on how to obtain

certified copies is also available via the Internet at <http://www.vitalnd.com>.

Marriage	\$5.00	Same as Birth or Death	Records since July 1925. Requests for earlier records will be forwarded to appropriate office. Additional copies are \$2.00 each.
	Varies	See remarks	Clerk of District Court in county where license was issued.
Divorce	See remarks	Same as Birth or Death	Index of records since July 1949. Some items may be verified. Certified copies are not available from State Health Department. Inquiries will be forwarded to appropriate office.
	Varies	See remarks	Clerk of District Court in county where divorce was granted.
<u>Northern Mariana Islands</u>			
Birth or Death	\$10.00	Commonwealth Recorder Superior Court P.O. Box 500307 Saipan, MP 96950	Office has records for birth and death since 1946 and records for marriage since 1954. Years from 1946 to 1950 are incomplete.
Marriage	\$10.00	Same as Birth or Death	Money order or Bank Cashiers Check should be made payable to Treasurer, CNMI. To verify current fees, the telephone numbers is (670) 236-9830 or fax (670) 236-9831.
Divorce	\$0.50 per page for Divorce Decree plus \$2.50 for certification	Same as Birth or Death	Office has records for divorce since 1960.
<u>Ohio</u>			
Birth or Death	\$15.00	Vital Statistics Ohio Department of Health 246 North High Street 1 st Floor Columbus, OH 43216	State office has birth records since December 20, 1908. For earlier birth and death records, write to the Probate Court in the county where the event occurred. The State

Office has death records which occurred after December 31, 1945. Death records which occurred December 20, 1908 – December 31, 1944, can be obtained from the Ohio Historical Society, Archives Library Division, 1982 Velma Avenue, Columbus, OH 43211-2497. A searchable index to records from 1913 to 1937 is also available via the Internet at <http://www.ohiohistory.org>.

Personal check or money order should be made payable to Treasury, State of Ohio. To verify current fees, the telephone number is (614) 466-2531. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at

<http://www.vitalrec.com/oh.html>.

Marriage	See remarks	Same as Birth or Death	Records since September 1949. All items may be verified. Certified copies are not available from State Health Department. Inquiries will be referred to appropriate office.
	Varies	See remarks	Probate Judge in county where license was issued.
Divorce	See remarks	Same as Birth or Death	Records since September 1949. All items may be verified. Certified copies are not available from State Health Department. Inquiries will be forwarded to appropriate office.
	Varies	See remarks	Clerk of Court of Common Pleas in county where divorce was granted.
<u>Oklahoma</u> Birth	\$10.00	Vital Records Service State Department of Health	State office records since October 1908.
Death	\$10.00	1000 Northeast 10 th Street Oklahoma City, OK 73117	Personal check or money order should be made payable to Vital Records Service. To verify current fees, the telephone number is (405) 271-4040. This will be a recorded message. Information on how to

obtain certified copies is also available via the Internet at <http://www.health.state.ok.us/program/vital/brec/html>.

A copy of a current legal photo ID from the applicant is required for all applications.

Marriage	Varies	See remarks	Clerk of Court in county where license was issued.
Divorce	Varies	See remarks	Clerk of Court in county where divorce was granted.
<u>Oregon</u> Birth or Death	\$20.00	Oregon Vital Records P.O. Box 14050 Portland, OR 97293-0050	State office has records since July 1903. Some earlier records for the City of Portland since approximately 1880 as well as delayed and court orders of registration are available from the Oregon State Archives, 800 Summer Street NE, Salem OR 97310. (503-373-0701) Additional Copies of the same record ordered at the same time are \$15.00 each. Personal check or money order should be made payable to DHS/Vital Records. To verify current fees, the telephone number is (503) 731-4095. This will be recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.ohd.hr.state.or.us .
Heirloom Birth	\$45.00	Same as Birth or Death	Presentation style calligraphy certificate suitable for framing.
Marriage	\$20.00	Same as Birth or Death	Records since January 1910.
	Varies	See remarks	County Clerk in county where license was issued. County Clerks also have some records before 1906. Some older county records have been transferred to the Oregon State Archives, 800 Summer Street

			NE, Salem, OR 97310.
Divorce (Certificates Only)	\$20.00	Same as Birth or Death	Records since 1925.
	Varies	See remarks	County Circuit Court Clerk in county where divorce was granted. County Clerks also have some records before 1925.
<u>Pennsylvania</u>			
Birth	\$10.00	Division of Vital Records 101 South Mercer Street Room 401 P.O. Box 1528 New Castle, PA 16101	State office has records since January 1906.
Death	\$ 9.00		For earlier records, write to Register of Wills, Orphans Court, in county seat of county where event occurred. Persons born in Pittsburgh from 1870 to 1905 or in Allegheny City, now part of Pittsburgh, from 1882 to 1905 should write to Office of Biostatistics, Pittsburgh Health Department, City-County Building, Pittsburgh, PA 15219. For events occurring in City of Philadelphia from 1860 to 1915, write to Philadelphia City Archives, 3101 Market Street, Philadelphia, PA 19104 (215) 685-9401. The fee is \$9.00 per copy.
			All requests MUST include the signature and photo ID of the individual requesting the record.
			Personal check or money order should be made payable to Vital Records. To verify current fees, the telephone number is (724) 656-3100. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.dsf.health.state.pa.us .
Marriage	Varies	See remarks	Make application to the Marriage License Clerks, County Court House in county where license was issued.
Divorce	Varies	See remarks	Make application to the Prothonotary, Court House in county

seat of county where divorce was granted.

Puerto Rico
Birth or Death

\$5.00

Department of Health
Demographic Registry
P.O. Box 11854
Fernandez Juncos Station
San Juan, PR 00910

Central office has records since June 21, 1931. Copies of earlier records may be obtained by writing to local Registrar (Registrador Demografico) in municipality where event occurred. Additional copies ordered at the same time by the same person are \$4.00 each.

Money order should be made payable to Secretary of the Treasury. Personal checks are not accepted. To verify current fees, the telephone number is

(787) 767-9120.

All applications must be accompanied by a photocopy of a recent, valid IDENTIFICATION OF APPLICANT.

