

Request for exception or customization

CIRCUMSTANCES PREVENT USE OF STATE BIRTH RECORD WORKSHEET

Follow these instructions if your facility wants to customize the standard state birth record worksheet or use a worksheet that your facility has developed to collect information from parents to register their child's birth.

1. Email the Office of Vital Records at health.vitalrecords@state.mn.us. Put **“Worksheet Request for Review”** in the subject line.

Include the following information with your request:

- A short description of the circumstances that prevent your facility from using the standard OVR “Worksheet for creating your child’s birth record”.
 - A proposal for what you want to use or substitute.
 - The document if substituting the entire worksheet.
 - Include edits to the OVR Worksheet if proposing changes.
 - Information to support and justify your request.
 - Contact information for supervisor/manager of birth registration/birth certificate activities.
2. OVR will review your request and consider your circumstances and proposal.
 3. When the review is complete, OVR will reply to the supervisor/manager with:
 - Authorization to substitute or customize the standard worksheet; or
 - Approval with required changes; or
 - Denial of approval to substitute or customize the standard worksheet.
 4. Customized or substituted worksheets require annual review/confirmation by OVR for continued use. Please contact OVR each year to have the worksheet your facility uses reauthorized.
 5. OVR requires a new request for any future changes.
 6. OVR will monitor the collection of data including quality measures such as “completeness” for your facility. If measures decrease, OVR will discuss this with your facility and may require use of the standard OVR “Worksheet for creating your child’s birth record”.
 7. Contact OVR if you have questions: health.vitalrecords@state.mn.us or 651-201-5970.

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health.vitalrecords@state.mn.us
www.health.state.mn.us

10/09/2017

To obtain this information in a different format, call 651-201-5970. Printed on recycled paper.