



**Department of Buildings and General Services
Purchasing & Contract Administration**

1078 US Route 2 Middlesex
Montpelier VT05633-7601

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Agency of Administration

SEALED BID

REQUEST FOR PROPOSAL

Vital Records Conversion and Indexing Project

DATE: January 22, 2008

QUESTIONS DUE BY: February 6, 2008 4:30 PM

DUE DATE and BID OPENING: February 20, 2008

TIME OF BID OPENING: 3:00 P.M.

LOCATION OF BID OPENING: 1078 US Route 2, Middlesex

PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES AND AMENDMENTS ASSOCIATED WITH THIS RFP WILL BE POSTED AT www.bgs.state.vt.us/pca/bids. THE STATE WILL MAKE NO ATTEMPT TO CONTACT VENDORS WITH UPDATED INFORMATION. IT WILL BE THE RESPONSIBILITY OF EACH VENDOR TO PERIODICALLY CHECK THIS SITE FOR THE LATEST DETAILS.

PURCHASING AGENT: John McIntyre
TELEPHONE: (802) 828-2210
E-MAIL: john.mcintyre@state.vt.us
FAX: (802) 828-2222

1. OVERVIEW

- 1.1. **SCOPE:** The State of Vermont is requesting proposals for the conversion of its vital records documents (birth and death records) from paper and microfilm to a digital format. The collection consists of an estimated 1.2 million certificates and covers the period from 1909 to the present. It is housed in 2 separate locations. The project will result in 2 products:
- A database consisting of data elements extracted from the records as outlined in the attachments to this RFP.
 - A collection of digital images of the records.
- 1.2. **BACKGROUND:** The Public Records Division of BGS is charged by statute ([18 V.S.A. § 5002](#)) with receiving vital records from the VDH and keeping them on file for use by the public. This process works in the following manner:
- o The VDH collects all vital records as required by statute.
 - o Periodically (every five years at this time), the VDH provides the vital records to the director of Public Records. BGS currently has all vital records up to and including 2002.
 - o Public Records microfilms the vital records and makes them available for use by the public. There are approximately 1,275 films containing vital records.
 - o Once the vital records are filmed, BGS retains the original paper copies permanently. There are approximately 1,640 boxes of original paper vital records.

Recently, several pieces of Federal legislation have been passed that will require electronic versions of birth and death records from 1935 forward to be available in a centralized database.

Although Federal legislation requires inclusion of only those records dating back to 1935, due to the grouping of Vermont's vital records, inclusion of records dating to 1909 may be necessary. Vermont's vital records are filed alphabetically within the following year groupings:

- o 1760 – 1870
 - o 1871 – 1908
 - o 1909 – 1941
 - o 1942 – 1954
 - o 1955 – 1979
 - o 1980 – current are kept as single years
- 1.3. **CONTRACT PERIOD:** Contracts arising from this Request for Proposal (RFP) will be for a period of 12 months with an option to renew for one additional 12 month period. Proposed start date will be March 2008.
- 1.4. **SINGLE POINT OF CONTACT:** All communications concerning this RFP are to be addressed in writing to the attention of: John McIntyre, Purchasing Agent, State of Vermont, Purchasing and Contract Administration Division, 1078 US Route 2 - Middlesex, Montpelier, VT 05633-7601. John McIntyre, Purchasing Agent is the sole contact for this proposal. Attempts by bidders to contact any other party could result in the rejection of their proposal.
- 1.5. **QUESTION AND ANSWER PERIOD:** Any vendor requiring clarification of any section of this proposal or wishing to comment or take exception to any requirements or other portion of the RFP must submit specific questions in writing no later than **4:30 PM, February 6, 2008**. Questions may

be e-mailed to john.mcintyre@state.vt.us. Any objection to the RFP or to any provision of the RFP that is not raised in writing on or before the last day of the question period is waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site www.bgs.state.vt.us/pca/bids. Every effort will be made to have these available as soon after the question period ends, contingent on the number and complexity of the questions.

1.6. **BIDDERS' CONFERENCE:** A bidders' conference is not scheduled at this time.

1.7. **METHOD OF AWARD:**

1.7.1. **CONTRACT AWARD:** Awards will be made under the provisions of 29 V.S.A. § 903. The State may award one or more contracts and reserves the right to make additional awards to other vendors who submitted proposals at any time during the first year of the contract if such award is deemed to be in the best interest of the State. All other things being equal, preference will be given to resident bidders of the State and products raised or manufactured in the State.