Marriage

\$5.00

Same as Birth or Death

Divorce

\$2.00

Same as Birth or Death

See remarks

Superior Court where divorce was granted.

Rhode Island
Birth or Death

\$15.00

Office of Vital Records
Rhode Island Department
of Health
3 Capitol Hill, Room 101
Providence, RI 02908-
5097

State office keeps birth and marriage records for 100 years and keeps death records for 50 years. For earlier records, write to the city/town clerk where the event occurred or to the Rhode Island State Archives, 337 Westminster Street, Providence, RI 02903. Additional copies of the same record ordered at the same time are \$10.00 each.

Personal check or money order should be made payable to Rhode Island General Treasurer. To verify current fees, the telephone number is (401) 222-2811. This will be a recorded message. Information on how to obtain certified copies is also

available via the Internet at
<http://www.health.state.ri.us>.

All requests must be accompanied by a photocopy of the applicant's government-issued picture identification, e.g., driver's license.

Marriage	\$15.00	Same as Birth or Death
Divorce	\$ 3.00	Clerk of Family Court 1 Dorrance Plaza Providence, RI 02903

<u>South Carolina</u> Birth or Death	\$12.00	Office of Vital Records SC DHEC 2600 Bull Street Columbia, SC 29201
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State office has records since January 1915. City of Charleston births from 1877 and deaths from 1821 are on file at Charleston

County Health Department. Ledger entries of Florence City births and deaths from 1895 to 1914 are on file at Florence County Health Department. Ledger entries of Newberry City births and deaths from the late 1800's are on file at Newberry County Health Department. These are the only early records obtainable. Additional copies of the same birth records ordered at the same time of certification are \$3.00

Personal check or money order should be made payable to Department of Health and Environmental Control. To verify current fees, the telephone number is (803) 898-3630. Information on how to obtain certified copies is also available via the Internet at <http://www.scdhec.net/vr>.

Marriage	\$12.00	Same as Birth or Death
	Varies	See remarks
Divorce	\$12.00	Same as Birth or Death
	Varies	See remarks

Records since July 1950.

Records prior to July 1950. Probate Judge in county where license was issued.

Records since July 1962.

Records since April 1949. Clerk of Court in county where petition was filed.

South Dakota

Birth or Death

\$10.00

Vital Records
State Department of
Health
600 East Capitol Avenue
Pierre, SD 57501-2536

State office has records filed after July 1905.

Personal check or money order should be made payable to South Dakota Department of Health. To verify current fees, the telephone number is (605) 773-4961. Information on how to obtain certified copies is also available via the Internet at <http://www.state.sd.us/doh/vitalrec/vital.htm>.

Marriage

\$7.00

Same as Birth or Death

Records since July 1905. Marriages can also be obtained from the County Registrar of Deeds where the marriage occurred.

Divorce

\$7.00

Same as Birth or Death

Records since July 1905. Divorces can also be obtained from the Clerk of Courts in the county where the divorce was granted.

Tennessee

Birth (long form)

\$12.00

Birth (short form)

\$ 7.00

Death

\$ 7.00

Tennessee Vital Records
Central Services Building
421 5th Avenue, North
Nashville, TN 37247

State office has birth records for entire State since January 1914, for Nashville since June 1881, for Knoxville since July 1881, and for Chattanooga since January 1882. Birth enumeration records by school district are available for July 1908 through June 1912. Birth records more than 100 years old are maintained by Tennessee Library and Archives, Archives Division, Nashville, Tennessee 37243-0312. Additional copies of the same birth, marriage or divorce record, requested at the same time are \$4.00 each.

Vital Records office keeps death records for 50 years; older records are maintained by Tennessee Library and Archives, Archives Division, Nashville, Tennessee 37243-0312.

			Personal check or money order should be made payable to Tennessee Vital Records. To verify current fees, the telephone number is (615) 741-1763. Information on how to obtain certified copies is also available via the Internet at http://www2.state.tn.us/health/vr/index.htm .
Marriage	\$12.00	Same as Birth or Death	Vital Records Office keeps marriage records for 50 years. Older records are maintained by Tennessee Library and Archives, Archives Division, Nashville, TN 37243-0312.
	Varies	See remarks	County Clerk in county where license was issued.
Divorce	\$12.00	Same as Birth or Death	Vital Records Office keeps divorce records for 50 years. Older records are maintained by Tennessee Library and Archives, Archives Division, Nashville, TN 37243-0312.
	Varies	See remarks	Clerk of Court in county where divorce was granted.
<u>Texas</u>			
Birth	\$11.00	Bureau of Vital Statistics	State office has birth and death records since 1903. Additional copies of the birth record ordered at same time are \$11.00 each.
Death	\$ 9.00	Texas Department of Health P.O. Box 12040 Austin, TX 78711-2040	Additional copies of the death record ordered at same time are \$3.00 each.
			Personal check or money order should be made payable to Bureau of Vital Statistics. To verify current fees, the telephone number is (512) 458-7111. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.tdh.state.tx.us/bvs .
Marriage	See remarks		Records since January 1966. Certified copies are not available from State office. Fee for search and verification of essential facts of marriage is \$9.00 each.

	Varies	See remarks	County Clerk in county where license was issued.
Divorce	See remarks		Records since January 1968. Certified copies are not available from State office. Fee for search and verification of essential facts of divorce is \$9.00 each.
	Varies	See remarks	Clerk of District Court in county where divorce was granted.
<u>Utah</u>			
Birth	\$15.00	Office of Vital Records and Statistics Utah Department of Health 288 North 1460 West P.O. Box 141012 Salt Lake City, UT 84114-1012	State office has records since 1905. Identification is now required for the purchase of a Utah Birth Certificate. Mailed request must include an enlarged and easily identifiable photocopy of the back and front of your identification. If no proofs are enclosed, your application will be returned. For a list of acceptable identification see our website at http://www.health.utah.gov/vitalrecords . Additional copies, when requested at the same time are \$8.00 each.
Death	\$13.00		
			Personal check or money order should be made payable to Vital Records. To verify current fees, the telephone number is (801) 538-6105. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.health.utah.gov/vitalrecords .
Marriage	\$9.00	Same as Birth or Death	State office has records since 1978. Only short form certified copies are available.
	Varies	See remarks	County Clerk in county where license was issued.
Divorce	\$9.00	Same as Birth or Death	State office has records since 1978. Only short form certified copies are available.

