

# Missouri Bureau of Vital Records

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## Local Public Health Agency Training Guide



MISSOURI DEPARTMENT OF  
**HEALTH &  
SENIOR SERVICES**

Missouri Department of Health & Senior Services  
930 Wildwood Drive  
Jefferson City, MO 65109

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## Local Public Health Agencies

Local public health agencies (LPHAs), also known as city or county health departments, located throughout Missouri work to improve the health of thousands of Missourians every year. These [agencies](#) address a wide range of public health issues, from assessing the health risks of environmental problems to providing emergency services during natural disasters. Local public health agencies protect food safety by inspecting restaurants and grocery stores. And they work to control communicable diseases such as flu and tuberculosis and to alleviate chronic conditions, including heart disease, diabetes, and stroke.

The Missouri Bureau of Vital Records in Jefferson City maintains a reliable statewide system to register, certify, and report vital events. The bureau works with important partners such as local public health agencies, hospitals, and funeral establishments to collect, register, and issue births and deaths. The state, together with local vital records offices located inside LPHAs across Missouri<sup>1</sup>, provide vital records related customer service and assure that birth and death certificates are issued conveniently and without delay.

### Contact Bureau of Vital Records

The Missouri Bureau of Vital Records has field representative staff who travel the state training vital records data providers. Field staff can also arrange for telephone/web conference training calls.

If you are a vital records data provider (local county health agency, funeral home/director, hospital/licensed birthing center, county official, medical certifier, etc.) and would like to request a personalized training session or gain access to MoEVR, please **call 573-751-6387, option 4.**

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## **Preserving Records/Certified Copies**

**193.225.** Methods of preserving records, requirements – certified reproductions accepted as originals – death record originals transferred to state archives. – To preserve vital records, the state registrar is authorized to prepare typewritten, photographic, electronic, or other reproductions of vital statistics certificates or reports. Such reproducing material shall be of durable material and the device used to reproduce the records shall be as to accurately reproduce and perpetuate the original records in all details ensuring their proper retention and integrity in accordance with standards established by the state records commission. Such reproductions when certified by the state registrar shall be accepted as the original records. Death records over fifty years old from which permanent reproductions have been made and verified shall be transferred to the Missouri state archives.

(L. 19984 S.B. 574, A.L. 2004 H.B. 1634) Effective – 28 Aug 2004

## **Cannot Make Copies for Use by Others**

**193.245.** Inspection and copying of records, disclosure of information, unlawful unless authorized – authority. – It shall be unlawful for any person to permit inspection of, or to disclose information contained in, vital records or to copy or issue a copy of all or part of any such record except as authorized by this law and by regulation or by order of a court of competent jurisdiction or in the following situations:

- (1) A listing of persons who are born or who die on a particular date may be disclosed upon request, but no information from the record other than the name and the date of such birth or death shall be disclosed;
- (2) The department may authorize the disclosure of information contained in vital records for legitimate research purposes;
- (3) To a qualified applicant as provided in section 193.255;
- (4) Copies of death records over fifty years old may be disclosed upon request.

(L. 1984 S.B. 574, A.L. 1992 H.B. 894, A.L. 2004 H.B. 1634) Effective – 28 Aug 2004

## **Issuance of Certified Copies of Vital Records**

**193.255.** Certified copies of vital records, issuance – probative value – cooperation with federal agencies and other states – issuance of certificate of birth resulting in stillbirth, when. –

1. The state registrar and other custodians of vital records authorized by the state registrar to issue certified copies of vital records upon receipt of application shall issue a certified copy of any vital record in his custody or a part thereof to any applicant having a direct and tangible interest in the vital record. Each copy issued shall show the date of registration, and copies issued from records marked "Delayed" or "Amended" shall be similarly marked and show the

effective date. The documentary evidence used to establish a delayed certificate shall be shown on all copies issued. All forms and procedures used in the issuance of certified copies of vital records in the state shall be provided or approved by the state registrar.

2. A certified copy of a vital record or any part thereof, issued in accordance with subsection 1 of this section, shall be considered for all purposes the same as the original and shall be prima facie evidence of the facts stated therein, provided that the evidentiary value of a certificate or record filed more than one year after the event, or a record which has been amended, shall be determined by the judicial or administrative body or official before whom the certificate is offered as evidence.

3. The federal agency responsible for national vital statistics may be furnished such copies or data from the system of vital statistics as it may require for national statistics, provided such federal agency share in the cost of collecting, processing, and transmitting such data, and provided further that such data shall not be used for other than statistical purposes by the federal agency unless so authorized by the state registrar.

4. Federal, state, local and other public or private agencies may, upon request, be furnished copies or data of any other vital statistics not obtainable under subsection 1 of this section for statistical or administrative purposes upon such terms or conditions as may be prescribed by regulation, provided that such copies or data shall not be used for purposes other than those for which they were requested unless so authorized by the state registrar.

5. The state registrar may, by agreement, transmit copies of records and other reports required by sections [193.005 to 193.325](#) to offices of vital statistics outside this state when such records or other reports relate to residents of those jurisdictions or persons born in those jurisdictions. This agreement shall require that the copies be used for statistical and administrative purposes only, and the agreement shall further provide for the retention and disposition of such copies. Copies received by the department from offices of vital statistics in other states shall be handled in the same manner as prescribed in this section.

6. No person shall prepare or issue any certificate which purports to be an original, certified copy, or copy of a vital record except as authorized herein or by regulations adopted hereunder.

7. Upon application from either parent, or if both parents are deceased, the sibling of the stillborn child, pursuant to subsection 7 of section [193.165](#), the state registrar or other custodians of vital records shall issue to such applicant a certificate of birth resulting in stillbirth. The certificate shall be based upon the information available from the spontaneous fetal death report filed pursuant to section [193.165](#). Any certificate of birth resulting in stillbirth issued shall conspicuously include, in no smaller than twelve-point type, the statement "This is not proof of a live birth.". No certificate of birth resulting in stillbirth shall be issued to any person other than a parent, or if both parents are deceased, the sibling of the stillborn child who files an application pursuant to section [193.165](#). The state registrar or other custodians of vital records are\* authorized to charge a minimal fee to such applicant to cover the actual costs of providing the certificate pursuant to this section.