1.7.2. **EVALUATION CRITERIA:** As part of the evaluation of proposals, the State may, at its option, require prospective vendors to make presentations based on their solution. On-site presentations will be in Middlesex, Vermont. There will be no cost to the State for finalist presentations.

1.8. **CONTRACT TERMS:** The selected vendor(s) will sign a contract with the State to provide the items named in their responses, at the prices listed. The terms and conditions from this RFP and the vendor's response will become part of the contract. This contract will be subject to review throughout its term. The State will consider cancellation upon discovery that a vendor is in violation of any portion of the agreement, including an inability by the vendor to provide the products, support, and/or service offered in their response.

2. DETAILED REQUIREMENTS:

2.1. Document Conversion Procedures and Processes:

BGS will be responsible for providing the Contractor with access to all vital records through the year 2002. The Contractor will determine if images should be obtained from original paper documents or from existing microfilms. A member of the Public Records staff will be assigned to work directly with the Contractor to supervise their activities and ensure appropriate protection of the documents.

For the work that will take place at the BGS Records Center, the Contractor is responsible for inventorying the documents within each box or film to account for the proper number of images, preparing the documents, batching, scanning, indexing, and re-filing the documents into boxes. The Contractor is responsible for performing all activities necessary to produce scanned document images stored at 300 dpi in TIFF 6.0 (compressed using Group 4 compression) format. Images will be stored as a separate file for each year (e.g., a file of all 1955 certificates).

For the work that will take place at the BGS Records Center, the Contractor's staff is responsible for document preparation prior to scanning and indexing. Document preparation includes, at a minimum, the following tasks:

- Sorting and grouping of documents in batches by box or film, SFN, category, and/or document type, if appropriate.
- Maintain the existing time-ordered sequence for documents scanned so that during retrieval, sorting of the scanned documents on the scanned date/time index field will result in a presentation order similar to what is available today.
- Copying documents as needed prior to scanning to improve clarity of the scanned image.
- Special preparation of small attachments or documents in poor condition to ensure quality of the scanned image.

VDH will be responsible for ensuring access to the Vital Records vault for scanning of the 2003 – 2007 certificates. A member of the Vital Records staff will be assigned to work directly with the Contractor to supervise their activities and ensure appropriate protection of the documents.

For the work that will take place at Vital Records, the Contractor is responsible for taking the books from the vault, inventorying the documents within each book to account for the proper amount of pages, disassembling the book, preparing the documents, batching, scanning, indexing, and re-filing the documents onto the shelves in the vault. The Contractor is responsible for performing all activities necessary to produce scanned document images stored at 300 dpi in TIFF 6.0 (compressed using Group 4 compression) format. Images will be stored as a separate file for each year (e.g., a file of all 1955 certificates). The Contractor is responsible for inventorying and returning all documents and books to the appropriate shelving units.

For the work that will take place at Vital Records, the Contractor is responsible for document preparation prior to scanning and indexing. Document preparation includes, at a minimum, the following tasks:

- Removal of documents and certificates from bound books.
- Bursting of attached forms (affidavits, supplements, etc.) that are glued or taped onto documents into individual pages.
- Sorting and grouping of documents in batches by book, SFN, category and/or document type, if appropriate.
- Maintain the existing time-ordered sequence for documents scanned so that during retrieval, sorting of the scanned documents on the scanned date/time index field will result in a presentation order similar to what is available in the book today.
- Copying documents as needed prior to scanning to improve clarity of the scanned image.
- Special preparation of small attachments or documents in poor condition to ensure quality of the scanned image.

In the delivered digital document image, the top of the original document or page must appear at the top of the display screen. BGS and VDH require presentation of the entire original sheet or page. In no event may the actual document be cropped. In addition, images must not be skewed.

The Contractor must maintain a scanning log that includes the date and general description of the material scanned, noting exceptions, problems, irregularities, and anomalies. The log must also

include the identification of the scanning operator and the particular scanning equipment used. The scanning log may be in machine-readable (preferred) or paper form. If a machine-readable log is proposed, it must be in commonly used software (e.g., MS Word 2003, MS Excel 2003, MS Access 2003, etc.) format and delivered as a comma delimited ASCII file.