	Varies	See remarks	County Clerk in county where divorce was granted.
<u>Vermont</u>			
Birth or Death	\$9.50	VT Department of Health Vital Records Section P.O. Box 70 108 Cherry Street Burlington, VT 05402-0070	State office has records for the most recent five years. Personal check or money order should be made payable to Vermont Department of Health. To verify current fees, the telephone number is (802) 863-7275. This will be a recorded message. Information on how to obtain certified copies is also available via the Internet at http://www.healthyvermonters.info
Birth, Death, Marriage or Divorce	\$9.50	General Services Center Reference and Research US Route 2 – Middlesex Drawer 33 Montpelier, VT 05633-7601	Records more than five years old (as early as 1760). Personal check or money order should be made payable to General Services. To verify current fees, the telephone number is (802) 828-3286.
	\$7.00	See remarks	Town or City Clerk of town/city where birth or death occurred.
Marriage	\$9.50	Same as Birth or Death	State office has records for the most recent 5 years.
	\$7.00	See remarks	Town or City Clerk in town/city where license was issued.
Divorce	\$9.50	Same as Birth or Death	State office has records for the most recent 5 years.
	\$7.00	See remarks	Family court in county where divorce was granted.
<u>Virginia</u>			
Birth or Death	\$12.00	Office of Vital Records P.O. Box 1000 Richmond, VA 23218-1000	State office has records from January 1853 to December 1896 and since June 14, 1912. Only the cities of Hampton, Newport News and Norfolk have records between 1896 and June 14, 1912. Personal check or money order should be made payable to State Health Department. To verify current fees, the telephone number

is (804) 662-6200. This is a recorded message. Information on how to obtain certified copies is also available via the Internet at <http://www.vdh.state.va.us>.

Anyone requesting a vital record must submit a photocopy of their identification.

Marriage	\$12.00	Same as Birth or Death	Records since January 1853.
	Varies	See remarks	Clerk of Court in county or city where license was issued.
Divorce	\$12.00	Same as Birth or Death	Records since January 1918.
	Varies	See remarks	Clerk of Court in county or city where divorce was granted.
<u>Virgin Islands</u>			
Birth or Death St. Croix	\$15.00 (Mail request)	Department of Health Vital Statistics Charles Harwood Memorial Hospital St. Croix, VI 00820	Registrar has birth and death records on file since 1840.
	\$12.00 (In person)		
St. Thomas and St. John	\$15.00 (Mail request)	Department of Health Vital Statistics Knud Hansen Complex St. Thomas, VI 00802	Registrar has birth records on file since July 1906 and death records since January 1906.
	\$12.00 (In person)		Money order for birth and death records should be made payable to Department of Health. Personal checks are not accepted. To verify current fees, the telephone number is (340) 774-9000 ext. 5685 or 4686.
Marriage	See remarks	Bureau of Vital Records and Statistical Services Virgin Islands Department of Health Charlotte Amalie St. Thomas, VI 00801	Certified copies are not available. Inquires will be forwarded to the appropriate office.
St. Croix	\$2.00	Chief Deputy Clerk Family Division Territorial Court of the Virgin Islands P.O. Box 929	

		Christiansted St. Croix, VI 00820	
St. Thomas and St. John	\$2.00	Clerk of the Territorial Court of the Virgin Islands Family Division P.O. Box 70 Charlotte Amalie St. Croix, VI 00801	
Divorce	See remarks	Same as Marriage	Certified copies are not available. Inquires will be forwarded to appropriate office.
St. Croix	\$5.00	Same as Marriage	Money order for marriage and divorce records should be made payable to Territorial Court of the Virgin Islands. Personal checks are not accepted.
St. Thomas and St. John	\$5.00	Same as Marriage	
<u>Washington</u> Birth or Death	\$17.00	Department of Health Center for Health Statistics P.O. Box 9709 Olympia, WA 98507-9709	Must have exact information for births. State office has records since July 1907. For King, Pierce and Spokane counties copies may also be obtained from county health departments. County Auditor of county of birth has registered births prior to July 1907. Personal check or money order should be made payable to Department of Health. To verify current fees, the telephone number is (360) 236-4300. Information on how to obtain certified copies is also available via the Internet at http://www.doh.wa.gov .
Marriage	\$17.00	Same as Birth or Death	State office has records since January 1968.
	Varies	See remarks	County Auditor in county where license was issued.
Divorce	\$17.00	Same as Birth or Death	State office has records since January 1968.

	Varies	See remarks	County Clerk in county where divorce was granted.
<u>West Virginia</u>			
Birth or Death	\$5.00	Vital Registration Office Room 165 350 Capitol Street Charleston, WV 25301-3701	State office has records since January 1917. For earlier records, write to Clerk of County Court in county where event occurred. Personal check or money order should be made payable to Vital Registration. To verify current fees, the telephone number is (304) 558-2931. Information on how to obtain certified copies is also available via the Internet at http://www.wvdhhr.org .
Marriage	\$5.00	Same as Birth or Death	Records since 1921. Certified copies available from 1964.
	Varies	See remarks	County Clerk in county where license was issued.
Divorce	See remarks	Same as Birth or Death	Index since 1968. Some items may be verified (fee \$5.00). Certified copies are not available from State office.
	Varies	See remarks	Clerk of Circuit Court, Chancery Side, in county where divorce was granted.
<u>Wisconsin</u>			
Birth	\$12.00	WI Vital Records Office 1 West Wilson Street P.O. Box 309 Madison, WI 53701-0309	State office has scattered records earlier than 1857. Records before October 1, 1907, are very incomplete. Additional copies of the same record ordered at the same time are \$3.00 each. Personal check or money order should be made payable to State of Wisconsin Vital Records. A stamped, self-addressed business size (#10) envelope should be included with the request. To verify current fees, the telephone number is (608) 266-1371. This will be a recorded message. Information on how to obtain certified copies is also
Death	\$ 7.00		

available via the Internet at
<http://www.dhfs.state.wi.us/vitalrecords>.

