

# **Legislative Regulation Review Committee**

2008-017b

Department of Public Health

**VITAL RECORDS**

## pages

IMPORTANT: Read instructions on bottom of Certification Page before completing this form. Failure to comply with instructions may cause disapproval of proposed Regulations.

**STATE OF CONNECTICUT  
REGULATION**

OF

Department of Public Health  
Name of Agency

Concerning

Vital Records

SUBJECT MATTER OF REGULATION

## SECTION 1.

Section 19a-2a-8 of the Regulations of Connecticut State Agencies is amended to read as follows:

## 19a-2a-8. Vital records data system

## (a) General nature and purpose

- (1) Location. The vital records data system is located at [150 Washington Street] 410 Capitol Avenue, Hartford, Connecticut.
- (2) Format. Personal data in the vital records data system is maintained in both automated and manual forms.
- (3) Purpose. The purpose of the vital records data system is to [provide support] collect and preserve data concerning vital events occurring in Connecticut for:
  - (A) [health status] public health surveillance;
  - (B) health program development; and
  - (C) individuals seeking certified copies of [their birth certificates or other personal] vital records and other data [records] as [provided] allowed by the Connecticut General Statutes.
- (4) Official responsible. The registrar of vital records is located at [150 Washington Street] 410 Capitol Avenue, Hartford, Connecticut, and is responsible for the supervision of the state-wide vital records data collection system. Requests for disclosure or amendment of the records in the system should be directed to this official.
- (5) Routine sources. Personal data in the vital records system is routinely obtained from:
  - (A) hospitals;
  - (B) funeral directors; and
  - (C) town clerks.
- (6) Legal authority. The legal authority for the vital records data system is:
  - (A) Connecticut General Statutes, [Sections] sections:
    - [(i)] 19a-44;
    - [(ii)] 7-41a;]
      - (A) 19a-40;
      - [(iii)] 7-47;
      - [(iv)] (B) 7-47b;
      - [(v)] (C) 7-48;
      - [(vi)] (D) 7-60; and
      - [(vii)] (E) [46b-68; and] 7-62b.
    - [(B)] Regulations of Connecticut State Agencies, section 19-6a-2.]

## (b) Categories

- (1) The [categories of] personal data [maintained] in the vital records data system [include, but are] includes but is not necessarily limited to:
  - (A) name [or hospital medical record number];
  - (B) date of birth;
  - (C) date of death;
  - [(B)] (D) social security number;
  - [(C)] (E) name of mother and father;
  - [(D)] (F) address;
  - [(E)] (G) race;
  - [(F)] (H) sex;
  - [(G)] (I) ethnicity;
  - [(H)] (J) marital status;
  - [(I)] (K) [religion;] occupation; [and]
  - [(J)] (L) educational level;
  - (M) social and medical risk factors[.]; and

- (N) cause of death.
- (2) [The category of other data in the vital records data system is correspondence requests for vital records.
- (3)] The [categories of people on whom records are maintained in the] vital records system [are:] consists of the vital records of people who are born, marry, or die in Connecticut. The vital records system also includes records of persons born in another country and adopted by residents of Connecticut.
- [(A) newborns;  
 (B) married persons;  
 (C) deceased persons; and  
 (D) adopted persons.]
- (c) **Uses**
- (1) Routine uses
- (A) Users. Routine users include:
- (i) genealogical researchers;  
 (ii) state agencies;  
 (iii) the federal government; [and]  
 (iv) researchers; and  
 (v) registrants.
- (B) Purpose. The department uses the vital records data system [is used by the department] for:
- (i) community-based planning;  
 (ii) statistical research regarding [health status] public health surveillance; and  
 (iii) assisting the United States Census Bureau and the Department of Public Health in making population estimates [made by the U.S. census bureau and department].
- (2) Retention. Records [for] in each personal data system are maintained in accordance with retention schedules [prepared] established or approved by the Connecticut State Library, [Department of Public Records Administration and records retention schedule as approved by the Public Records Administrator as authorized by] Office of the Public Records Administrator, pursuant to section 11-8a of the Connecticut General Statutes. Retention schedules shall be maintained on file at the office of the official responsible for the data system and may be examined during normal business hours.

