



COMMONWEALTH of VIRGINIA

Department of Health

JANET M. RAINEY
DIRECTOR AND STATE REGISTRAR

DIVISION OF VITAL RECORDS
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Memorandum

To: Association of Independent Funeral Homes of Virginia
Virginia Morticians Association, Inc.
Virginia Funeral Directors Association

From: Janet M. Rainey *Janet M. Rainey*
Director and State Registrar

Subject: Computer Generated Death Certificates

Date: March 18, 2011

Before a funeral director or funeral service licensee can submit a computer generated death certificate for filing, prior approval must be obtained from the State Registrar.

A death certificate audit has revealed that several computer generated death certificates have been filed without the approval of the State Registrar. A review of these death certificates showed mistakes such as; omission of words, formatting errors and improper paper stock.

Please advise your members if they are generating computer death certificates without the approval of the State Registrar they are to cease immediately. Until approval has been granted, they should be using the VS2 (green border) and the VS2A (red border) death certificate forms. Effective immediately, the Deputy Registrars at the Local Health Departments will be rejecting computer generated death certificates from funeral home establishments that have not obtained approval from the State Registrar.

To obtain approval, the funeral director or funeral service licensee should contact my Executive Secretary, Linda Whitaker at (804) 662-6207. Mrs. Whitaker will provide them with the necessary specifications and documentation needed to obtain approval for filing computer generated death certificates.

Thank you in advance for your support.