

Local Registrars & Death Registration

2021 Virtual Regional Conference

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Vital Statistics Section, Field Services Representative

Agenda

COVID-19

New Legislation

Death Certificate Issuance

Statutes, Permits, and Authorizations

Delayed Death Certificates

Administrative Duties

CDC Cooperative Agreement



COVID-19

Business Practices



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COVID-19 Business Practices

- Communication
- Social Distancing
- PPE
- Employees work from home if feasible
- Meetings held virtually

New Legislation

From the 2021 Legislative Session



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New Legislation

House Bill 1011

Proposes to establish a process for individuals to request an expedited death certificate for religious purposes.

New Legislation

House Bill 723

Requires medical certifiers to notify the next of kin if cause-of-death information is amended on death certificates.

Issuance

Death Certificates



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Issuance

A funeral director comes in requesting copies of a death certificate on behalf of a family. He provides documentation proving he is handling their services. When asked for ID, they should provide their funeral director's license and a picture ID.

Is the funeral director providing sufficient ID?

Issuance

Texas Administrative Code 181.28 (i)(9)

All applicants must present identification consistent with the following identification requirements:

- (A) Primary identification outlined in paragraph (10) of this subsection; or
- (B) Secondary identification reflected in paragraph (11) of this subsection; and
- (C) Supporting documentation stated in paragraph (12) of this subsection.

Texas Administrative Code 181.1 (21)

Properly qualified applicant – The registrant, or immediate family member either by blood, marriage or adoption, his or her guardian, or his or her legal agent or representative...

Issuance

Are grandchildren qualified to request their grandparent's death record?

Can an ex-husband get a death certificate for his deceased ex-wife?

Issuance

Health and Safety Code 195.003

False Records

(d) A person commits an offense if the person, for purposes of deception, intentionally or knowingly obtains, possesses, uses, sells, or furnishes, or attempts or directs another person to attempt to obtain, possess, use, sell, or furnish a certificate, record, or report required under this title, if the document:

- (1) Is made, counterfeited, altered, amended, or mutilated without lawful authority and with intent to deceive;
- (2) Is false in whole or in part; or
- (3) Relates to the birth of another individual

Issuance

Can informants listed on the death certificate be issued death certificates?

YES!

The informant has already provided tangible interest by providing the information provided for the record.

Statutes, Permits, & Authorizations

Report of Death, Burial Transit Permits, Disinterment Permits



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Statutes, Permits, & Authorizations

Health and Safety Code 193.002

The person in charge of interment or in charge of removal of a body from a registration district for disposition shall:

- (1) Obtain and file the death certificate or fetal death certificate
- (2) Enter on the certificate the information relating to disposition of the body;
- (3) Sign the certificate; and
- (4) File the certificate electronically as specified by the State Registrar.

Question: What if the family opts to not contract with a funeral home?

Statutes, Permits, & Authorizations

Answer: You, the Local Registrar, plays the role of funeral director and registers the death certificate in TxEVER.

Step 1 = Contact your Field Representative

Field Rep needs to setup your office as a Local Registrar acting as a Funeral Home so you can proceed with registering the record in TxEVER.

Step 2 = Utilize the User Guide located under Death Registration (for Funeral Homes) <https://dshs.texas.gov/vs/field/TxEVER/guides.aspx>

Statutes, Permits, & Authorizations

What is a Report of Death to a Local Registrar?

- The Report of Death shall within **24** hours be mailed or otherwise transmitted to the Local Registrar of the district in which the death occurred or in which the body was found. TAC Rule 181.2 (A)
- Not later than the **10th** day after the date of a death that occurs in this state, a death certificate shall be filed with the local registrar of the registration district in which:
 - (1)The death occurs; or
 - (2)The body is found, if the place of death is not known.

HSC Sec. 193.003 (A)

Statutes, Permits, & Authorizations

[Skip to main content](#) GLOBAL BIRTH **DEATH** FETAL DEATH FEE MARRIAGE DIVORCE

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FUNCTION ▾ **TOOLS** ▾ **REPORTS**

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Statutes, Permits, & Authorizations

In-Progress Record View - TxEVER - Google Chrome
txevertest.dshs.texas.gov/TxEVERUI/Death/GUI/InProgressRecordView/InProgressRecordView.aspx

[Skip to main content](#)

TEXAS Health and Services

PLEASE SEARCH

Current Date: 02-July-2021

Death Search

Select Date Range : ☐ +/- 1 Year ☐ +/- 2 Years ☐ +/- 3 Years

DECEDENT'S ACTUAL INFORMATION

EDR Number:

Date Of Death: (ex. 00/00/2012 if month and day are not known, 02/00/2012 if day is not known.)*

