

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-12-8

TO: All CFSA Staff

FROM: Michele Rosenberg
Chief of Staff

DATE: June 21, 2012

RE: **Requesting Vital Records**

The Child and Family Services Agency (CFSA) works collaboratively with many other District agencies to ensure that children and families receive the services they need in a timely and professional manner. CFSA also ensures that its procedures support and complement those of its District agency partners, including the Vital Records Division (VRD) of the District's Department of Health.

This administrative issuance outlines the process for CFSA and CFSA-contracted private agency social workers to request vital records such as birth and death certificates from VRD. *This administrative issuance supersedes the administrative issuance CFSA-11-4 Requesting Vital Records (August 23, 2011).* If you have any questions regarding this issuance, please contact CFSA's Office of the Chief of Staff (COS).

Process for Requesting Vital Records

Vital Records are requested for the purpose of a client's identification, service provision, or as ordered by the District's Family Court. No more than two records per client should be requested in a 3-year period. Vital records are kept in the client's case file (unless needed for access to services, whereby they should be returned to the file once those services have been obtained).

All requests for vital records are reviewed and approved by CFSA's COS. Prior to submitting a request to the COS or designee, social workers complete the follow tasks:

1. Verify that the birth or death occurred in DC and that a record is not already available in the case file.
2. Complete the attached Application for Certified Vital Record Form, indicating whether the request is for a birth or death certificate.
3. Obtain supervisory approval and signature.
4. Deliver the completed form to COS by 3:00 pm on Tuesday of each week by one of the following three methods:
 - a. In person: Room 5130, 400 6th Street, SW
 - b. Via fax: 202-727-6505 - Please include a cover sheet to the attention of the Chief of Staff.
 - c. Via email: Email a completed form in PDF version to CFSA.bcrequest@dc.gov.

5. The COS or designee must complete all of the following steps within 48 hours or 2 business days of receiving a request:
 - a. Time stamp the request.
 - b. Enter the request in CFSA's vital records request database.
 - c. Contact VRD to verify that no recent or multiple requests for the vital record have been made for the child or the case.
 - d. Present the request to the COS or designee for approval and signature.
 - e. Deliver the approved request to the Agency Fiscal Officer (AFO) for payment approval and signature.
6. Upon receipt of a request approved by the COS, the AFO or designee shall complete each of the following steps within 48 hours or 2 business days:
 - a. Review the request for payment and approve or deny as appropriate.
 - b. Notify the COS or designee that the approved request is ready for pickup or that the request has been denied.
7. The COS or designee shall notify the requesting social worker that the request has been approved and will be delivered via CFSA courier to VRD at the following address:

Vital Records Division File Unit Section
899 North Capitol Street, NW (1st floor)
Washington, DC 20002
Attention: Ms. Shirley Martin
8. The Agency's COS may determine on a case-by-case basis that certain requests require emergency processing (e.g., a birth certificate is needed for immediate provision of services). Emergency requests must be made in person to the COS. Under these circumstances, VRD has agreed to process emergency requests on the same day of receipt.
9. Once a social worker has obtained approval from the COS, they must take the request form to VRD at the address cited in # 7 above, no more than 1 business day from the date of the approval signatures. Social workers shall note that VRD only accepts CFSA emergency vital records requests between the hours of 8:30am-1:00pm.

Note: No more than three emergency requests per social worker are permitted.

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- APPLICATION FOR CERTIFIED COPY OF **BIRTH** CERTIFICATE (\$23 as of FY11) Emergency
 APPLICATION FOR CERTIFIED COPY OF **DEATH** CERTIFICATE (\$18 as of FY11) Emergency

Name at Birth/Death _____
(First) (Middle) (Last)

Birth/Death Date: _____ Race: _____ Sex: _____
(Month) (Day) (Year)

Place of Birth/Death: _____
(City & State)

Father's Full Name: _____

Mother's Maiden Name: _____

Purpose for which certificate is needed: _____

Requestor's Name: _____

Relationship to Child: _____ Date of Request: _____

Agency /Location/Zip Code: _____

Phone Number: _____ Email Address: _____

Supervisor's Name: _____

Supervisor's Signature: _____

Chief of Staff (please date, print and sign name for) Approval:

Chief Fiscal Officer (please date, print and sign name) for Approval:

Please submit the completed request to:
Office of the Chief of Staff
400 6th Street, SW (5th Floor)
Washington, DC 20024
Attention: Ms. Tyanna Williams