



**DEPARTMENT OF HEALTH**

**VITAL RECORDS  
GUIDANCE FOR TOWN  
CLERKS**

**BIRTH REGISTRATION**

# BIRTH REGISTRATION

Updated July 1, 2021

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**Additional Resources are available at [healthvermont.gov](http://healthvermont.gov)**

<https://www.healthvermont.gov/stats/vital-records/information-town-and-city-clerks>

**For information on printing certified and noncertified copies of birth certificates, please refer to the VRIMS User's Guide for Town Clerks:**

[https://www.healthvermont.gov/sites/default/files/documents/pdf/HS\\_VR\\_VRIMSUserGuideToWnClerks.pdf](https://www.healthvermont.gov/sites/default/files/documents/pdf/HS_VR_VRIMSUserGuideToWnClerks.pdf)

## **I. REGISTRATION OF BIRTH RECORDS**

Within five (5) business days of a birth in Vermont, the attending physician or designee or midwife, or if no attending physician or midwife is present, a parent of the child or a legal guardian of a mother under 18 years of age shall file a report of birth which shall be registered by the State Registrar in the Department of Health Electronic Birth Registration System (EBRS) for inclusion in the Statewide Registration System. (**18 V.S.A. § 5071**).

The morning after a birth certificate is registered in the EBRS, the town of birth and the town of residence receive an autogenerated email indicating the birth record has been registered.

If your town is maintaining records registered after July 1, 2019, you can print a file copy directly from the Vital Records Issuance Management System (VRIMS) which will contain the date of registration and the State Registrar's signature and the State File Number.

## **II. THE STATEWIDE REGISTRATION SYSTEM**

The Statewide Registration System is the sole official repository of data from birth certificates registered on or after January 1, 1909.

- Access to this system is through the VITAL RECORDS ISSUANCE MANAGEMENT SYSTEM (VRIMS).  
<https://www.healthvermont.gov/stats/vital-records/information-town-and-city-clerks>
- Town clerks shall aid in the efficient administration of the Statewide Registration System and shall act as agents to issue copies of birth certificates from the Statewide Registration System in accordance with **18 V.S.A. § 5016**.

## **III. CORRECTIONS AND AMENDMENTS**

Within 6 months after the date of birth, a birth certificate may be corrected or completed per guidelines in **18 V.S.A. § 5073**. After 6 months from the date of birth, a birth certificate may be amended per guidelines in **18 V.S.A. § 5075**.

- The Vermont Department of Health "Application to Correct or Amend a Birth Certificate" form is available online:  
<https://www.healthvermont.gov/stats/vital-records/vital-records-forms-information>
- Once a correction or amendment is processed by the State Registrar in EBRS, the updated record is reflected in VRIMS. Details about a correction are not displayed on the birth certificate, but an amended certificate will indicate "Amended" and contain the date of amendment. A certificate with a name change will indicate "Court Amended" and the date of amendment.

#### IV. AUTOMATIC EMAIL NOTIFICATION TO TOWN CLERKS

Pursuant to 18 V.S.A. §5000 (c)(2), related to births and deaths registered **on and after July 1, 2019**, the day after a birth certificate is registered, corrected, or amended an automated email which includes the registrant's name, date of event and state file number will be sent to the town of birth and to the town of residence.

- Email notifications to Town Clerks will be sent to the email address listed in the directory maintained by the Secretary of State. The directory, entitled “Excel Spreadsheet with Town Clerk Contact Information” is located here:  
<https://www.sec.state.vt.us/elections/town-clerks-election-workers.aspx>
  - **It is the responsibility of each Town Clerk to make sure their email address is current and up to date in this directory. To edit your email address, you will need to contact the Secretary of State's Office.**
- The email notification will be a generic message that reads:  
*“This is to inform you that the following certificates associated with your town have been Registered, Corrected, or Amended.*
- The email notification will include a **Reason for Inclusion** column with one of the following labels:
  - “**Registered**”  
A new birth was registered in the Statewide Registration System.
  - “**Corrected**”  
The birth certificate was corrected upon application to the Vital Records Office.
  - “**Amended**”  
The birth certificate was amended.
    - If the birth certificate was amended due to a court ordered Name Change, there will be an asterisk (\*) after the Last Name and the following message will appear under the list of birth certificates: *\*Contact Vital Records if you are unsure what record this replaces.*
    - **EXCEPTIONS**: When an adoption or a sex change is processed on a record, you will not receive an automated email. Instead, Vital Records will send a letter with instructions accordingly.
  - “**Administrative Correction**”  
The State Registrar corrected an administrative error made during the processing of a correction or amendment.
- When the Town Clerk receives notice of a **newly registered birth record** for their town, it is good practice to review the electronic record in VRIMS. If an obvious error is found – such as an incorrect town of residence, a misspelling of a street address, or transposition of letters - the clerk shall send an email to [vitalrecords@vermont.gov](mailto:vitalrecords@vermont.gov) per directions below in Section V. Error Notification.

## V. ERROR NOTIFICATION / MISSING RECORDS

If a Town Clerk discovers that the electronic version of a birth record in VRIMS does not match the information on the hard copy on file in their office, or that a birth record is missing from the Statewide Registration System, they shall immediately follow the error notification process outlined below. **Error notification procedures can also be found in the General Instruction Manual for Town Clerks, Section VIII.**

- Error notifications must be submitted by birth town only. If you are a residence town and you find an error on the record on file in your office, you will need to contact town of birth and request that the clerk submit the “error notification”.
- Birth town will attach a scanned copy of the certificate on file in their office and email notice to [vitalrecords@vermont.gov](mailto:vitalrecords@vermont.gov)
- The subject line of the email should be:
  - Error Notification [Name on record, Date of Birth], or
  - Missing Record [Name on record, Date of Birth],
- **Clearly list in the body of the email the errors along with the correct information.**
  - Please note older records may have blank fields in VRIMS. These are not errors, but a limitation of the registration system for older records.
- When the Vital Records Office has completed the correction, the updated information will be immediately available in VRIMS. Vital Records will notify the Town Clerk via email reply to the original Error Notification
- Missing records that must be added to the Statewide Registration System may take several days to process.

## VI. DELAYED CERTIFICATE OF BIRTH

Per **18 V.S.A. § 5075 (b)**, A person born in this State for whom no certificate of birth was filed during the first year following birth, or his or her parent or guardian, may apply to the State Registrar to determine the facts with respect to the birth and to issue a delayed certificate of birth.

- The application forms and instructions are available online:  
<https://www.healthvermont.gov/stats/vital-records/vital-records-forms-information>

## VII. PRESERVATION OF BIRTH RECORDS

A town clerk shall permanently preserve, at the office of the clerk, birth certificates registered prior to July 1, 2019. (**18 V.S.A. § 5007**).

Births registered prior to January 1, 1909:

- Shall not be incorporated into the Statewide Registration System,
- Shall be maintained at the offices of town clerks as specified in **18 V.S.A. § 5007**, and
- Shall not be eligible for amendment.

Please note that the Vital Records Office does not advise on the Town Clerk's choice to print - for public inspection - file copies of births registered on or after July 1<sup>st</sup>, 2019. However, if a Clerk does choose to file printed copies for public inspection, the Clerk must be responsible for maintaining and updating these copies.