8. Any parent, or if both parents are deceased, any sibling of the stillborn child may file an application for a certificate of birth resulting in stillbirth for a birth that resulted in stillbirth prior to August 28, 2004.

(L. 1984 S.B. 574, A.L. 2004 H.B. 1136)

## **Fees for Certificates**

**193.265.** Fees for certification and other services – distribution – services free, when. –

1. For the issuance of a certification or copy of a death record, the applicant shall pay a fee of fourteen dollars for the first certification or copy and a fee of eleven dollars for each additional copy ordered at that time. For the issuance of a certification or copy of a birth, marriage, divorce, or fetal death record, the applicant shall pay a fee of fifteen dollars. No fee shall be required or collected for a certification of birth, death, or marriage if the request for certification is made by the children's division, the division of youth services, a guardian ad litem, or a juvenile officer on behalf of a child or person under twenty-one years of age who has come under the jurisdiction of the juvenile court under section [211.031](#). All fees collected under this subsection shall be deposited to the state department of revenue. Beginning August 28, 2004, for each vital records fee collected, the director of revenue shall credit four dollars to the general revenue fund, five dollars to the children's trust fund, one dollar shall be credited to the endowed care cemetery audit fund, one dollar for each certification or copy of death records to the Missouri state coroners' training fund established in section [58.208](#), and three dollars for the first copy of death records and five dollars for birth, marriage, divorce, and fetal death records shall be credited to the Missouri public health services fund\* established in section [192.900](#). Money in the endowed care cemetery audit fund shall be available by appropriation to the division of professional registration to pay its expenses in administering sections [214.270 to 214.410](#). All interest earned on money deposited in the endowed care cemetery audit fund shall be credited to the endowed care cemetery fund. Notwithstanding the provisions of section [33.080](#) to the contrary, money placed in the endowed care cemetery audit fund shall not be transferred and placed to the credit of general revenue until the amount in the fund at the end of the biennium exceeds three times the amount of the appropriation from the endowed care cemetery audit fund for the preceding fiscal year. The money deposited in the public health services fund under this section shall be deposited in a separate account in the fund, and moneys in such account, upon appropriation, shall be used to automate and improve the state vital records system, and develop and maintain an electronic birth and death registration system. For any search of the files and records, when no record is found, the state shall be entitled to a fee equal to the amount for a certification of a vital record for a five-year search to be paid by the applicant. For the processing of each legitimation, adoption, court order or recording after the registrant's twelfth birthday, the state shall be entitled to a fee equal to the amount for a certification of a vital record. Except whenever a certified copy or copies of a vital record is required to perfect any claim of any person on relief, or any dependent of any person who was on relief for any claim upon the government of the state or United States, the

state registrar shall, upon request, furnish a certified copy or so many certified copies as are necessary, without any fee or compensation therefor.

2. For the issuance of a certification of a death record by the local registrar, the applicant shall pay a fee of fourteen dollars for the first certification or copy and a fee of eleven dollars for each additional copy ordered at that time. For each fee collected under this subsection, one dollar shall be deposited to the state department of revenue and the remainder shall be deposited to the official city or county health agency. The director of revenue shall credit all fees deposited to the state department of revenue under this subsection to the Missouri state coroners' training fund established in section [58.208](#).

3. For the issuance of a certification or copy of a birth, marriage, divorce, or fetal death record, the applicant shall pay a fee of fifteen dollars; except that, in any county with a charter form of government and with more than six hundred thousand but fewer than seven hundred thousand inhabitants, a donation of one dollar may be collected by the local registrar over and above any fees required by law when a certification or copy of any marriage license or birth certificate is provided, with such donations collected to be forwarded monthly by the local registrar to the county treasurer of such county and the donations so forwarded to be deposited by the county treasurer into the housing resource commission fund to assist homeless families and provide financial assistance to organizations addressing homelessness in such county. The local registrar shall include a check-off box on the application form for such copies. All fees collected under this subsection, other than the donations collected in any county with a charter form of government and with more than six hundred thousand but fewer than seven hundred thousand inhabitants for marriage licenses and birth certificates, shall be deposited to the official city or county health agency.

4. A certified copy of a death record by the local registrar can only be issued within twenty-four hours of receipt of the record by the local registrar. Computer-generated certifications of death records may be issued by the local registrar after twenty-four hours of receipt of the records. The fees paid to the official county health agency shall be retained by the local agency for local public health purposes.

5. No fee under this section shall be required or collected from a parent or guardian of a homeless child or homeless youth, as defined in subsection 1 of section [167.020](#), or an unaccompanied youth, as defined in 42 U.S.C. Section 11434a(6), for the issuance of a certification, or copy of such certification, of birth of such child or youth. An unaccompanied youth shall be eligible to receive a certification or copy of his or her own birth record without the consent or signature of his or her parent or guardian; provided, that only one certificate under this provision shall be provided without cost to the unaccompanied or homeless youth. For the issuance of any additional certificates, the statutory fee shall be paid.

(L. 1984 S.B. 574, A.L. 1985 S.B. 263, A.L. 1990 H.B. 1079, A.L. 1992 H.B. 894, A.L. 1999 H.B. 343, A.L. 2004 H.B. 795, et al., A.L. 2010 H.B. 1643 merged with H.B. 1692, et al. merged with S.B. 754, A.L. 2018 S.B. 819, A.L. 2020 H.B. 1414 merged with H.B. 2046)

6. (1) Notwithstanding any provision of law to the contrary, no fee shall be required or collected for a certification of birth if the request is made by a victim of domestic violence or abuse, as those terms are defined in section [455.010](#), and the victim provides documentation

signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a health care or mental health professional, from whom the victim has sought assistance relating to the domestic violence or abuse. Such documentation shall state that, under penalty of perjury, the employee, agent, or volunteer of a victim service provider, the attorney, or the health care or mental health professional believes the victim has been involved in an incident of domestic violence or abuse.

