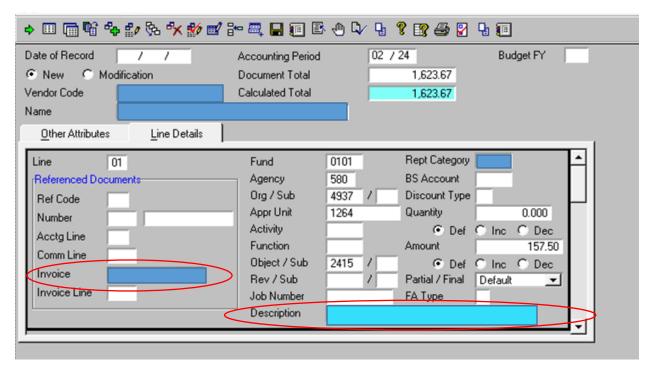
## Department Vital Record Requests

- Process payment (PVQ) in SAM II
  - In the description area (circled below), please note department and number of birth certificates (i.e. Dept. of Corrections 500 birth certificates; abbreviate as needed for space)



- Take a screen shot (similar to what is noted above) and email the payment request to <u>FundsAccounting@health.mo.gov.</u>
- The PVQ will be saved by the Department in SAM II but cannot be approved until Funds Accounting sends the IAB number back to the department (noted below).
- The Funds Accounting Team will process the IAB for the payment. The next business day, the Funds Accounting Team will respond to the department email and provide the IAB number.
- Once the IAB number is received, the department can enter the IAB number into the Invoice line (circled above) and approve the PVQ.
- Print the email sent to Funds Accounting and attach it to the vital records certificate requests
  that are sent to the Bureau of Vital Records, 930 Wildwood Dr., Jefferson City, MO (Fee
  Receipts). It is important to include this documentation so the requests get processed properly.

Questions in regards to IAB processing can be directed to FundsAccounting@health.mo.gov.

Questions in regards to Birth certificate requests can be directed to vitalrecordsinfo@health.mo.gov.