Marriage	\$7.00	Same as Birth or Death	Records since April 1836. Records before October 1, 1907, are very incomplete and cannot be searched without a county of marriage. Additional copies of the same record ordered at the same time are \$3.00 each.
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Divorce	\$7.00	Same as Birth or Death	Records since October 1907. Additional copies of the same record ordered at the same time are \$3.00 each.
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Wyoming

Birth	\$12.00	Vital Records Services Hathaway Building Cheyenne, WY 82002	State office has records since July 1909. Personal check or money order should be made payable to Vital Records Services. To verify current fees, the telephone number is (307) 777-7591. Information on how to obtain certified copies is also available via the Internet at http://wdhfs.state.wy.us/vital_records .
Death	\$ 9.00		

Marriage	\$12.00	Same as Birth or Death	Records since May 1941.
	Varies	See remarks	County Clerk in county where license was issued.

Divorce	\$12.00	Same as Birth or Death	Records since May 1941.
	Varies	See remarks	Clerk of District court where divorce took place.

FOREIGN, high seas, or PANAMA CANAL ZONE births and deaths and certificates of citizenship

Birth records of persons born in foreign countries who are U.S. citizen at birth.

The birth of a child abroad to U.S. citizen parent (s) should be reported to the nearest U.S. Consulate or Embassy as soon after the birth as possible. To do this, the child's parent or legal guardian should file an Application for Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-579/SS-5). This form may also be used to apply for a Social Security Number for the child. A \$65.00 fee is charged for reporting the birth.

The application must be supported by evidence to establish the child's U.S. citizenship. Usually, the following documents are needed:

1. The child's foreign birth certificate;
2. Evidence of the U.S. citizenship of the parent(s) such as a certified copy of a birth certificate, U.S. passport, or Certificate of Naturalization or Citizenship;
3. Evidence of the parents' marriage, if applicable; and
4. Affidavit(s) of the physical presence of the parent(s) in the United States.

Each document should be certified as a true copy of the original by the registrar of the office that issued the document. Other documents may be needed in some cases. Contact the nearest U.S. Embassy or Consulate for details on what evidence is needed.

When the application is approved, a Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240) is given to the applicant. This document, known as the Consular Report of Birth, has the same value as proof of citizenship as the Certificate of Citizenship issued by the Immigration and Naturalization Service.

A Consular Report of Birth can be prepared only at a U.S. Embassy or Consulate overseas, and only if the person who is the subject of the report is under 18 years of age when the application is made. A person residing abroad who is now 18 years or over, and whose claim to U.S. citizenship has never been documented, should contact the nearest U.S. Embassy or Consulate for assistance in registering as a U.S. citizen.

As of November 1, 1990, the U.S. Department of State no longer issues multiple copies of the consular Report of Birth. However, a replacement Consular Report of Birth may be issued if the original document is lost or mutilated. The U.S. Department of State also issues certified copies of Certification of Report of Birth (DS-1350), which contains the same information as on the Consular Report of Birth. The DS-1350 serves most needs and can be issued in multiple copies. Documents are issued only to the subject of the Consular Report of Birth, the subject's parents or legal guardian. Effective September 1, 2003, all requests must be notarized to include a picture ID.

To request copies of the DS-1350 or a replacement FS-240, write to Passport Services, Vital Records Section, U.S. Department of State, 1111 19th Street NW, Suite 510, Washington, DC 20522-1705.

Please include the following items:

1. The full name of the child at birth (and any adoptive name);
2. The date and place of birth;
3. The names of the parents;
4. The serial number of the FS-240 (if the FS-240 was issued after November 1, 1990);
5. Any available passport information;
6. The signature of the requestor and the requestor's relationship to the subject;

7. A check or money order for \$30.00 for the FS-240, \$30.00 for the first DS-1350 and \$20.00 for each additional issued at the same time per document requested, made payable to the U.S. Department of State. Remittance must be payable in U.S. dollars through a U.S. Bank. Do Not Send Cash;
8. If applying for a replacement FS-240, a notarized affidavit by the subject, parent or legal representative that states the name, date and place of birth of the subject, and the whereabouts of the original FS-240.

To obtain a Consular Report of Birth in a new name, send a written request and fees as noted above, the original (or replacement) Consular Report of Birth, or if not available, a notarized affidavit about its whereabouts. Also, send a certified copy of the court order or final adoption decree, which identifies the child and shows the change of name with the request. If the name has been changes informally, submit public records and affidavits that show the change of name.

Birth records of alien children adopted by U.S. citizens

Birth certifications for alien children adopted by U.S. citizens and lawfully admitted to the United States may be obtained from the Immigration and Naturalization Service (INS) if the birth information is on file. (Address can be found in a telephone directory.) To obtain the birth data, it is necessary to provide the Immigration Office with proof of adoption or legitimation.

Certificate of citizenship

Persons who were born abroad and later naturalized as U.S. citizens or who were born in a foreign country to a U.S. citizen (parent or parents) may apply for a certificate of citizenship pursuant to the provisions of Section 341 of the Immigration and Nationality Act. Application can be made for this document in the United States at the nearest office of the Immigration and Naturalization Services (INS). The INS will issue a certification of citizenship for the person if proof of citizenship is submitted and the person is within the United States. The decision whether to apply for a certificate of citizenship is optional; its possession is not mandatory because a valid U.S. passport or a Form FS-240 has the same evidentiary status.

Death records of U.S. Citizens who die in foreign countries

The death of a U.S. citizen in a foreign country may be reported to the nearest U.S. consular office. If reported and a copy of the local death certificate and evidence of U.S. citizenship are presented, the consul prepares the official *Report of the Death of an American Citizen Abroad*' (form OF-180). A copy of the Report of Death is then filed permanently in the U.S. Department of State (see exceptions below).

To obtain a copy of a report filed in 1975 or after, write to Passport Services, Vital Records Section, U.S. Department of State, Washington, DC 20522-1705. The fee for a copy is \$30.00 for the first copy, \$20.00 for each additional copy. Please include a notarized request to include picture ID. Fee may be subject to change.

Reports of Death filed before 1975 are maintained by the National Archives and Records Service, Diplomatic Records Branch, Washington DC 20408. Requests for such records should be sent directly to that office.