Decedent's First Name:

Decedent's Middle Name:

Decedent's Last Name:

Decedent's Sex:

Decedent Maiden Last Name:

Decedent's Date Of Birth:

Decedent's SSN:

RECORD INFORMATION

State File Number:

PARENT'S INFORMATION

Father/Parent 2 First Name:

Father/Parent 2 Last Name:

PLACE OF DEATH INFORMATION

Place Of Death County:

EDR Number	Date Of Death	Decedent's First Name	Decedent's Middle	Decedent's Last Name	Decedent's Sex	Decedent Maiden Last Name	Decedent's Date Of Birth
000044444942706	01/22/2021				FEMALE		
0000444445012334	01/24/2021				FEMALE		
0000444445023872	01/25/2021				MALE		
000044444945337	01/27/2021				MALE		
000044444967800	01/30/2021				MALE		
000044444956973	02/05/2021				MALE		

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Displaying Records 1 - 100 of 169

Search Select Record(s) Clear Close

Statutes, Permits, & Authorizations



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[Reports ▸](#)

- [Birth Death Matching-Matched Records](#)
- [Death Records - Filed By Local Registrar Lo](#)
- [Facility Delinquent Report \(UnCertified\)](#)
- [Fatalities By County by Month Report](#)
- [Local Registration-Suicide Reporting](#)
- [Medical Certifiers- Jurisdictional Manner o](#)
- [Pending Cause Of Death Listing](#)
- [Permit Issuance Report](#)
- [Physician License Report](#)
- [Productivity Report - Local Registrars](#)
- [Record Status Report](#)
- [Rejected Records Report](#)

Statutes, Permits, & Authorizations

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FUNCTION ▾ TOOLS ▾ REPORTS ▾ HELP ▾



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Facility Delinquent Report (Uncertified)

Date Of Death (From): *

01/01/2021

Date Of Death (To): *

06/01/2021

Record Status

☐ Pending

☐ Dropped to paper

☒ Complete but not yet registered

☐ Pending Cause of Death

Select County:

ANDERSON ▾

Select Facility:

—Select a value—

ALAN D. SMITH, DO PA - G3793

ANDERSON COUNTY JP

ANDERSON COUNTY JP PCT 1

ANDERSON COUNTY JP PCT 2

ANDERSON COUNTY JP PCT 3

ANDERSON COUNTY JP PCT 4

APOGEE PHYSICIANS - PALESTINE

Statutes, Permits, & Authorizations

Facility Delinquent Report (Uncertified)

Report Generated At: 06/01/2021 11:10 AM Report Generated By: MIMCNUTT

Report Criteria: Date of Death Range: 01/01/2021 - 05/31/2021, County Name: ANDERSON

Facility Name: All, Record Status: COMPLETE BUT NOT REGISTERED

County Name	Facility Name	EDR Number	Decedent Name	Date of Death	Date of Record's Last Update	Record Status	Record Creator User ID
ANDERSON							
	BAILEY & FOSTER FUNERAL HOME, INC.	000044445018820		04/23/2021	05/07/2021	COMPLETE BUT NOT REGISTERED	RNOLLEY
	CARNES - TDCJ	000044445021533		04/26/2021	05/04/2021	COMPLETE BUT NOT REGISTERED	KELLYJOHNS
	HERRINGTON/LA ND OF MEMORY	000044444995928		03/21/2021	05/07/2021	COMPLETE BUT NOT REGISTERED	KHERRINGTON
	MCCOY FUNERAL HOME - PALESTINE	000044444979168		03/02/2021	03/13/2021	COMPLETE BUT NOT REGISTERED	EMCCOY

Statutes, Permits, & Authorizations

Report of Death

A copy of the Report of Death form shall serve as authority to transport or bury the body within Texas.

Burial Transit Permit

A Burial-Transit Permit is required to ship or transport a body out of the state or to transport a body by **common carrier** within the state.

- A Burial-Transit Permit is also required for cremation.
 - HSC 193.008 (a)
 - Handbook on Death Registration

Statutes, Permits, & Authorizations

Texas Administrative Code 181.2

Assuming Custody of Body

(b) If a dead body or fetus is to be removed from this state, transported by common carrier within this state, or cremated, the funeral director, or person acting as such, shall obtain a burial-transit permit from the local registrar where the death certificate is or will be filed, or from the state registrar electronically through a Vital Statistics Unit electronic death registration system. The registrar shall not issue a burial-transit permit until a certificate of death, **complete in so far as possible**, has been presented.

Statutes, Permits, & Authorizations

A Burial Transit Permit **MUST** be obtained for cremation.

TAC 181.2 (b)

The body of a deceased person **may not be cremated within 48 Hours** after the time of death as indicated on the regular death certificate.