When delivered by the Contractor, the sets of images and indexes must also be coherently and logically named and/or numbered, placed in delivery directories and/or files, and accompanied by a carefully maintained scanning log, printed directory list, and proof of internal quality assurance by Contractor staff. Each shipment of digital images delivered to the State must include an itemized packing list or manifest.

The Contractor must guarantee an accuracy rate of 99.5% for all documents scanned, imaged, data entered, and indexed. The Contractor must not fail to capture images completely, or to miss images, duplicate images, have images out of order, or insert blank pages.

The Contractor may utilize any commercially-available or proprietary software for the data entry and creation of index files. The data entry process must include the following safeguards:

- Entry of each certificate by two data entry operators (double data entry);
- Automated (software) process to compare the results of the data entry from both operators and a report showing any differences;
- Resolution of any differences by an adjudicator (third party), which will include a review of the image or document used for data entry. The adjudicator will make any necessary edits after reviewing the image or document.

The Contractor will contact the assigned project manager at BGS to discuss any unexpected issues or problems. Any documents that are missing required information (e.g., Date of Birth on a birth certificate) must be referred to the BGS project manager for resolution before completing data entry of the certificate.

- 2.2. **Location of Scanning & Indexing Operations** All vital records through 2002 are stored at the BGS Records Center located in Middlesex, Vermont. Vital records covering the years 2003 – 2007 are stored at the VDH Vital Records Office located in Burlington, VT.

The Contractor will need to travel to Vermont to conduct on-site scanning of all vital records. These records cannot be released from our secure work areas. BGS will make work space available for the Contractor to scan these records at the BGS Records Center. VDH will make work space available for the Contractor to scan these certificates at the Vital Records Office.

Building security measures will be provided to the contractor upon contract award.

- 2.2.1. The Vermont Division of Public Records is located within the General Services Center at 1078 US Rt. 2 in Middlesex, Vermont. The vendor awarded the contract will conduct the described work activities (e.g., scanning of documents) at the Middlesex General Services Center (MGSC).
- 2.2.2. The Vermont Vital Records Office is located within the Vermont Center for Health Statistics at the Division of Health Surveillance -- Vermont Department of Health (VDH), located at 108 Cherry Street in Burlington, Vermont. Vital Records is responsible for the registration, processing, and analysis of all vital events (births, deaths, fetal deaths,

marriages, divorces, civil unions, dissolutions, and induced terminations of pregnancy) in Vermont. These are mandated functions under the state statutes. [18 V.S.A. Chapters 101 through 107](#). The vendor awarded the contract will conduct the described work activities (e.g., scanning of documents) at the Vital Records Office.

- 2.3. **Timetable:** The timetable for on-site scanning will be determined prior to contract award. The Contractor will provide BGS and VDH with four (4) weeks' advance notice before arrival to conduct the on-site scanning.

The following timetable is expected for the performance of the Contractor and provision of the final deliverables.

March / April	Arrangements made for on-site work to begin
April	On-site work begins at BGS and/or VDH sites*
September	On-site work completed at BGS and VDH sites
October – December	Review and remediation of data quality issues
February 2009	Delivery of final products after remediation of any identified issues

*A detailed schedule will be identified and included in the final contract that stipulates data quality checks and reports on accuracy / completion from the Contractor.

- 2.4. **Index Information:** The data elements on the birth and death certificates that are required for data entry and inclusion for the index files are located in Attachments 1 (birth records) and 2 (death records). The attachments include:

- Name of the data fields;
- Defined size of the fields;
- Format of the fields;
- Data dictionary, which includes any special business rules for specific variables, past names on older certificates for specific fields and descriptions of location on the certificate and other notes to assist the data entry operator.

For a certificate that has been amended, the index must contain the field's original information and the amended information. Both data elements must point back to the same birth or death certificate. Also, the date of the amendment must be collected.

Example:

Birth Certificate for Richard H. McCoy

Name of Child: Richard H. MCoi

Amended Name of Child: Richard H. McCoy

Date of Amendment: 1/10/1970

Certificates may have multiple amendments. A certificate may have a name or date that is amended more than once, and/or multiple fields that are amended. For every change, the date of the amendment must be included in the index and clearly linked to the new information.

The index will be delivered to VDH as a SQL-compatible XML file with clearly defined fields and a data dictionary. A separate index file will be delivered for each year of births and each year of deaths.