(2) A victim may be eligible only one time for a fee waiver under this subsection.

## Fees for Certificates – Continued

**A search fee must accompany all requests for copies of vital records.** A five (5) year search may be conducted per search fee. If an applicant wishes to have additional sets of five (5) years searches conducted, an additional search fee will be required.

**For example:** If an application for a birth record is submitted with the year of birth listed on the application as 2005, and no record is found in that year, the two years before the year of birth provided (2003-04) and the two years after the year of birth provided (2006-07) will also be searched. **If no record is found**, the LPHA should reach out and connect the applicant with the state Bureau of Vital Records in Jefferson City as an application for a state level search will need to be submitted.

Birth Records	Death Records
\$15 per record	\$14 per record
\$15 for each additional copy	\$11 for each additional copy
<a href="#"><u>View more fee information</u></a>	

## Mainframe/PROD Transaction Costs

As outlined in each LPHA's annual MOU, all transactions related to issuance of birth and death certificates are calculated at the rate of \$0.242 cents per transaction. A transaction occurs each time the "CTRL" and "PFS" or "FS" key is depressed in the Mainframe/PROD system. The number of transactions necessary to issue a vital record varies but averages four to five (4-5) transactions.

**Remember: Do not** look up a record unless a paid, authorized request has been submitted to the LPHA. Searching records under any other circumstances could be **against state law** or



the code of state regulations and will **cost an LPHA significant** monthly transaction costs. See more details below in “Confidentiality of Vital Records”.

## Confidentiality of Vital Records

Vital record access to the TN3270 Plus/Mainframe system is provided to each local public health agency (LPHA) through annual Memorandum of Understanding (MOU) agreements. In these agreements, LPHAs agree to adhere to the Uniform Vital Statistics Law, Sections 193.005 – 193.325, RSMo, and rules, regulations, and guidelines adopted to implement the Uniform Vital Statistics Law.

Specifically, in Missouri, vital records are not public records and are restricted, and as such, they are protected by law. Their disclosure and use is well-regulated even in circumstances regarding Sunshine requests.

Vital records fall under an exception to sunshine for records and are protected from disclosure by law.

§610.021(14), RSMo. Section 193.245 RSMo provides, “It shall be unlawful for any person to permit inspection of, or to disclose information contained in, vital records or to copy or issue a copy of all or part of any such record except as authorized by this law and by regulation or by order of a court of competent jurisdiction or in the following situations:

- (1) A listing of persons who are born or who die on a particular date may be disclosed upon request, but no information from the record other than the name and the date of such birth or death shall be disclosed;
- (2) The department may authorize the disclosure of information contained in vital records for legitimate research purposes;
- (3) To a qualified applicant as provided in section 193.255;
- (4) Copies of death records over fifty years old may be disclosed upon request.

The **underline portion** above regarding section (3) is the **only** function local public health agencies across the state are authorized to perform for customers. Additional uses of the vital record system are **not** authorized or permitted. If entities request records under sections (1), (2), or (4), please direct them to the Bureau of Vital Records in Jefferson City.

Vital records or related information should **never be released** except under the processes outlined above. If a customer has a question about the status of a record, whether it has been filed, or other related information, the customer should be directed to contact whomever is responsible for filing the record. **Do not** look up a record for these types of reasons. **Doing so could be against state law or the code of state regulations and will cost an LPHA significant monthly transaction costs.**

**For example:** mother calls and wants to know whether she can order a copy of her child's birth certificate yet? She should be directed to call the hospital, midwife, or other similar entity that attended/is responsible for filing the birth.

Additional example: a father that is being added to a birth record by paternity affidavit wants to know if he has been added to the record yet before ordering a certificate. An LPHA should **NOT** search the record multiple times. The LPHA should direct the customer to inquire with the state Bureau of Vital Records for current processing times.

## **Instructions for A.S.A.P - PROD/TN 3270 Plus**

See [LPHA ASAP Manual](#) for detailed instructions.

## **Deputy Local Registrar or Local Registrar Acceptance Form**

In addition to requesting PROD/TN 3270 Plus access, a new user must also submit a [Deputy Local Registrar Acceptance Form](#) or a [Local Registrar Acceptance Form](#) to the Bureau of Vital Records. There can only be one local registrar but there can be multiple local deputy registrars. For more information, call 573-751-6387.

## **Mainframe/PROD Printers**

DHSS strongly recommends the use of Lexmark MS (Mono Series) printers. Vital records printing from the Mainframe was designed and tested using Lexmark print drivers. While other printers/drivers may work, the testing has been done on a Lexmark printer and the state can only troubleshoot Lexmark printers with **two** trays. The programming for vital records printing is set to output deaths to Tray 1 and births to Tray 2 by default to avoid having to change the paper. If a LPHA chooses to use a printer with a single paper tray, all will print from the same tray. Manual feeders **do not** work. All paper trays should be set to "letter – LTR" and margins should be set to [required settings](#). After the printer is purchased and installed, the LPHA will need to reach out to OA ITSD (573-751-6388) to obtain an identification number for the printer.

This number will be used to assign printers to LPHA team members.

## **Step-by-Step: A Guide to Using Mainframe/PROD**

View instructions: <https://health.mo.gov/data/vitalrecords/pdf/bn30-dn30-instructions-for-lphas.pdf>

## **Missing Children**

Pursuant to 43.407, RSMo, upon notification by the patrol that a child born in this state is missing, the state registrar shall mark the birth certificate record of that child in such a manner that whenever a copy of the birth certificate or information regarding the birth record is requested, the registrar shall be alerted to the fact that the certificate is that of a missing child.