Art. 49.25 Sec. 10a

Statutes, Permits, & Authorizations

What happens if the death is outside of business hours?

HSC Sec. 191.022 (c)

Statutes, Permits, & Authorizations

What is a disinterment?

To exhume, unbury, or take out of the grave.

TAC 181.1 Definition (6)

A disinterment permit is an amendment to the final disposition on the death certificate/authorization to move the body.

Statutes, Permits, & Authorizations

Texas Administrative Code 181.6 Disinterment

(a) remains may not be removed from a cemetery except on written order [a Disinterment Permit] of the State Registrar or the State Registrar's designee.

(d) A disinterment permit shall not be required if a body is to be disinterred and reinterred in the same cemetery.

(e) A disinterment permit shall not be required to remove cremains.

(f) Cremation is considered to be a final disposition of remains.

Statutes, Permits, & Authorizations

Health and Safety Code 711.004 (a)

- Cemetery organization operating the cemetery
- Current plot owner or owners
- One of the following persons, in the priority listed:
 - (1) the decedent's surviving spouse;
 - (2) the decedent's surviving adult children;
 - (3) the decedent's surviving parents;
 - (4) the decedent's adult siblings; or
 - (5) the adult person in the next degree of kinship in the order named by law to inherit the estate of the decedent.

Statutes, Permits, & Authorizations

The State Registrar issues the Disinterment Permit in 4 parts & copies must be retained by:

- The Funeral Director
- The Sexton of the Cemetery in which Re-interment occurs
- You, The Local Registrar's Office
- State Registrar

*The Disinterment Permit is to be kept as a part of the original record by the Local Registrar & State Registrar's Offices.

Delayed Death Certificates



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Delayed Death Certificates

What is the timeframe for a delayed death certificate?

To file a record of a death that occurred in this state but was not registered within **one year of the date of death**, a person shall submit a record of the death to the **county probate court in the county in which the death occurred.** HSC 193.007 (b)

TxEVER is not used for delayed record registration.

Delayed Death Certificates

- VSS provides the form for filing the Court-Ordered Delayed Certificate of Death (VS-128)
- The certificate must be supported by affidavit A signed by the Physician, Funeral Director or any person who was acquainted with the facts surrounding the death when the death occurred
- Affidavit B must also be signed when:
- Affidavit A is signed by someone other than last physician in attendance or the funeral director in charge of disposition. In these cases, Affidavit B is signed by a person acquainted with the death facts, but not related to the deceased by blood or marriage.

Delayed Death Certificates

- The certificate must be presented in duplicate to the county probate court of the Texas County in which the death occurred.
- Once completed & signed by the Judge, one original is forwarded to VSS & the other original is filed by the county clerk.
- The local registrar should support the probate court as much as possible when allowed.

Administrative Duties

Security Paper, Gen Print Plug-In, Printing, Criminal Background Checks



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Administrative Duties

Updates about new security paper vendor Veritrace, Inc.

Administrative Duties

What is Gen Print Plug-In?

- 2.0.9 is the latest version of Gen Print that needs to be installed
- Clear cache, history, & cookies
- Have the 32-bit version of Java installed, not 64-bit
 - Java is prone to auto update with the latest version (64 bit) & may stop Gen Print from working.

Administrative Duties

You will need to make sure you have the following printing processes assigned to your printer:

Birth Registration:

- Birth Addendum Batch Print
- Birth Certificate Batch Print
- Birth Delayed Certificate Batch Print
- Birth Replacement Certificate Batch Print
- Birth Voided/Do Not Issue Notice(s)

Administrative Duties

Death Registration:

- Death Addendum Batch Print
- Death Certificate Batch Print
- Death Disinterment Permit Batch Print
- Death Medical Amendment Batch Print
- Death Voided/Do Not Issue Notice(s)

For Fee (Remote Issuance):

- Birth Short
- Not Found Letter

Administrative Duties

State File #	Name
• 399001	Wanda Round
• 399002	Dee Head
• 399003	Rawl Coaster
• 399004	Ferris Wheel
• 399005	Mary Washington

*This is for the FEE Tab only (not the birth tab).
All year of births are 1985

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TOOLS

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Administrative Duties



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FUNCTIONS ▾

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LOCAL PRINT QUEUE

Document Filter

ALL DEATH DOCUMENTS ▾

☒ All previously not printed.

☐ All previously printed.

☒ LFN Range

☐ SFN Range

* Year

* From

* To

Submit

☐ Select All Page(s)

☐ Select All Records On Current Page

Administrative Duties



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LOCAL PRINT QUEUE

Document Filter:

ALL DEATH DOCUMENTS ▾

☒ All previously not printed.