Reports of deaths of persons serving in the Armed Forces of the United States (Army, Navy, Marines, Air Force or Coast Guard) or civilian employees of the Department of Defense are not maintained by the U.S. Department of State. In these cases, requests for copies of records should be sent to the National Personnel Records Center (Military Personnel Records), 9700 Page Ave., St. Louis, Missouri 63132-5100.

Records of birth and death occurring on vessels or aircraft on the seas

When a birth or death occurs on the high seas, whether in an aircraft or on a vessel, the record is usually filed at the next port of call.

1. If the vessel or aircraft docked or landed at a foreign port, requests for copies of the record may be made to the U.S. Department of State, Washington, DC 20522-1705.
2. If the first port of entry was in the United States, write to the registration authority in the city where the vessel or aircraft docked or landed in the United States.
3. If the vessel was of U.S. registry, contact the local authorities at the port of entry and/or search the vessel logs at the U.S. Coast Guard Facility at the vessel's final port of call for that voyage.

Records maintained by foreign countries

Most, but not all, foreign countries record births and deaths. It is not possible to list in this publication all foreign vital records offices, the charges they make for copies of records, or the information they may require to locate a record. However, most foreign countries will provide certification of births and deaths occurring within their boundaries.

Persons who need a copy of a foreign birth or death record should contact the Embassy or the nearest Consulate in the U.S. of the country in which the death occurred. Addresses and telephone numbers for these offices are listed in the U.S. Department of State Publication 7846, *Foreign Consular Offices in the United States*, which is available in many local libraries. Copies of this publication may also be purchased from the U.S. Government Printing Office, Washington, DC 20402.

If the Embassy or Consulate is unable to provide assistance, U.S. citizens may obtain assistance by writing to the Office of Overseas Citizens Services, U.S. Department of State, Washington, DC 20520-4818. Aliens residing in the United States may be able to obtain assistance through the Embassy or Consulate of their country of nationality.

Records of birth, death or marriage in the Panama Canal Zone for U.S. citizens and foreign nationals

From 1904 until September 30, 1979, the Canal Zone Government registered all civil acts of birth, death and marriage in the Canal Zone for U.S. citizens and foreign nationals. Since 1979, the Panama Canal Commission has issued certified copies of these documents in response to requests from the public. On December 31, 1999, the Panama Canal Commission will no longer exist. On December 1, 1999, those records were transferred to Passport Services in the U.S. Department of State, which will provide the certification service just as it does for similar records issued by U.S. Embassies and Consulates abroad.

To request copies, write to Vital records Section, Passport Services, U.S. Department of State, 1111 19th Street NW, Suite 510, Washington, DC 20522-1705. Please include a notarized request to include picture ID the following items for birth, death or marriage.

1. The full name of subject at the time of event;
2. Month, day and year of event;
3. Place of event (city and country)
4. Parents=names, date and place of birth, and nationality for birth record;
5. Any available U.S. passport information;
6. Signature of the requestor, parent or guardian, or legal representative;
7. Requestor address and telephone number;
8. A check or money order for \$30.00 and \$20.00 for each additional copy issued at the same time, made payable to U.S. Department of State. Remittance must be payable in U.S. dollars through a U.S. bank. Do Not Send Cash.

**STATE OF MICHIGAN
COUNTY & CITY REGISTRARS**

(Revised 3/28/05)

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
ALCONA		Patricia Truman Alcona County Clerk 106 Fifth St PO Box 308 Harrisville MI 48740-0308 E-Mail: PattiT@alcona-county.net	(989) 724-6807	(989) 724-5838
ALGER		Mary Ann Froberg Alger County Clerk 101 Court St. PO Box 538 Munising MI 49862 E-Mail: algercountyclerk@chartermi.net	(906) 387-2076	(906) 387-2156
ALLEGAN		Joyce A. Watts Allegan County Clerk 113 Chestnut Street Allegan MI 49010	(269) 673-0450	(269) 673-0298
ALPENA		Bonnie Friedrichs Alpena County Clerk 720 W. Chisholm St. Suite 2 Alpena MI 49707	(989) 354-9520	(989) 354-9644
ANTRIM		Laura Sexton Antrim County Clerk 203 E Cayuga PO Box 520 Bellaire MI 49615	(231) 533-6353	(231) 533-6935
ARENAC		Ricky R. Rockwell Arenac County Clerk 120 N. Grove PO Box 747 Standish MI 48658	(989) 846-4626	(989) 846-9194
BARAGA		Wendy Goodreau Baraga County Clerk 16 N. Third Street L'Anse MI 49946	(906) 524-6183	(906) 524-6186
BARRY		Debbie S. Smith Barry County Clerk 220 W. State St. Hastings MI 49058	(269) 948-4810	(269) 945-0209

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
BAY		Cynthia A. Luczak Bay County Clerk 515 Center Avenue Suite 101 Bay City MI 48708-5122	(989) 895-4280	(989) 895-4284
BENZIE		Dawn Olney Benzie County Clerk 448 Court Place PO Box 377 Beulah MI 49617	(231) 882-9671	(231) 882-5941
BERRIEN		Louise Stine Berrien County Clerk - Admin Center 701 Main Street St. Joseph MI 49085 E-Mail: records@courthouse.co.berrien.mi.us Jwark@berriencounty.org	(269) 983-7111 Ext. 8233	(269) 982-8667
BRANCH		Teresa (Terry) Kubasiak Branch County Clerk 31 Division Street Coldwater MI 49036 E-Mail: brcoclerk@cbpu.com	(517) 279-4306	(517) 278-5627
CALHOUN		Anne B. Norlander Calhoun County Clerk 315 W. Green St. Marshall MI 49068 E-Mail: norland@internet1.net	(269) 781-0718	(269) 781-0721
CASS		Barbara Wilson Cass County Clerk 120 N. Broadway PO Box 355 Cassopolis MI 49031-0355 E-Mail: BarbW@cassco.org	(269) 445-4464	(269) 445-4406
CHARLEVOIX		Jane E. Brannon Charlevoix County Clerk 203 Antrim Street Charlevoix MI 49720	(231) 547-7200	(231) 547-7217
CHEBOYGAN		Mary Ellen Tryban Cheboygan County Clerk 870 S. Main Street PO Box 70 Cheboygan MI 49721	(231) 627-8808	(231) 627-8453