In response to any inquiry, the state or local registrar may provide a copy of a birth certificate or information concerning the birth record of any child whose record is marked pursuant to this section, but shall proceed as follows:

(1) When a copy of the birth certificate of a child whose record has been marked is requested in person, the state or local registrar's personnel accepting the request shall immediately notify the state registrar. The person making the request shall complete a form supplying the name, address, telephone number, Social Security number, and relationship to the missing child and the name, address, and birth date of the missing child. The driver's license of the person making the request, if available, shall be photocopied and returned to the applicant. The local or state registrar's personnel shall note the physical description of the person making the request, and, upon the latter's departure from the registrar's office, the supervisor shall immediately notify the state registrar so notification can be made to the missing persons unit of the highway patrol. The completed form from the person making the request shall be retained.

(2) When a copy of the birth certificate of a child whose record has been marked is requested in writing, the state or local registrar's personnel receiving the request shall immediately notify the state registrar. The supervisor shall immediately notify the state registrar so notification can be made to the missing persons unit of the highway patrol. The completed form from the person making the request shall be retained.

## Who Can Obtain a Vital Record and Tangible Interest Examples

In the State of Missouri, vital records are not open to the general public. Copies of vital records are provided to specifically defined individuals or entities. This helps protect identities, prevent fraud, and preserve the integrity of vital records. State law only allows a certified copy of a vital record to be issued to a person with a direct and tangible interest in the record.

Pursuant to [19 CSR 10-10](#), the registrant, a member of his/her family, his/her guardian, or one of their official representatives shall be considered to have a direct and tangible interest and may be issued a certified copy of a vital record such as a birth or death certificate. Applicants requesting records shall furnish adequate identifying information contained on the record to ensure the correct record is being released.

The information and examples below outline entitlement requirements to obtain a vital record. All [additional requirements](#), such as an application and statutorily required search fee, are also still required to obtain a vital record.

- **Immediate family members** are qualified to receive copies of **birth certificates**. Immediate family members shall include those family members and in-laws in the direct line of descent up to, but **not** including, cousins or any “great” relationships. This qualification of entitlement also applies to **Statements of Marriage, Divorce, and Single Status**.

*\*Applicant must identify at least one (1) parent on the record.*

- **All family members**, genealogist representing a family member, and professionally recognized genealogists are eligible to receive copies of **death certificates**. All family members includes **in-laws and cousins** and **great and step relationships** for the following: brother, sister, mother, father, son, daughter, grandmother, grandfather, aunt, or uncle. Family members outside of these relationships (ex: great, great) will need to produce additional documentation or information to demonstrate the applicant's link to the requested record. Alternatively, direct and tangible interest documents may be used to prove entitlement. Note: death records over fifty (50) years old may be searched for using the [Secretary of State's Missouri Digital Heritage](#) website.

*\*Applicant must identify at least one (1) parent on the record. Death records over fifty (50) years old are exempt from this requirement.*

- **Official representatives** shall include an **attorney, physician, funeral director**, or other authorized agent acting in behalf of the registrant or his/her family. Official representatives shall demonstrate a link between themselves and the registrant on the vital record or qualified family member. Funeral directors may act as an official representative to obtain copies of death records only.

*Example:* an attorney that has signed contractual documentation/retainer demonstrating they represent the immediate family member.

*Example:* a funeral home director listed on the death record that shows identification that matches the funeral director name on the death record or an officially signed letter by the funeral director on record authorizing another funeral home representative to request the record.

- **An other authorized agent** shall produce a signed statement by the registrant or a member of his/her qualified family authorizing the release of a record.

*Example:* a mother may write a signed notarized statement authorizing a neighbor to request and receive a record for her child if the mother is unable to make the request for herself.

- Others may demonstrate a direct and tangible interest when information is needed for **determination or protection of personal or property rights**.

*Example:* Direct and tangible interest would be present if a car title needed to be changed over to a person buying the car and the owner is deceased. The buyer would be qualified to receive a copy of the owner's death certificate.

*Example:* An ex-wife (divorced from decedent) needs a death certificate of a former husband to obtain benefits from the time period they were married. The ex-wife is no longer a family member but would be qualified to receive a copy of the ex-husband's death certificate by providing documentation showing her eligibility to receive benefits.

- A **parent or legal guardian** on behalf of a **minor (under 18) applicant**.

*Example:* a mother (not married to the father of her child, and, therefore not automatically entitled to the record by her relationship to the father) needs a death certificate of the father of her minor child for the child to receive benefits from the deceased father. The mother would need to demonstrate the relationship between the minor child, herself, and the father prior to her being authorized to request the record on behalf of the minor child. This may be accomplished by presenting a copy of the minor child's birth certificate at the time of the request.

*Note:* Emancipated minors, upon providing legal proof of emancipation, would be entitled to a copy of their vital record.

- A **guardian** may receive a copy of the birth certificate of a child who is under his/her care and custody by showing guardianship papers.
- **Foster parents** may receive a copy of a birth certificate of a child who is under their care and custody upon furnishing a copy of their custody papers.
- A **stepparent** may receive a copy of a certificate of a legitimate birth by stating relationship.
- A **father** may receive a copy of a birth record if he is shown as the father on that child's birth record. An **alleged father** that has legal proof of custody or guardianship (court documentation, custody or guardianship papers referencing father's status as the legal father, or a notarized or certified power of attorney document from the mother or her legal representative that states he may receive copies on behalf of the mother) would be qualified to receive copies of that child's birth record. Family members of an alleged father may not receive copies a child's birth certificate unless he is shown on that child's birth certificate. In which case, they must be a member of the registrant's immediate family and may be required to demonstrate a link to the alleged father.
- The state registrar, as outlined in section 193.255.4, RSMo, and prescribed in 19 CSR 10-10.090, may authorize vital records access to **entities not normally entitled**—when deemed in the public interest and not for purposes of commercial solicitation or private gain. Specifically, copies of records or data from records are allowed for **public agencies** administering **health, welfare, safety, law enforcement, education or public assistance programs**, and to private agencies approved by the state registrar. Access, in these instances, shall be for statistical or administrative purposes upon such terms or conditions as may be prescribed by regulation, provided that such copies or data shall not be used for purposes other than those for which they were requested unless so authorized by the state registrar.