☐ All previously printed.

☒ LFN Range

☐ SFN Range

* Year:

* From:

* To:

Submit

☐ Select All Page(s)

☐ Select All Records On Current Page

Select	View Details	Document Type	State File Number	State File Date	Local File Number	Local File Date	State Print	Local Print	Facility Name	Amendm
☐	View Details	MEDICAL AMENDM	0466612021	03/05/2021	02001161	03/08/2021	PRINTED	UNPRINTE	BECK FUNERAL HOME LTD	05/07/20
☐	View Details	MEDICAL AMENDM	0676132021	04/01/2021	02001690	04/01/2021	PRINTED	UNPRINTE	COOK-WALDEN FUNERAL H	05/07/20
☐	View Details	MEDICAL AMENDM	0866152021	04/29/2021	02002210	04/30/2021	PRINTED	UNPRINTE	AUTRY FUNERAL HOME, IN	05/07/20

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Print

Clear

Administrative Duties



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RECORD ▾

Print

Listing

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LOCAL PRINT QUEUE

Document Filter

ALL DEATH DOCUMENTS ▾

☒ All previously not printed.

Administrative Duties

The screenshot shows the Texas Department of State Health Services (TDSHS) website interface. At the top, the TDSHS logo is on the left, and navigation links for FUNCTIONS, RECORD, TOOLS, and HELP are on the right. A 'Listing Report' dialog box is open in the center, allowing users to select a report format (EXCEL or PDF) and generate the report. Below the dialog box, a 'Document Filter' dropdown menu is visible, currently set to 'ALL DEATH DOCUMENTS'.

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FUNCTIONS ▾ RECORD ▾ TOOLS HELP ▾

Listing Report [X]

Report Format

☐ EXCEL ☒ PDF

Generate Close

Document Filter ALL DEATH DOCUMENTS ▾

Administrative Duties

Listing Report

Document Type	LFN	Current Name
MEDICAL AMENDMENTS	02001690	[REDACTED]
MEDICAL AMENDMENTS	02001161	[REDACTED]
MEDICAL AMENDMENTS	02002210	[REDACTED]

Administrative Duties

Do Not Issue Codes

TER Code	TxEVER Flag	Reason
100	Deceased	Registrant Deceased
200	Suspected Fraud	INS Flag - Refusal based on supplemental evidence
300	Certificate Has Been Printed 10 times	Fraud - Abuse or Misuse Do not issue - record has been printed 10 times
400	Do Not Issue	Parental/Registrant request to not issue record
500	Do Not Issue	Law Enforcement request to not issue record
600	Do Not Issue	Bureau Chief (Administrative)
700	Do Not Issue	Administrative (Celebrity, high profile record)
800	-Contact VSS	El Paso Intelligence Center (EPIC) - Adoption records
900	-Contact VSS to correct	Name too long, removal or need to pull book

Administrative Duties

Do Not Issue Codes

- Reach out to your Field Representative or VSS Records Management for any Flagged Record.

Administrative Duties

Criminal Background Checks

CBC Policy ensures compliance with implementation of Texas Health & Safety Code 191.071 requiring background checks of all persons who have access to Vital Records and/or access to TxEVER.

Continue to go through IdentoGO for new employees you are interested in hiring who will have access to TxEVER.

CDC Cooperative Agreement



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CDC Cooperative Agreement

Learning Objectives

- Ability to state why cause of death is important for public health
- Ability to understand how to accurately complete the cause of death
- Ability to determine whether a cause of death is directly or indirectly related to a disaster

CDC Cooperative Agreement

Importance of Death Certificates

Gold standard for disaster mortality reporting

- Disaster type and name must be listed somewhere on death certificate
- Death certificate disaster COD information is directly and only from medical certifier, not anecdotal accounts from the media
- Consistent accurate reporting of disaster on death certificate help determine:
 - Most frequent causes of death in disaster
 - Disaster-related death toll

CDC Cooperative Agreement

Cause of Death: Part 1

- Part 1(a) should have **immediate cause of death**: This is the specific condition that happened right before patient's death
- In Part 1, work backwards from Part 1(a) to complete the **sequence of events** leading to death
- Record the **underlying cause of death** on the lowest line used

CDC Cooperative Agreement

- 42/46 in-person trainings completed (before COVID quarantine)
- Provide weekly webinar trainings; 77 total
- 746 Justice of the Peace and Medical Examiner offices trained
- 942 individuals trained; JP/ME/other staff and interested individuals, ex: Red Cross employees, Texas Emergency Management officials, local government employees

Thank you!

Local Registrars & Death Registration

Sarah Childress, DSHS - Vital Statistics Section, Field Services Representative

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