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
CHIPPEWA		Diane S. Cork Chippewa County Clerk 319 Court St. Courthouse Sault Ste. Marie MI 49783	(906) 635-6300	(906) 635-6851
CLARE		Carol A. McAulay Clare County Clerk 225 W. Main St. PO Box 438 Harrison MI 48625 E-Mail: clare-co@miqvf.org	(989) 539-7131	(989) 539-6616
CLINTON		Diane Zuker Clinton County Clerk 100 E. State Street PO Box 69 St. Johns MI 48879 E-Mail: zuker@clinton-county.org	(989) 224-5140	(989) 224-5102 Central Fax Address Corr to County Clerk
CRAWFORD		Sandra Moore Crawford County Clerk 200 W. Michigan Avenue Grayling MI 49738 E-Mail: Smooore@crawfordco.org	(989) 344-3207	(989) 344-3223
DELTA		Nancy J. Kolich Delta County Clerk 310 Ludington Street Escanaba MI 49829	(906) 789-5105	(906) 789-5196
DICKINSON		Dolly L. Cook Dickinson County Clerk 705 Stephenson Avenue PO Box 609 Courthouse Iron Mountain MI 49801 E-Mail: Dickinson-co@miqvf.org	(906) 774-0988	(906) 774-4660
EATON		M. Frances Fuller Eaton County Clerk 1045 Independence Blvd. Charlotte MI 48813 E-Mail: ffuller@co.eaton.mi.us Website: www.co.eaton.mi.us	(517) 543-7500 (517) 485-6444 Ext. 225	(517) 543-4475
EMMET		Gail A. Martin Emmet County Clerk 200 Division St Petoskey MI 49770	(231) 348-1744	(231) 348-0602

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
GENESEE		Michael Carr Genesee County Clerk 900 S. Saginaw St Room 205 Flint MI 48502 E-Mail: rcoffman@co.genesee.mi.us	(810) 257-3225	(810) 257-3464
GLADWIN		Laura E. Flach Gladwin County Clerk 401 W. Cedar Gladwin MI 48624-2088 E-Mail: gladcoclk@usa.net	(989) 426-7351	(989) 426-6917
GOGEBIC		Gerry R. Pelissero Gogebic County Clerk Courthouse 200 North Moore Bessemer MI 49911	(906) 663-4518	(906) 663-4660
GRAND TRAVERSE		Linda Coburn Grand Traverse County Clerk 400 Boardman Avenue Traverse City MI 49684	(231) 922-4760	(231) 922-4658
GRATIOT		Carol A. Vernon Gratiot County Clerk 214 E Center St PO Box 437 Ithaca MI 48847 E-Mail: clerk@co.gratiot.mi.us	(989) 875-5215	(989) 875-5254
HILLSDALE		Thomas C. Mohr Hillsdale County Clerk 29 North Howell St Courthouse Rm #1 Hillsdale MI 49242 E-Mail: hillsdale-co@miqvf.org	(517) 437-3391	(517) 437-3392
HOUGHTON		Mary Schoos Houghton County Clerk 401 E Houghton Avenue Houghton MI 49931	(906) 482-1150	(906) 483-0364
HURON		Peggy A. Koehler Huron County Clerk 250 E. Huron Avenue Room 201 Bad Axe MI 48413	(989) 269-9942	(989) 269-6160

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
INGHAM		Mike Bryanton Ingham County Clerk PO Box 179 Mason MI 48854 E-Mail: clkmike@ingham.org E-Mail: clkelliott@ingham.org Lorna Elliott	(517) 676-7201	(517) 676-7254
IONIA		Barbara A. Trierweiler Ionia County Clerk 100 W. Main St. Ionia MI 48846	(616) 527-5322	(616) 527-5323
IOSCO		Michael A. Welsch Iosco County Clerk 422 Lake Street PO Box 838 Tawas City MI 48764 E-Mail: iosco-co@miqvf.org	(989) 362-3497	(989) 362-1444
IRON		Joan Luhtanen Iron County Clerk 2 South Sixth St Crystal Falls MI 49920 E-Mail: Iron-co@miqvf.org	(906) 875-3221	(906) 875-6775
ISABELLA		Joyce Swan Isabella County Clerk 200 N. Main St. Mt. Pleasant MI 48858	(989) 772-0911 Ext. 205	(989) 772-6347
JACKSON		Sandra Crowley Jackson County Clerk Courthouse 1 st Floor 312 S. Jackson Street Jackson MI 49201	(517) 788-4265	(517) 788-4601
KALAMAZOO		Timothy A. Snow Kalamazoo County Clerk 201 West Kalamazoo Avenue Kalamazoo MI 49007 E-Mail: tasnow@kalcounty.com	(269) 383-8840	(269) 383-8862
KALKASKA		Patricia Rodgers Kalkaska County Clerk 605 N. Birch Kalkaska MI 49646	(231) 258-3300	(231) 258-3337

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
KENT		Mary Hollinrake Kent County Clerk 300 Monroe Ave NW Grand Rapids MI 49503 E-Mail: mary.hollinrake@kentcounty.org	(616) 336-3550	(616) 336-2885
KEWEENAW		Marilyn Winqvist Keweenaw County Clerk HC 1 Box 607 Courthouse 4 th St. Eagle River MI 49950	(906) 337-2229	(906) 337-2795
LAKE		Shelly Myers Lake County Clerk 800 10 th Street Baldwin MI 49304 E-Mail: clerk@baldwin.K12.mi.us	(231) 745-4641	(231) 745-2241
LAPEER		Marlene M. Bruns Lapeer County Clerk 255 Clay Street Lapeer MI 48446 E-Mail: Lapeer-co@miqvf.org	(810) 667-0356	(810) 667-0362
LEELANAU		Michelle Crocker Leelanau County Clerk 301 E. Cedar St PO Box 467 Leland MI 49654	(231) 256-9824	(231) 256-8295
LENAWEE		Lou Ann Bluntschly Lenawee County Clerk 425 N Main St Adrian MI 49221	(517) 264-4599 (517) 264-4606	(517) 264-4790
LIVINGSTON		Margaret M. Dunleavy Livingston County Clerk 200 E. Grand River Howell MI 48843	(517) 546-0500	(517) 546-4354
LUCE		Kathy S. Mahar Luce County Clerk 407 West Harrie St Newberry MI 49868 E-Mail: lucoclk@up.net	(906) 293-5521	(906) 293-0050
MACKINAC		Mary Kay Tamlyn Mackinac County Clerk 100 N Marley St St. Ignace MI 49781	(906) 643-7300	(906) 643-7302