**Sec. 2**

**Section 19a-41-2 of the Regulations of Connecticut State Agencies is amended to read as follows:**

**19a-41-2. A certified copy of or access to birth certificates**

- (a) Anyone requesting a copy of, [either in person or by mail, or access to] or permission to examine the original or [any] copy of [the] a birth certificate or birth record in the custody of any registrar of vital statistics or the Department of Public Health shall provide proof, as specified in subsection (b) of this section, [documentation proving] that [such] the person is [entitled] eligible to [a copy of or access to birth certificates] receive or examine such certificate or record under Section 7-51 of the Connecticut General Statutes.
- (b) The person whose birth is recorded, if over eighteen (18) years of age, or [that person's parent or guardian if that person is a minor] other requester as authorized by section 7-51 of the Connecticut General Statutes shall submit a valid, government issued photographic identification that includes the requester's date of birth, signature, and an expiration date. Should [a] such photographic identification be unavailable, originals or photocopies of [two (2) of] the following documents shall be substituted for it. Unless otherwise indicated, the requester shall provide the documents listed in two (2) of the following subdivisions:
- (1) social security card;  
 (2) [written verification of identity from employer] social security card supplemented with either an employment identification card, a paycheck stub or a W-2 form. Providing the documents in this subdivision fully satisfies the identification requirements of this section;  
 (3) automobile registration;  
 (4) copy of utility bill showing name and current address;  
 (5) checking account deposit slip or bank statement stating name and current address;  
 (6) voter registration card[.];  
 (7) government issued trade or professional license;  
 (8) government issued firearm permit;  
 (9) probation documents issued by a court or other government agency, pursuant to a criminal conviction;  
 (10) letter from a government agency verifying identity. The letter must be dated within six months prior to the date of the request;

- (11) release documentation from a correctional institution containing a photograph of the former inmate and a release date within 12 months prior to the date of the request;
- (12) birth certificate of the requester;
- (13) military discharge papers;
- (14) current school or college photographic identification; or
- (15) government issued photographic identification that has expired within 12 months prior to the date of the request

**Sec. 3.**

**The Regulations of Connecticut State Agencies are amended by adding section 19a-41-13 as follows:**

**(NEW) Section 19a-41-13. Application for Marriage License**

Each party applying for a marriage license shall provide the local registrar of vital statistics with a valid photographic identification issued by a government agency or institution to verify the identity of the applicant. Should a photographic identification be unavailable, then the originals or photocopies of the following documents shall be substituted. Unless otherwise indicated, the requester shall provide the documents listed in two (2) of the following subdivisions:

- (1) social security card;
- (2) social security card supplemented with either an employment identification card, a paycheck stub or a W-2 form. Providing the documents in this subdivision fully satisfies the identification requirements of this section;
- (3) automobile registration;
- (4) copy of utility bill showing name and current address;
- (5) checking account deposit slip or bank statement stating name and current address;
- (6) voter registration card;
- (7) government issued trade or professional license;
- (8) government issued firearm permit;
- (9) probation documents issued by a court or other government agency, pursuant to a criminal conviction;
- (10) letter from a government agency verifying identity. The letter must be dated within six months prior to the date of the request;
- (11) release documentation from a correctional institution containing a photograph of the former inmate and a release date within 12 months prior to the date of the request;
- (12) birth certificate of the applicant;
- (13) military discharge papers;
- (14) current school or college photographic identification;
- (15) government issued photographic identification that has expired within 12 months prior to the date of the request; or
- (16) other documents as approved by the State Registrar of Vital Records.

**Statement of Purpose:** The purpose of the revisions to the regulation is to (A) make technical corrections and to clarify the types of identification that are acceptable to obtain a copy of a birth certificate and the types of identification that are acceptable to verify the identity of a marriage applicant; and, (B) the proposed regulation will amend sections 19a-2a-8 and section 19a-41-2; and add section 19a-41-13 to the Regulations of Connecticut State Agencies.