*Example:* a local, state, or federal law enforcement agency could submit a signed letter on letterhead outlining the need for a vital record to complete a special investigation.

[See example letter.](#)

**Note:** when attempting to issue a vital record to an applicant qualified under 193.255, RSMo and 19 CSR 10-10.090(D), (public law enforcement, health, or assistance agencies, etc.) ensure the applicant has provided an application and tangible interest documentation

prior to searching for the record. If found, the record must be stamped prior to issuance with the following statement: "This vital record is only for administrative, statistical, or judicial use by the requesting agency and should not be accepted for any other purpose." Alternatively, send these type of requestors to the state Bureau of Vital Records in Jefferson City, MO.

For additional information regarding vital records access, see the [Missouri Code of State Regulations](#) or contact the Bureau of Vital Records at 573-751-6387.

## **Documents Required to Obtain Certified Copies of Vital Records**

### **Requesting certified copies in person**

- Signed [application](#)
- One issued identity document that displays a name and photograph OR two alternate forms of identification. At least two alternate forms of identification documents must be used if applicant does not have a picture identification card. **See Acceptable Documentation for Identification** below.\*
- If applicable, [tangible interest documents or signed notarized statement authorizing release.](#)\*
- If a family member is requesting a record for another family member, additional documentation or information may be required if the applicant's link to the requested record cannot be established.

*\*See "Vital Records Best Practices Check List" for additional details.*

### **Requesting certified copies by mail**

- Signed [application](#) which **must be notarized by a notary public.**
- If applicable, [tangible interest documents or signed notarized statement authorizing release.](#)
- If a family member is requesting a record for another family member, additional documentation or information may be required if the applicant's link to the requested record cannot be established.

## **Requesting certified copies online/by phone**

The Bureau of Vital Records contracts with [VitalChek](#) to process vital records requests online or over the phone. VitalChek can verify an identity electronically online through public record data powered by LexisNexis.

## **Acceptable Documentation for Identification**

Primary Documents (One document is required. Documents should be current/valid.)

- A state issued driver's license that includes a photograph and date of birth
- A state issued identification card that includes a photograph and date of birth
- A U.S. military identification card that includes a photograph
- A U.S. passport with current photograph
- A school identification card/document showing applicant's name, photograph, and date of school year
- Work identification card that includes the applicant's name, photograph, and company name

**Alternate forms of Identification Documents** *(At least two alternate forms of identification documents must be used if applicant does not have a picture identification card when applying in person) Alternate documents must display name of applicant, may display date of birth, date of issuance (or year), must display institution, company or organization/agency name. Documents should be as current/valid as possible based on the type of documents provided.*

- Letter from government or social agencies
- School yearbook
- A W-2 form issued within last year in addition to a signed Social Security card (social security numbers must match)
- Social Security card or Social Security numident printout (print out of an applicant's Social Security account of activities)
- Court certified adoption papers that includes adopted parent(s) name
- Official certified deeds or title to property
- Certificate of vehicle title or registration documents
- Proof of auto insurance
- Insurance policy (health, home, life, etc.)
- Medicaid/Medicare document or identification card



- A payroll stub that includes a Social Security number of applicant (cannot be handwritten stubs)
- Military discharge document (DD-214)
- Cancelled duplicate check (must show name, address, signature, and name of institution)
- Utility bills which shows name and address of applicant (water, gas, electric, telephone)
- Shelter name band (including name of shelter)

## Letter for Local Registrars to Issue Out of Country Disposition

*Statement should be placed on Department/Office Letterhead*

*This letter is to be used by a local registrar upon request when final disposition is occurring out of the country and the receiving country requests an "out of country" disposition letter. The letter must be notarized. A certified copy of the death certificate should accompany this letter, which may be ordered from a local public health agency. Authentication by the Secretary of State's office may be required. Visit: <https://s1.sos.mo.gov/Business/Notary/notary/certify> for more details on certifications and authentications.*

Information has been reviewed from the death certificate of (name of deceased) who expired on (date of death) in (give city/county), Missouri. The cause of death was determined to be (give cause) by (give medical examiner/coroner, physician's name) of (give name of city/county).

It has also been determined by the certifier that (name of deceased) is free of communicable disease and has been released by (medical examiner/coroner, physician) for proper disposition by (give funeral home/service) of (give location of funeral home/service including city and state).

The body is to be removed from (give name of city/county), Missouri to (give state/country of burial).

Local Registrar's Name: \_\_\_\_\_

County: \_\_\_\_\_

Local Registrar's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTARY PUBLIC EMBOSSEER SEAL	STATE	COUNTY
	SUBSCRIBED, DECLARED AND AFFIRMED BEFORE ME, THIS _____ DAY OF _____, 20____	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
	NOTARY PUBLIC NAME (TYPED OR PRINTED)	
USE RUBBER STAMP IN CLEAR AREA BELOW		



## **Vital Records Frequently Asked Questions (FAQs)**

A list of answers to the most commonly asked vital records questions can be found at: <https://health.mo.gov/data/vitalrecords/faqs.php>

If you have additional questions, feel free to reach out to the Bureau of Vital Records via email at [VitalRecordsSupport@health.mo.gov](mailto:VitalRecordsSupport@health.mo.gov) or call 573-751-6387.

### **Courier Service as an Alternate to Mailing Death Certificates**

As an alternative to mailing death certificates through the United States Postal Service to the Bureau of Vital Records, you may choose to send them to the bureau using the State Public Health Laboratory courier service. Information about the courier service including drop off locations and pickup time can be found at <https://health.mo.gov/lab/courierservices.php>.

