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TO: Municipal Clerks

FROM: Data, Research, and Vital Statistics (DRVS)

SUBJECT: Redacting Data or Information on Vital Records

DATE: April 30, 2019

Title 22 §2706 provides the statutory authority to issue certified or noncertified copies of certificates or records, or any parts thereof, when satisfied that the applicant has a direct and legitimate interest in the matter recorded, and upon the decision of the state registrar or the clerk of a municipality.

On occasion, DRVS has been asked to" leave off or mask" the cause of death section or the social security number on a death record or information on other vital records. These types of requests from entitled individuals are reviewed on a case by case basis and are done <u>only</u> by typing an abstract (VS-10, VS-20 or VS-30). Municipal clerks may provide this service to entitled individuals requesting the redaction of certain data or information provided the following regulations specified in 10-146 C.M.R. Chapter 11, Section 5 (E) are met:

- ✓ The process, paper, and approval of all forms, formats and procedures used to issue certified copies or <u>abstracts</u> must be provided and approved by the state registrar. The approved forms are located on DRVS website under the municipal clerk's restricted forms.
- ✓ The minimum content by record type must appear on all certified abstracts; if it appears on the original vital record. (Please see required content by record type below.)
- ✓ The data or information requested to be left off, masked or redacted on an *abstract* must contain chevrons <<<<<<>>>>>> to be consistent with the electronic registration systems, if or when data on a vital record is missing. The abstract must then be copied onto safety paper (VS-31).
- ✓ Each certified copy issued shall be certified as a true copy or *abstract* by the officer in whose custody or possession the record is entrusted and shall include the date the copy is issued, the name (typewritten or printed) of the issuing officer, the issuing officer's signature or an authorized facsimile thereof, and the seal of the issuing office.

When typing an abstract, please be sure to enter the data or information exactly as it appears on the original vital record. In the event an amendment or correction has been done to a vital record, please remember to include any amendments/correction notations (or deceased watermarks) that appear on the original record as well. Please feel free to contact DRVS with any questions.

All certified copies of a vital record must include at a minimum the following information, if it appears on the original record.

Birth	Death	Marriage
Certificate or SFN number (if applicable)	Certificate or SFN number (if applicable)	Certificate or SFN number (if applicable)
Given name(s)	Given name(s)	Bride's given name(s) and maiden surname
Surname	Surname	Bride's state and municipality of residence
Generational identifier	Generational identifier	Bride's date of birth or age
Date of birth	Date of death	Groom's given name(s) and surname
Place of Birth	Date of birth or age	Groom's generational identifier
Sex	Place of death	Groom's state and municipality of residence
Date of filing	Sex	Groom's date of birth or age
	Date of filing	Date and place of marriage
		Date of filing