Be it known that the foregoing:

Regulations  Emergency Regulations  
are:  Adopted  Amended as hereinabove stated  Repealed

By the aforesaid agency pursuant to:

Sections 19a-2a and 19a-41 of the General Statutes.

Section ..... of the General Statutes, as amended by Public Act No. of the Public Acts.

Public Act No of the Public Acts.

After publication in the Connecticut Law Journal on October 30, 2007 the notice of the proposal to:

Adopt  Amend  Repeal such regulations

(If applicable):  And the holding of an advertised public hearing on

WHEREFORE, the foregoing regulations are hereby:

Adopted  Amended as hereinabove stated  Repealed

Effective:

When filed with the Secretary of the State.

(OR)

The \_\_\_\_ day of \_\_\_\_ 20 \_\_\_\_.

In Witness hereof:	Date	SIGNED (Head of Board, Agency or Commission) <i>[Signature]</i>	OFFICIAL TITLE, DULY AUTHORIZED Commissioner
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Approved by the Attorney General as to legal sufficiency in accordance with Sec. 4-169, as amended, C.G.S.:	SIGNED <i>[Signature]</i> 5/6/10	OFFICIAL TITLE, DULY AUTHORIZED ASSOC. ATTY. GENERAL
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Approved

Disapproved

Disapproved in part, (Indicate Section Numbers disapproved only)

Rejected without prejudice.

The Legislative Review Committee in accordance with Sec. 4-170, as amended, of the General Statutes	DATE	SIGNED (Clerk of the Legislative Regulation Review Committee)
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Two certified copies received and filed, and one such copy forwarded to the Commission on Official Legal Publications in accordance with Section 4-172, as amended, of the General Statutes.

DATE	SIGNED (Secretary of the State)	BY
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**INSTRUCTIONS**

One copy of all regulations for adoption, amendment or repeal, except emergency regulations, must be presented to the Attorney General for his determination of legal sufficiency. Section 4-169 of the General Statutes.

Eighteen copies of all regulations for adoption, amendment or repeal, except emergency regulations, must be presented to the standing Legislative Regulation Review Committee for its approval. Section 4-170 of the General Statutes.

Each regulation must be in the form intended for publication and must include the appropriate regulation section number and section heading. Section 4-172 of the General Statutes.

Indicate by "(NEW)" in heading if new regulation. Amended regulations must contain new language in capital letters and deleted language in brackets. Section 4-170 of the General Statutes.

Be it known that the foregoing:

Regulations  Emergency Regulations

are:  Adopted  Amended as hereinabove stated  Repealed

By the aforesaid agency pursuant to:

Sections 19a-2a and 19a-41 of the General Statutes.

Section ..... of the General Statutes, as amended by Public Act No. of the Public Acts.

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Adopted  Amended as hereinabove stated  Repealed

Effective:

When filed with the Secretary of the State.

(OR)

The \_\_\_\_ day of \_\_\_\_ 20\_\_.

Witness hereof:	Date Feb 8	SIGNED (Head of Board, Agency or Commission) Robert Salven MD MPH	OFFICIAL TITLE, DULY AUTHORIZED Commissioner
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Approved by the Attorney General as to legal sufficiency in accordance with Sec. 4-169, as amended, C.G.S.:	SIGNED Jul B Ak	DATE 10/23/07	OFFICIAL TITLE, DULY AUTHORIZED ASSOC. ATTY. GENERAL
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Approved

Disapproved

Disapproved in part, (Indicate Section Numbers disapproved only)

Rejected without prejudice

The Legislative Review Committee in accordance with Sec. 4-170, as amended, of the General Statutes	DATE 12/17/08	SIGNED (Clerk of the Legislative Regulation Review Committee) Camela B. [Signature]
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Two certified copies received and filed, and one such copy forwarded to the Commission on Official Legal Publications in accordance with Section 4-172, as amended, of the General Statutes.

DATE	SIGNED (Secretary of the State)	BY
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