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
MACOMB		Carmella Sabaugh Macomb County Clerk 40 N Main St 1 st Floor Mt. Clemens MI 48043 E-Mail: clerksoffice@co.macomb.mi.us	(586) 469-5120	(586) 783-8184
	East Pointe	S. Wesley McAllister Jr 23200 Gratiot Avenue East Pointe MI 48021	(586) 445-5026 Vital Records	(586) 445-5191
	St. Clair Shores	Mary A. Kotowski 27600 Jefferson Circle Drive St. Clair Shores MI 48081-2093 E-Mail: marya@scs.net	(586) 445-5200 Ext. 303	(586) 445-0469
	Sterling Heights	Walter C. Blessed 40555 Utica Road PO Box 8009 Sterling Heights MI 48311-8009	(586) 446-2420	(586) 276-4077
	Warren	Richard Paul Sulaka 29500 Van Dyke Warren MI 48093 E-Mail: warrencityclerk@yahoo.com	(586) 574-4557	(586) 574-4556
MANISTEE		Marilyn Kliber Manistee County Clerk 415 Third St Manistee MI 49660	(231) 723-3331	(231) 723-1492
MARQUETTE		David J. Roberts Marquette County Clerk Courthouse - 234 W. Baraga Ave Marquette MI 49855	(906) 225-8331	(906) 228-1572
MASON		Jim Riffle Mason County Clerk 304 E Ludington Ludington MI 49431 E-Mail: jriffle@masoncounty.net	(231) 843-8202	(231) 843-1972
MECOSTA		Ruth L. Hess Mecosta County Clerk 400 Elm St Big Rapids MI 49307	(231) 592-0784	(231) 592-0193

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
MENOMINEE		Barb Morrison Menominee County Clerk 839 10th Ave Menominee MI 49858 E-Mail: menominee.co@miqvf.com	(906) 863-9968	(906) 863-8839 Administrator's Office
MIDLAND		Karen A. Holcomb Midland County Clerk 220 W Ellsworth St Midland MI 48640 E-Mail: K_Holcomb@MidlandCounty.org	(989) 832-6739	(989) 832-6680
MISSAUKEE		Carolyn Flore Missaukee County Clerk PO Box 800 111 S Canal St Lake City MI 49651 E-Mail: missaukee-co@miqvf.org	(231) 839-4967	(231) 839-3684
MONROE		Geri Allen Monroe County Clerk 106 E First St Monroe MI 48161	(734) 240-7020	(734) 240-7266 Fax in Personnel Must be labeled County Clerk
MONTCALM		Kristin Millard Montcalm County Clerk 211 W Main PO Box 368 Stanton MI 48888	(989) 831-7339	(989) 831-7474
MONTMORENCY		Cheryl A. Nielsen Montmorency County Clerk PO Box 789 Atlanta MI 49709-0789 E-Mail: montmorency-co@miqvf.org	(989) 785-8022	(989) 785-8023
MUSKEGON		Susan Doriot Muskegon County Clerk 990 Terrace Second Floor Muskegon MI 49442	(231) 724-6221	(231) 724-6262
NEWAYGO		Laurel J. Breuker Newaygo County Clerk 1087 Newell PO Box 885 White Cloud MI 49349 E-Mail: Laurie@Co.Newaygo.mi.us	(231) 689-7235	(231) 689-7241
OAKLAND		G. William Caddell Oakland County Clerk 1200 N Telegraph Dept #413 Pontiac MI 48341	(248) 858-0572	(248) 858-7466
	Farmington Hills	Kathryn Dornan City Clerk 31555 W Eleven Mile Rd Farmington Hills MI 48336-1165	(248) 871-2413	(248) 871-2411

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
	Madison Heights	Geraldine A. Flack 300 W. Thirteen Mile Road Madison Heights MI 48071	(248) 583-0826 Clerk	(248) 588-8442
	Pontiac	Vivian Spann 450 Wide Track Drive East Pontiac MI 48342	(248) 857-7619	(248) 857-8795
	Rochester Hills	Jane Leslie 1000 Rochester Hills Drive Rochester Hills MI 48309	(248) 656-4630	(248) 656-4744
	Royal Oak	Mary Ellen Graver 211 Williams St. PO Box 64 Royal Oak MI 48067 E-Mail: maryelleng@ci.royal-oak.mi.us	(248) 246-3050	(248) 246-3001
	Southfield	Nancy L. M. Banks 26000 Evergreen Road Southfield MI 48037	(248) 354-9380	(248) 354-7937
	Troy	Tonni L. Bartholomew 500 W. Big Beaver Road Troy MI 48084 E-Mail: bartholomewt@ci.troy.mi.us	(248) 524-3317	(248) 524-1770
OCEANA		Rebecca J. Griffin Oceana County Clerk 100 State St Suite 1 Hart MI 49420 E-Mail: oceanaclerk@charterinternet.com	(231) 873-4328	(231) 873-1391
OGEMAW		Gary Klacking Ogemaw County Clerk 806 W. Houghton Avenue West Branch MI 48661	(989) 345-0215	(989) 345-7223
ONTONAGON		Judy D. Roehm Ontonagon County Clerk 725 Greenland Road Ontonagon MI 49953	(906) 884-4255	(906) 884-2916
OSCEOLA		Karen Bluhm Osceola County Clerk 301 W Upton Ave Reed City MI 49677	(231) 832-6102	(231) 832-6149
OSCODA		Jeri Winton Oscoda County Clerk 311 Morenci PO Box 399 Mio MI 48647	(989) 826-1110	(989) 826-3657

