

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention
11 State House Station
220 Capitol Street
Augusta, Maine 04333-0011
Tel; (207) 287-5500; Toll Free: (888) 664-9491
TTY: Dial 711 (Maine Relay); Fax (207) 287-5470

Dear Municipal Clerks,

Data, Research, and Vital Statistics (DRVS) has been receiving a lot of voicemails from municipal clerks inquiring about a vital record or verifying the information contained in a vital record. Verification of the facts contained in a vital record may be furnished by the Department to any federal, state, or municipal government agency or to any other agency approved by the State Registrar representing the interest of the registrant. Verifications of birth records prior to September 1995, death records prior to January 2011, marriage records prior to January 2017 and all divorce records must be completed in accordance to the verification policy adopted by DRVS in September of 2016. Verification of vital records occurring after the specified times can be done by municipal clerks in the Database Application for Vital Events (DAVE) system.

Please find attached verification form for your use. The form must be faxed to (207) 287-1093 when clerks are inquiring about a vital record or questioning the data and/or information contained in a vital record. DRVS staff are assigned strictly for this purpose and faxed verifications will be completed the same day. Municipal staff may indicate on the verification form if a customer waiting, if the information is needed immediately or if an attested copy of the record is needed (in the appropriate space provided on the form). The faxed verification will become a priority and DRVS staff will get back to you as soon as possible.

Voicemails left by municipal staff inquiring about a vital record or questioning the data and/or information contained in a vital record will no longer be returned. Municipal clerks who call for verification of a record will be asked to complete and fax the verification form to DRVS. Municipal clerks will receive a more timely response by faxing the verification form rather than leaving a voicemail for one or multiple DRVS staff and will assist DRVS staff time in preventing duplicate work.

Thank you,

A handwritten signature in cursive script that reads "Theresa Roberts".

Theresa Roberts
Supervisor and Deputy State Registrar
(207) 287-3657
Theresa.Roberts@maine.gov