

Bureau of Vital Records

Bulletin

This bulletin is issued by the Arizona Department of Health Services Bureau of Vital Records as part of a continuing effort to improve the quality, completeness, and accuracy of data submitted to the State's Vital Records Systems.

Quality Assurance

Birth

The Arizona Department of Health Services Bureau of Vital Records has included quality assurance checkpoints within the birth registration process. The Birth Data Verification Form is one of the QA checkpoints. After the birth recorder enters the birth information into Electronic Birth Registry System (EBRS), the form may be printed for the following purpose:

1. To allow the family to verify the birth information entered into EBRS is correct before a record is submitted for registration. The Birth Data Verification Form shall not be printed to give a copy to the family to take home; it is only for review at the facility. The Birth Data Verification Form is not an official birth certificate. Only a certified copy of the birth record shall be given to the family, which can be purchased from a local County or State Vital Records Office.

If a discrepancy is found, strike over the incorrect information on the Certificate of Live Birth Worksheet (not the Birth Data Verification Form), enter the correct information, and have the informant initial and date it.

For any questions regarding birth registration email: **EBRS@azdhs.gov**

Death

The Arizona Department of Health Services Bureau of Vital Records has included quality assurance checkpoints within the death registration process. The Database Application Vital Events (DAVE) working copy is one of the QA checkpoints. After the funeral home staff enters the death information into DAVE, the form may be printed for the following purpose:

1. To allow the family to verify the death information entered into DAVE is correct before a record is registered by the Funeral Home. The working copy shall not be printed to give a copy to the family to take home; it is only for review at the facility. The working copy is not an official death certificate. Only a certified copy of the death record shall be given to the family which can be purchased from a local County or State Vital Records Office.

If a discrepancy is found, strike over the incorrect information on the death worksheet (not the working copy), enter the correct information, and have the informant initial it.

For any questions regarding death registration email: **BVRsupport@azdhs.gov**