2.5. **Data Transfer:** The purpose of this project is to extract information contained in paper and microfilm and export it to a central VDH database.

- The VDH operates within a Microsoft (MS) SQL server environment.
- All new databases (and migrations of data from older databases) are SQL Server 2005 databases with a star schema format. A data warehouse is used for ongoing queries, analyses, etc. which protects the integrity of the database (i.e., no one can inadvertently change the information in the database). The data warehouse is refreshed on a nightly basis (automated process) from the database.
- The format and business process identified above will be applied to the birth / death certificate database by the contractor.

2.6. **Copyright/Use of Images and or Project Work Product:** The State of Vermont shall maintain the right to use and distribute all images and other work product derived from this project in accordance with its policies and laws in perpetuity.

- The contractor shall not resell the indexes, data files, the data contained therein, or any other work product of this contract to any individual or organization. The use of the indexes, data files, the data contained therein, or any other work product of this contract for any commercial purpose whatsoever is strictly prohibited.
- The contractor is required to adhere to all applicable Federal and State laws regarding access to vital records.
- If contractor goes out of business or changes its core business, which would result in resale of property, all rights pertaining to the images and other work product derived from this project shall revert solely to the State of Vermont.

3. **VENDOR RESPONSE CONTENT AND FORMAT:** The content and format requirements listed below are the minimum required for our evaluation. They are not intended to limit the content of the proposals; vendors may include additional information or offer alternative solutions which may be considered.

3.1. **IDENTITY OF PREPARER(S).** Provide a statement identifying the individuals who were involved in the preparation of the proposal and a single point of contact for clarification of information.

3.2. **BACKGROUND AND EXPERIENCE.** Provide a full description of the experience you have had in document conversion and indexing.

3.3. **REFERENCES.** Provide the names, addresses, and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names who can talk knowledgeably about performance.

- 3.4. **NARRATIVE:** Provide a narrative that states how you will meet the requirements of this Request for Proposal. Also indicate as part of the narrative response whether or not you currently accept Visa and would you accept the Visa Purchasing Card as a form of payment under the contract.
- 3.5. **PRICING:** No state funds have been allocated for the deliverables specified in this RFP. The state will consider any and all proposals including a pricing proposal that calls for the retention of the data by the contractor subject to the terms and limitations specified in Section 2.6 of this RFP.
- 3.6. **CERTIFICATE OF COMPLIANCE:** This form must be completed and submitted as part of the response for the proposal to be considered valid.
- 3.7. **OFFSHORE OUTSOURCING QUESTIONNAIRE:** This form must be completed and submitted as part of the response for the proposal to be considered valid.

4. PROPOSAL SUBMISSION:

- 4.1. **NUMBER OF COPIES:** Submit one original and four (4) copies of your bid.
- 4.2. **CLOSING DATE:** The closing date for the receipt of proposals is **3:00 PM, February 20, 2008**. Bids must be delivered to: Vermont Purchasing and Contract Administration Division, 1078 US Route 2 - Montpelier, VT 05633-7601 prior to that time. Proposals or unsolicited amendments submitted after that time will not be accepted and will be returned to the vendor.
- 4.3. The bid opening will be held at 1078 US Route 2, Middlesex, VT and is open to the public.

5. SEALED BID INSTRUCTIONS:

All bids must be sealed and must be addressed to the State of Vermont, Purchasing and Contract Administration Division, 1078 US Route 2 - Middlesex, Montpelier, VT 05633-7601. **BID ENVELOPES MUST BE CLEARLY MARKED 'SEALED BID' AND SHOW THE REQUISITION NUMBER AND/OR PROPOSAL TITLE, OPENING DATE AND NAME OF BIDDER.**

- 5.1. All bidders are hereby notified that sealed bids must be in the office of the Vermont Purchasing and Contract Administration Division by the time of the bid opening. Bids not in possession of the Purchasing and Contract Administration Division at the time of the bid opening will be returned to the vendor, and will not be considered.
- 5.2. Purchasing and Contract Administration Division may, for cause, change the date and/or time of bid openings or issue an addendum. If a change is made, the State will make a reasonable effort to inform all bidders by posting at: www.bgs.state.vt.us/pca/bids.
- 5.3. All bids will be publicly opened. At the sole discretion of Purchasing and Contract Administration the information disclosed may be limited to the names and addresses of the bidders. Any interested party may attend bid openings. Bid results may be requested in writing and are available once an award has been made.
- 5.4. **DELIVERY METHODS:**
 - 5.4.1. **U.S. MAIL:** Bidders are cautioned that it is their responsibility to originate the mailing of bids in sufficient time to ensure receipt by the Purchasing and Contract Administration Division prior to the time of the bid opening.

