

Frequently Asked Questions
Missouri Certificate of Death, (Rev 1-10)
Bureau of Vital Records

Why was the Missouri Certificate of Death revised?

The certificate and report forms typically change every 10 years as recommended by the National Center for Health Statistics (NCHS) to collect items according to emerging trends across the country. Additional information on the U.S. Standard Certificate of Death is available at http://www.cdc.gov/nchs/vital_certs_rev.htm.

Why is the state implementing the new format for the Missouri Certificate of Death on January 1, 2010?

It is necessary to implement the new certificate at the beginning of the calendar year so that consistent data can be collected for an entire year.

When will the electronic registration system be implemented?

Implementation of the electronic registration system has been delayed pending additional development and testing.

How do I use the electronic Missouri Certificate of Death form on the DHSS website?

The revised certificate can be located on a secure Internet address site at <http://www.dhss.mo.gov/IVrecords>. It is named "death certificate Jan-10". This site may not be shared with anyone who is not a funeral director or physician that registers death certificates. This form may be saved to your computer, completed by typing the information, and printed. The death certificate must be printed on the special laser paper provided by this office. To print from this site, the "Acrobat Reader" feature is needed. To maintain uniformity across the state, records received on any paper other than the special paper provided by this office will be rejected.

Currently, the bureau has additional ".pdf" forms at the site. The forms include applications for certified copies and the Affidavit for Correction of Birth/Death. These forms can be printed on regular white bond paper.

What if I choose to use the pre-printed forms?

Pre-printed forms are available and can be completed by typing or handwriting the information on the form. Please use black ink. Requests for bulk supplies, including the pre-printed forms, should be faxed on your letterhead to: (573) 526-3846, Attention: Marcia Davis. Please remember to specify the quantity. To maintain uniformity across the state, records received on any paper other than the special paper provided by this office will be rejected.

How do I request more forms and laser paper?

Requests for bulk supplies should be faxed on your letterhead to: (573) 526-3846, Attention: Marcia Davis. Please specify the quantity and whether you need pre-printed death certificate forms or laser paper for the .pdf form on the secured internet site. Forms are not to be used for notifications or to practice with the .pdf form on the secured internet site.

There is no space on the certificate for the Local Registrar and District Number. Where should these be applied to the certificate?

The revised certificates were designed to register at the state level, therefore, the local numbers are no longer required and have been eliminated for the 2010 revised certificates.

What is the process for certifying a certificate by the local registrar when presented for 24-hour issuance?

The process for issuing has not changed, only the size of the paper to issue. Local registrars will need to use the legal-size paper for certified copies of the death certificate. The revised certificate requires legal-size paper for issuing certified copies.

Where should the certification strip be placed when certifying a copy of a death certificate?

To issue certified copies from the paper certificate, the certification strip must be placed over the embalming statement when preparing to issue certified copies.

Will notifications of death still be required?

Yes, notification should still be made to the local registrar until further notice.

COMPLETING CERTAIN ITEMS ON THE DEATH CERTIFICATE

Item 16, Place of Death: This item references instructions. Instructions will soon be available on the secure Internet address site at <http://www.dhss.mo.gov/IVrecords>.

Box 43, Title of the Certifier: Please indicate whether the certifier is a D.O., M.D., Medical Examiner or Coroner.

Box 45, Certifier NPI Number: NPI stands for National Provider Identifier. The Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* mandated the adoption of standard unique identifiers for health care providers and health plans. Many health care providers have not yet been assigned a NPI number. If the number is unknown, certifiers may enter NA in this box.

Date of Disposition: This item has been eliminated on the new death certificate.

Is it OK to abbreviate on the death certificate?

Abbreviation is not encouraged; however, discretion should be used when using abbreviations.

STATEMENT BY LICENSED EMBALMER

EMBALMED NOT EMBALMED

I hereby certify that the deceased named above was embalmed by me Signature of John Q. Embalmer
(Name and License Number)

Or by student Signature of Jane Student, Embalmer on 1/1/2010 working under my supervision
(Name and License Number) (Date) **Embalmed**

Location of Embalmer's Worksite Where Body was Embalmed

City or Town State

Date Signed (Example 1/3/2010)

Date Certified (Month, Day, Year)

Is a signature needed for the embalmer statement?

Section 333.061.(4)RSMo states that each funeral establishment shall have available in the preparation or embalming room a register book or log which shall be available at all timesthe place, if other than at the establishment, the date and time that the embalming took place, the name and signature of the embalmer and his license number.....

A signature is required for the paper certificate in the blank that asks for the Name and License Number. When the electronic system is implemented, the name of the embalmer and/or student will be populated in those areas according to login ID.

In the embalmer's area where it indicates City or Town , State, does this mean where the embalming took place or where the embalmer lives?

Section 333.091 RSMo states that each establishment, funeral director or embalmer receiving a license under this chapter shall have the license recorded in the office of the local registrar.....in which the licensee practices. The license or duplicates shall be displayed in the office (s) or place(s) of business.

The location of where the embalming took place by the embalmer and or student should be entered.

What date is used for Date Certified?

In the paper process, this date is entered by the embalmer indicating the embalmer's statement was signed on this date. Therefore, date signed is date certified. This date may differ from the date embalmed.(i.e., a body is embalmed on a Saturday night, the certificate is not prepared until Monday when family makes arrangements and provides the personal history information.) No embalmer or student may sign a blank death certificate.

INSTALLING INTERNET EXPLORER BROWSER AND ADOBE ACROBAT READER

If you do not have an Internet browser and the Adobe Acrobat reader installed or if you do not have the correct versions installed, you can download both of these from the Internet. If you need to install Internet Explorer, please refer to “How To Install Internet Explorer Browser” below. Internet Explorer is the recommended browser. If you need to install Adobe Acrobat reader, please refer to “How To Install Adobe Acrobat” below. Adobe Acrobat is needed to print documents.

How To Install Internet Explorer Browser

If you do not have a browser installed or if you want to use Internet Explorer (IE), you may install it from the following internet address:

<http://www.microsoft.com/windows/downloads/ie/getitnow.mspx>.

How To Install Adobe Acrobat Reader

If you do not have Adobe Acrobat Reader installed on your computer, you may find and install it from the Adobe website: <http://get.adobe.com/reader/>.