Please direct any questions about using the courier service for death certificates to the Bureau of Vital Records at 573-751-6387, Option 3. Again, using the courier is an option. You may also continue to mail death certificates using the postal service.

### **Statewide Registration Information Sheet**

Missouri began statewide registration of births and deaths on January 1, 1910.

#### **Statutory Authority for Vital Records**

Statutory authority for vital records is in Chapter 193 and Chapter 10 of the Missouri Code of State Regulations. Missouri vital records are not open to the public.

There is a Memorandum of Understanding between the Department of Health and Senior Services (DHSS) and each Local Public Health Agency (LPHA) that describes the responsibilities for each entity as it relates to accessing the vital records centralized database, charges for the transactions necessary to issue certified copies, security, etc.

#### **Current Fee Information**

The current fee for a birth certificate is \$15 per copy. The fee for a death certificate is \$14 for the first copy and \$11 for each additional copy when ordered at the same time. All fees paid to the LPHA for issuance of certified copies are retained by the local agency for local public health purposes except those fees required by law to be remitted to the Coroners' Training Fund. Certificate paper is supplied by the state to local registrars at no cost, upon written request.

#### **Records Available for Certification**

Birth certifications of vital events occurring from 1920 (1910 at state level) to the present are currently available from the centralized database for issuance by the local registrars. Certifications of death are available from 1980 to the present. A full certified copy of a death certificate can only be issued by the local registrar's office within 24 hours of receipt of the record. After this time limit, full copies can only be issued from the state office.

## **Training**

Training is provided by State Vital Records staff upon request. Training includes reviewing appropriate statutes and regulations; confidentiality and security requirements; explaining who has access to vital records; identification requirements; instructions on using the computer system; review and registration of death certificates, etc.

## **Electronic Vital Records**

DHSS implemented web-based registration of birth and death records in 2010. The system is referred to as MoEVR (Missouri Electronic Vital Records). This system allows birth and death records to be filed electronically, eliminating the need for filing paper certificates with the local registrar. However, there are data providers who are not yet using the electronic system. Local registrar staff are trained on the review and processing of these paper records. Local registrars are encouraged to use the State Public Health Laboratory's courier service to send paper death certificates to the Vital Records office in Jefferson City.

## **Vital Records Best Practices Check List**

This list is a quick reference check list and does not include all required vital records processes. Please regularly review and adhere to all applicable vital records laws, regulations, policy procedures, and contractual agreements.

- Vital records certificate paper should be kept in a locked cabinet or secured storage location and accounted for at all times.
- All birth and death certificates issued should be recorded by a written or electronic application log, receipt book, or other similar process and include at a minimum: vital records certificate tracking number (located on the back of each piece of certificate paper), applicant contact information, and registrant information.
- When a photo identity document (such as a driver license) is used, in lieu of notarization, for in-person vital records requests, indicate on the application that a photo ID was shown by documenting on the application the type of ID, ID number, and expiration date. When alternative (no photo) forms of identification are provided, photocopies of the documentation should be included with the application.
- A tangible interest document used to provide entitlement to a vital record may be a photocopy (unless the document is difficult to read or appears to have been altered—if

so, request original/certified copy). A photocopy of the document should then be included with the application and maintained by the LPHA.

- Applications, logs, receipt books, and other similarly related documentation relating to vital records should be maintained for at least a period of five (5) years.
- Refer vital records requests from the Department of Social Services, Children's Division, to the central Bureau of Vital Records in Jefferson City. The Bureau works with some agencies, such as the Children's Division, to route all request through a centralized contact to avoid issuing duplicate fee exempt copies and to track issuance requests.
- Ensure listing of all local vital records team members (local registrars and deputy registrars) remains up-to-date with the state office.

Contact the Missouri Department of Health and Senior Services, Bureau of Vital Records (573-751-6387), when any vital records related questions arise or to schedule specialized training for new local vital records team members or refresher courses for existing team members.

## Death Certificates and the Missouri State Coroners' Training Fund

 <b>Form 5829</b> <b>MISSOURI DEPARTMENT OF REVENUE</b> <b>Coroners' Training Fund</b>	
County Name	Death Certificate Copies/Certifications Issued _____
County Address	X \$1 = _____
Report Period	Total Due = \$ _____
Check Number _____	
Under penalties of perjury, I declare that the above information and any attached supplement is true, complete, and correct. Payment is due by the 10th of the month following the month of collection. Example: Payments received during the month of September are due by October 10th.	
Signature of Recorder	Date (MM/DD/YYYY) ____/____/____

**Mail to:** Taxation Division  
P.O. Box 453  
Jefferson City, MO 65105-0453

**Phone:** (573) 751-5900  
**Fax:** (573) 522-1720  
**E-mail:** [countyfees@dor.mo.gov](mailto:countyfees@dor.mo.gov)

Visit <http://dor.mo.gov/business/citycounty/> for additional information.

Form 5829 (Revised 08-2020)



Per RSMo 58.208, one (1) dollar from each death certificate issued (including drop to paper certificates) shall be remitted to the Missouri Department of Revenue (DOR) on a monthly basis.

- Currently, each local public health agency (LPHA) should maintain a log or listing of all vital records issued. Using this log, the number of death certificates at the end of each month shall be determined.

- \$1.00 from each death certificate issued shall be calculated and a check in the resulting amount be remitted to DOR using the payment remittance form titled **DOR Form Number 5829** located at <https://dor.mo.gov/forms/5829.pdf>

## **Homeless Youth Fee Exempt Birth Certificate**

Per RSMo 193.265, an eligible homeless or unaccompanied youth, under twenty-one (21) years of age, may receive one fee exempt copy of a birth record from the Department of Health & Senior Services (DHSS) - Bureau of Vital Records in Jefferson City or a local public health agency (LPHA)/local registrar.