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
OTSEGO		Susan DeFeyter Otsego County Clerk 225 W Main Rm 110 Gaylord MI 49735 E-Mail: sdefeyter@otsegocountymi.gov	(989) 731-7500	(989) 731-7519
OTTAWA		Daniel C. Krueger Ottawa County Clerk 414 Washington Room 301 Grand Haven MI 49417 E-Mail: dkruege@co.ottawa.mi.us	(616) 846-8310	(616) 846-8138
PRESQUE ISLE		Susan M. Rhode Presque Isle County Clerk 151 E Huron Ave PO Box 110 Rogers City MI 49779 E-Mail: Presqueisle-co@miqvf.org	(989) 734-3288 (989) 734-7019	(989) 734-7635
ROSCOMMON		Ann M. Bonk Roscommon County Clerk 500 Lake Street Roscommon MI 48653	(989) 275-5923	(989) 275-8640
SAGINAW		Susan Kaltenbach Saginaw County Clerk 111 S. Michigan Avenue Saginaw MI 48602 Home E-Mail: kalten12@concentric.net	(989) 790-5251	(989) 790-5254
ST CLAIR		Marilyn Dunn St Clair County Clerk 201 McMorrان Blvd Rm 204 Port Huron MI 48060	(810) 985-2200	(810) 985-4796
ST JOSEPH		Pattie S Bender St Joseph County Clerk 125 W. Main PO Box 189 Centreville MI 49032	(269) 467-5602 (269) 467-5602 Recorded Message	(269) 467-5628
SANILAC		Linda Kozfkay Sanilac County Clerk 60 West Sanilac Room 203 Sandusky MI 48471 E-Mail: sanilac-co@miqvf.org Personal computer at work: Lkozfkay@voyager.net	(810) 648-3212	(810) 648-5466
SCHOOLCRAFT		Sigrid I. Doyle Schoolcraft County Clerk 300 Walnut St Room 164 Manistique MI 49854	(906) 341-3618	(906) 341-5680

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
SHIAWASSEE		Lauri Braid Shiawassee County Clerk 208 N Shiawassee St Corunna MI 48817	(989) 743-2242	(989) 743-2241
TUSCOLA		Margie A. White-Cormier Tuscola County Clerk 440 N State St Caro MI 48723 E-Mail: white-cormier@tuscolacounty.org	(989) 672-3780	(989) 672-4266
VAN BUREN		Tina Leary Van Buren County Clerk 212 E. Paw Paw Street Paw Paw MI 49079 E-Mail: learyt@vbco.org	(269) 657-8218	(269) 657-8298
WASHTENAW		Lawrence Kestenbaum Washtenaw County Clerk PO Box 8645 200 N. Main Suite 100 A2 Ann Arbor MI 48107 E-Mail: kestenbauml@ewashtenaw.org	(734) 222-6720 Vital Records	(734) 222-6786
WAYNE		Cathy M. Garrett Wayne County Clerk Coleman Young Municipal Center Room 201 Detroit MI 48226	(313) 224-6262	(313) 224-5364
	Allen Park	Beverly Kelley 16850 Southfield Allen Park MI 48101	(313) 928-1400 Ext 232 Vital Records	(313) 382-7946
	Dearborn	Kathleen Buda 13615 Michigan Avenue Dearborn MI 48126	(313) 943-2685	(313) 943-2011
	Dearborn Heights	Joyce A. Robbins City Hall 6045 Fenton Dearborn Heights MI 48127 E-Mail: clerk@dhol.com	(313) 277-7221	(313) 274-7765

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
	Detroit	Mildred Johnson Local Registrar City of Detroit Health Department Herman Kiefer Health Complex 1151 Taylor Detroit MI 48202 E-Mail: johnsonmil@health.ci.detroit.mi.us	(313) 876-4135 (313) 876-0417 Vital Records	(313) 876-0090
	Garden City	Allyson M. Bettis 6000 Middlebelt Road Garden City MI 48135	(734) 525-8808	(734) 525-5165
	Grosse Pointe	Julie Arthurs 17147 Maumee Avenue Grosse Pointe MI 48230	(313) 885-5800	(313) 885-0820
	Grosse Pointe Farms	Shane L. Reeside 90 Kerby Road Grosse Pointe Farms MI 48236	(313) 885-6600	(313) 885-0917
	Lincoln Park	Donna Breeding 1355 Southfield Lincoln Park MI 48146 E-Mail: Lincolnpark-ci@miqvf.org	(313) 386-1800 Ext. 247	(313) 386-3108
	Livonia	Joan McCotter 33000 Civic Center Drive Livonia MI 48154	(734) 466-2229	(734) 421-1147
	Riverview	Judy Bratcher 14100 Civic Park Drive Riverview MI 48192	(734) 281-4239	(734) 281-4228
	Taylor	Dorothy R. West 23555 Goddard Road Taylor MI 48180	(734) 374-1474	(734) 374-1343
	Trenton	Ms. Kyle F. Stack City Hall 2800 Third St. Trenton MI 48183	(734) 675-8600	(734) 675-5262
	Wayne	Mary E. Carney 3355 S Wayne Road Wayne MI 48184 E-Mail: cityclerk@ci.wayne.mi.us	(734) 722-2000 Ext. 226	(734) 722-5052

COUNTY	CITY	REGISTRAR'S NAME & ADDRESS	PHONE	FAX
	Westland	Diane J. Fritz 36601 Ford Road Westland MI 48185	(734) 467-3185	(734) 721-1377
	Wyandotte	William R. Griggs 3131 Biddle Avenue Wyandotte MI 48192	(734) 324-4561	(734) 324-4568
WEXFORD		Elaine L. Richardson Wexford County Clerk 437 E Division Cadillac MI 49601	(231) 779-9450	(231) 779-0447
STATE REGISTRARS OFFICE		<p>Division for Vital Records & Health Statistics</p> <p>Vital Records Requests Or Vital Records Changes PO Box 30721 Lansing MI 48909</p> <p>(Please use PO Box 30721 with anything that contains money)</p> <p>(All confidential material with no money should be addressed to PO Box 30691)</p>	<p>(517) 335-8666 Request Unit</p> <p>(517) 335-8686 Request Unit And Changes Unit Supervisor</p> <p>(517) 335-866- Direct line to Changes Unit</p> <p>(517) 335-8656 Recording to Request an application</p>	<p>(517) 335-8610</p> <p>(517) 335-8060</p> <p>(517) 335-9264 Administration Fax</p>