

**TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH**

**DATE: April 28, 2014**

**RE:** *Approval for Establishing Birth and Death Registration Fees and a Convenience Fee for Vital Records Online Transactions; Increasing Fees for After-hours Vital Statistics Services and for Establishing and Filing a Record of Paternity or Correction of a Vital Record; Deleting fees for Birth Cards, for the Birth Certificate Form for Home Births, and for List of Decedents for Financial Institutions.*

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**PETITION #09-14**

**That the Southern Nevada District Board of Health** *approve the establishment of fees for registering birth and death records and for vital records online transactions; increase fees for after-hours Vital Statistics services and for filing a record of paternity or a correction of a vital record; deletion of fees for birth cards, for the birth certificate form for home births, and for providing a list of decedents for financial institutions in the "Records" section of the Administrative Services Fee Schedule, effective July 1, 2014.*

**PETITIONERS:**

**Nancy Williams, MD, MPH, Acting Director of Community Health** *NWS*

**Patricia Rowley, Disease Surveillance and Vital Records Manager** *R*

**Susan Zannis, Senior Vital Records Assistant** *SZ*

**Andrew Glass, Director of Administration** *AG*

**Joseph P. Iser, MD, DrPH, MSc, Chief Health Officer**

**DISCUSSION:**

The Office of Vital Statistics (VS) at Southern Nevada Health District (SNHD) is the repository for all of Clark County's birth and death records, and SNHD VS employees are appointed Nevada State Deputy Registrars. They are responsible for registering births and deaths, distributing birth and death certificates, providing verifications and issuing burial permits according to the criteria set forth in the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC) 440. SNHD remits fees to the State Registrar

of Vital Statistics for all birth and death certificates sold and for all birth and death registrations. Additionally SNHD remits fees to Clark County from sales of death certificates for maintenance of the Clark County Office of the Coroner/Medical Examiner (NRS 440.715). In 2010, the fee schedule in the NAC 440.400 was changed. Among the changes was a new \$2.00 fee that health districts must remit to the State Registrar for registering each birth and death. However, SNHD has not established a means to collect registration fees and thus has been, and is continuing to pay, fees for registration to the State without the ability to recoup them. Over 14,500 deaths and 26,500 births are registered annually for Clark County residents by SNHD Vital Statistics staff, representing approximately \$82,000 payable to the State each year. Additionally, based on the average current staff salary and time required to register a birth or death, the actual cost is estimated at \$13.00 per registration. We are requesting that the Board of Health approve establishing a \$7.00 fee for registration for fiscal year 2015, with an increase of \$6.00 in fiscal year 2016.

An additional change in NAC 440.400 increased to \$40.00 the fee for filing a record of paternity or correction of a vital record. Currently the SNHD Board of Health-approved fee is \$20.00. These filings are rarely requested, but we are asking that the Board of Health approve an increase in the existing fee of \$20.00 to bring our fee schedule in line with the NAC at \$40.00.

On August 16, 2013, SNHD established online services for requesting copies of vital records. Online requests are increasing in popularity. Since inception and until the end of February, 2014, 2,867 requests for birth certificates have been completed totaling 3,534 birth certificates sold, and 571 requests for death certificates have been completed totaling 20,059 death certificates sold online. To support online services, SNHD incurs extra costs over walk-in services such as mailing and online bank transaction fees. We are requesting that the Board approve establishing a fee for online orders of \$2.00 per order to cover the extra costs. As a basis for comparison, Washoe County Health District and the State use a third party vendor for online VS services and the fee to the client is a minimum of \$10.00 over and above the cost of the certificate.

Approximately 55 times per year, SNHD VS receives requests for services on weekends. The requests are for death registration and issuance of a burial permit for persons of certain religious faiths who must bury their dead within 24 hours. The current Board of Health approved fee for these services is \$20.00. Based on the average current staff salary and time required to perform these activities, plus overtime, the cost is estimated at \$32.00. We are requesting that the Board of Health approve an increase in the fee from \$20.00 to \$32.00.

Lastly, a review of the Administrative Services fee schedule revealed that there were fees for services that are no longer performed by VS staff. These include fees for birth cards (\$25.00), the birth certificate form for home births (\$2.00), and providing a list of decedents for financial institutions (\$125.00). We are requesting that the Board of Health approve deletion of these fees from the schedule.

**Table: Summary of Requested Changes**

Description of Service	Current Fee	New Fee		Delete Fee
		FY 15	FY16	
Birth and Death Registration	None	\$7.00	+ \$6.00	
Online Convenience Fee	None	\$2.00		
Record of Paternity or Correction of a Vital Record	\$20.00	\$40.00		
After-hours Vital Statistics Services	\$20.00	\$32.00		
Birth Cards	\$25.00			\$25.00
Birth Certificate Form for Home Births	\$2.00			\$2.00
List of Decedents for Financial Institutions	\$125.00			\$125.00

**FUNDING:**

No funds are required in approving the above requested action.