- Requests may be made by a parent or guardian of a homeless youth under twenty-one (21) years of age, as defined in subsection 1 of section 167.020, RSMo, or an unaccompanied youth, as defined in 42 United States Code (U.S.C.) Section 11434a(6).
- A youth may only receive one fee exempt birth record. For the issuance of any additional certificates, the statutory fee shall be paid.
- Requests for fee exempt copies are still subject to all other [requirements](#) outlined in the [application](#) for obtaining copies of birth records.
- An “[Affidavit of Homeless or Unaccompanied Youth Status for Fee Exempt Certified Copy of Birth Certificate](#)” shall accompany an application for a homeless youth fee exempt birth certificate. Additional eligibility requirements and applicable information is located on the affidavit.
- If the Bureau of Vital Records in Jefferson City has already issued one fee exempt copy of a birth certificate, a flag will be placed on the record to alert all LPHAs that one fee exempt copy has already been issued. Therefore, if additional copies are printed, applicable fees shall be collected.

**If an LPHA issues one fee exempt copy, the following steps must be completed to ensure the record is flagged appropriately at the state level:**

Step 1: Send an email to [VitalRecordsSupport@health.mo.gov](mailto:VitalRecordsSupport@health.mo.gov) with the subject line “Homeless/Unaccompanied Youth Birth Certificate”

Step 2: In the body of the email, state that one free copy was issued and include the registrant’s name, date of birth, and the names of the registrant’s parents.

The state office will then place a flag on the record so, in the future, all offices across the state are aware a fee exempt copy has already been issued.

### **Domestic Violence/Abuse Fee Exempt Birth Certificate**

Pursuant to 193.265, RSMo, a victim of domestic violence or abuse, as defined in section 455.010, RSMo, may receive one fee exempt copy of a birth record from the Department of Health & Senior Services (DHSS) - Bureau of Vital Records in Jefferson City or a local public health agency (LPHA)/local registrar.

- Applicant must be a victim of domestic violence or abuse, as defined in section 455.010, RSMo.
- Applicant must provide documentation signed ([Victim of Domestic Violence or Abuse Fee Exempt Certified Copy of Birth Certificate Form](#)), under the penalty of perjury, by a(n) employee/agent/volunteer of a victim service provider, an attorney, or a health care/mental health professional from whom the victim has sought assistance relating to the domestic violence or abuse.
- Each eligible applicant may only receive one fee exempt birth record and this is a one-time waiver. For the issuance of any additional certificates, the statutory fee shall be paid.
- Requests for fee exempt copies are still subject to all other [requirements](#) outlined in the [application](#) for obtaining copies of birth records.
- If the Bureau of Vital Records in Jefferson City has already issued one fee exempt copy of a birth certificate, a flag will be placed on the record to alert all LPHAs that one fee exempt copy has already been issued. Therefore, if additional copies are printed, applicable fees shall be collected.

**If an LPHA issues one fee exempt copy, the following steps must be completed to ensure the record is flagged appropriately at the state level:**

Step 1: Send an email to [VitalRecordsSupport@health.mo.gov](mailto:VitalRecordsSupport@health.mo.gov) with the subject line "Domestic Violence/Abuse Birth Certificate"

Step 2: In the body of the email, state that one free copy was issued and include the registrant's name, date of birth, and the names of the registrant's parents.

The state office will then place a flag on the record so, in the future, all offices across the state are aware a fee exempt copy has already been issued.

### **Acts Which Constitute Crimes**

- **Section 193.315.1** Any person who knowingly makes any false statement in a certificate, record, or report required by this chapter or in an application for an amendment thereof, or in an application for a certified copy of a vital record, or who knowingly supplies false information intending that such information be used in the preparation of any such report, record, or certificate, or amendment thereof shall be guilty of a **class E felony**.
- **Section 193.315.2** Any person who, without lawful authority and with the intent to deceive, makes, counterfeits, alters, amends, or mutilates any certificate, record, or report required by this chapter, certified copy of such certificate, record, or report shall be guilty of a **class E felony**.
- **Section 193.325.3** Any person who knowingly obtains, possesses, uses, sells, furnishes or attempts to obtain, possess, use, sell, or furnish to another, for any purpose of deception, any certificate, record, or report required by this chapter or certified copy thereof so made, counterfeited, altered, amended, or mutilated, or which is false in whole or in part or which relates to the birth of another person, whether living or deceased, shall be guilty of a **class E felony**.
- **Section 193.315.4** Any employee of the department or involved with the system of vital statistics who knowingly furnishes or processes a certificate of birth, or certified copy of a certificate of birth, with the knowledge or intention that it be used for the purposes of deception shall be guilty of a **class E felony**.
- **Section 193.515.5** Any person who without lawful authority possesses any certificate, record, or report, required by this chapter or a copy or certified copy of such certificate, record, or report knowing same to have been stolen, or otherwise unlawfully obtained, shall be guilty of a **class E felony**.
- **Section 193.315.6** Any person who knowingly refuses to provide information required by this chapter, or regulations adopted hereunder, shall be guilty of a **class A misdemeanor**.
- **Section 193.315.7** Any person who knowingly neglects or violates any of the provisions of this chapter or refuses to perform any of the duties imposed upon him by this chapter shall be guilty of a **class A misdemeanor**.

Reference: <https://revisor.mo.gov/main/OneSection.aspx?section=193.315&bid=9932&hl=>



## Bureau of Vital Records Contact List

930 WILDWOOD DRIVE, JEFFERSON CITY, MO 65109 [www.health.mo.gov/vitalrecords](http://www.health.mo.gov/vitalrecords)

TEAM MEMBER	TITLE/SERVICE AREA	PHONE	EMAIL
Dylan R. Bryant, MPA	State Registrar & Chief	573-751-6458 573-526-1511	<a href="mailto:dylan.bryant@health.mo.gov">dylan.bryant@health.mo.gov</a>
Lani De La Garza	Deputy Chief	573-526-4717	<a href="mailto:lani.delagarza@health.mo.gov">lani.delagarza@health.mo.gov</a>
Sebastian Starrett	Senior Public Health Program Specialist - North Region	573-751-6375	<a href="mailto:sebastian.starrett@health.mo.gov">sebastian.starrett@health.mo.gov</a>
Lori Keeney	Public Health Program Specialist - East Region	573-522-9118	<a href="mailto:lori.keeney@health.mo.gov">lori.keeney@health.mo.gov</a>
Cherie Snellen	Public Health Program Specialist - South Region	573-751-6376	<a href="mailto:cherie.snellen@health.mo.gov">cherie.snellen@health.mo.gov</a>
Kimberly (Kim) Cisneros	Public Health Program Specialist - West Region	573-526-2786	<a href="mailto:kimberly.cisneros@health.mo.gov">kimberly.cisneros@health.mo.gov</a>
<b>Bureau of Vital Records Main Line</b>		573-751-6387	<a href="mailto:VitalRecordsInfo@health.mo.gov">VitalRecordsInfo@health.mo.gov</a>
Certification Unit	Issues Vital Records	573-751-6387, Opt 1	<a href="mailto:VitalRecordsInfo@health.mo.gov">VitalRecordsInfo@health.mo.gov</a>
Amendment Unit	Corrects Vital Records	573-751-6387, Opt 2	<a href="mailto:VitalRecordsInfo@health.mo.gov">VitalRecordsInfo@health.mo.gov</a>
Central Processing Unit	Registers Vital Records	573-751-6387, Opt 3	<a href="mailto:VitalRecordsInfo@health.mo.gov">VitalRecordsInfo@health.mo.gov</a>
Public Health Program Specialists	MoEVR/Stakeholder Support	573-751-6387, Opt 4	<a href="mailto:MoEVRsupport@health.mo.gov">MoEVRsupport@health.mo.gov</a>
LPHA/County Dedicated Email Support (15 minute response time)			<a href="mailto:VitalRecordsSupport@health.mo.gov">VitalRecordsSupport@health.mo.gov</a>
<b>ITSD</b>	PROD/TN 3270 Help Desk	573-751-6388	
<b>To Order Supplies:</b>	Fax request on agency letterhead or email	FAX: 573-526-3846 Email: <a href="mailto:VitalRecordsSupport@health.mo.gov">VitalRecordsSupport@health.mo.gov</a>	





[www.health.mo.gov/vitalrecords](http://www.health.mo.gov/vitalrecords)

sebastian.starrett@health.mo.gov

lori.keeney@health.mo.gov

kimberly.cisneros@health.mo.gov





NORTH REGION		EAST REGION		SOUTH REGION		WEST REGION	
Sebastian Starrett		Lori Keeney		Cherie Snellen		Kimberly (Kim) Cisneros	
573-751-6375		573-522-9118		573-751-6376		573-526-2786	
ADAIR	1	BOLLINGER	17	BARRY	9	AUDRAIN	7
ANDREW	3	CAPE GIRARDEAU	31	BARTON	11	BATES	13
ATCHISON	5	CRAWFORD	55	BUTLER	23	BENTON	15
BUCHANAN	21	DENT	65	CARTER	35	BOONE	19
CALDWELL	25	FRANKLIN	71	CHRISTIAN	43	CALLAWAY	27
CLARK	45	GASCONADE	73	DADE	57	CAMDEN	29
CLINTON	49	IRON	93	DOUGLAS	67	CARROLL	33
DAVISS	61	JEFFERSON	99	DUNKLIN	69	CASS	37
DEKALB	63	LINCOLN	113	GREENE	77	CEDAR	39
GENTRY	75	MADISON	123	HOWELL	91	CHARITON	41
GRUNDY	79	MARIES	125	JASPER	97	CLAY	47
HARRISON	81	MONTGOMERY	139	JOPLIN CITY		COLE	51
HOLT	87	OSAGE	151	LAWRENCE	109	COOPER	53
KNOX	103	PERRY	157	MCDONALD	119	DALLAS	59
LEWIS	111	PHELPS	161	MISSISSIPPI	133	HENRY	83
LINN	115	PIKE	163	NEW MADRID	143	HICKORY	85
LIVINGSTON	117	PULASKI	169	NEWTON	145	HOWARD	89
MACON	121	ST CHARLES	183	OREGON	149	JACKSON	95
MARION	127	ST FRANCOIS	187	OZARK	153	JOHNSON	101
MERCER	129	ST LOUIS	189	PEMISCOT	155	KANSAS CITY	
MONROE	137	ST LOUIS CITY	510	REYNOLDS	179	LACLEDE	105
NODAWAY	147	STE GENEVIEVE	193	RIPLEY	181	LAFAYETTE	107
PUTNAM	171	WARREN	219	SCOTT	201	MILLER	131
RALLS	173	WASHINGTON	221	SHANNON	203	MONITEAU	135
RANDOLPH	175			STODDARD	207	MORGAN	141
SCHUYLER	197			STONE	209	PETTIS	159
SCOTLAND	199			TANEY	213	PLATTE	165
SHELBY	205			TEXAS	215	POLK	167
SULLIVAN	211			WAYNE	223	RAY	177
WORTH	227			WEBSTER	225	ST CLAIR	185
				WRIGHT	229	SALINE	195
						VERNON	217

# Bureau of Vital Records Training Evaluation

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1. Date of Training:    /    /            My trainer's name was:

2. Please rate the training you received today:

Excellent      Above Average      Average      Below Average      Poor

3. Do you feel the training was helpful in educating you and/or your staff in relation to what was asked of the field representative to provide? Please provide comments so we understand where we can make changes in the training.

Yes                      Somewhat                      No

Comments:

4. Were your questions answered in this training? Please provide comments so we understand where we can make changes in the training.

Yes                      Somewhat                      No

Comments:

5. How can we improve this training to better suit your needs?

6. How can the Bureau of Vital Records better serve you?

**Thank you!**