- 5.4.2. EXPRESS DELIVERY: If bids are being sent via an express delivery service, be certain that the RFP designation is clearly shown on the outside of the delivery envelope or box.
- 5.4.3. HAND DELIVERY: Hand carried bids shall be delivered to a representative of the Division prior to the bid opening.
- 5.4.4. ELECTRONIC: Electronic bids will not be accepted.
- 5.4.5. FAXED BIDS: FAXED responses MAY be acceptable. You must contact the purchasing agent and obtain prior approval. If approval is received, the FAX must be clearly identified as a “SEALED BID”. Bidders are cautioned that if a FAXED response is approved it is their responsibility to originate the message in sufficient time to ensure that the entire proposal is received by the Purchasing and Contract Administration Division prior to the time of the bid opening. Bidders are cautioned that bids submitted by FAX may be compromised prior to the time of the sealed bid opening. FAXED information is accessible when transmitted and confidentiality cannot be guaranteed. **A FAXED transmission must be followed by the submission of all material by mail.**

6. **ATTACHMENTS:**

- 6.1. Detailed Specifications for the Vital Records Conversion and Indexing RFP dated December 19, 2007
- 6.2. Purchasing and Contract Administration Terms and Conditions dated January 1, 2007
- 6.3. Certificate of Compliance
- 6.4. Offshore Outsourcing Questionnaire

6.4.1. Attachment 1 - Variables for Data Entry (Births) and Data Dictionary

Births: Items to data enter from birth certificate into the index file.

Field No.	Variable Name	Defined Size	Format
1	State File Number	13	Numeric; 13 digit
2	Death Certificate Number (if any)	6	Numeric; 6 digit
3	Index of Image	--	Determined by vendor
4	Date of Death – if applicable (Month)	2	Numeric; 2 digit; 1-12, 99 = Unknown
5	Date of Death – if applicable (Day)	2	Numeric; 2 digit; 1 – 31, 99 = Unknown
6	Date of Death – if applicable (Year)	4	Numeric; 4 digit; 9999 = Unknown
7	Baby's Name (First Name)	50	Text and special characters
8	Baby's Name (Middle Name)	50	Text and special characters
9	Baby's Name (Last Name)	50	Text and special characters
10	Baby's Name (Suffix)	3	Text
11	Sex	1	F Female M Male U Unknown
12	Baby's Date of Birth (Month)	9	Numeric; 2 digit; 1-12, 99 = Unknown
13	Baby's Date of Birth (Day)	2	Numeric; 2 digit; 1 – 31, 99 = Unknown
14	Baby's Date of Birth (Year)	4	Numeric; 4 digit; 9999 = Unknown
15	Baby's Time of Birth (Hour)	2	Numeric; 2 digit; 99 = Unknown
16	Baby's Time of Birth (Minute)	2	Numeric; 2 digit; 99 = Unknown
17	Baby's Time of Birth (AM / PM)	2	Text; 99 = Unknown
18	Place of Birth (City / Town)	50	Text
19	Plurality (Single; Twin; Triplet; etc.)	2	1 Single 2 Twin 3 Triplet

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			4 Quadruplet 5 Quintuplet 6 Sextuplet 7 Septuplet 8 Octuplet 9 Nonuplet 10 Decaplet 11 Undecaplet 12 Duodecaplet 99 Unknown
20	If not Single Birth, Birth Order: Born first, second, etc.?	2	01 First 02 Second 03 Third 04 Fourth 05 Fifth 06 Sixth 07 Seventh 08 Eighth 09 Ninth 10 Tenth 11 Eleventh 12 Twelfth 13 Thirteenth 14 Fourteenth 15 Fifteenth 16 Sixteenth 88 None applicable 99 Unknown
21	Place of Birth	1	1 Hospital 2 Freestanding Birthing Center 3 Planned Home Birth 4 Unplanned Home Birth 5 Home (unknown if intended) 6 Clinic/Doctor's Office 7 Other (Specify) 8 Enroute 9 Unknown
22	Facility Name	100	Text
23	Mother's Name (First Name)	50	Text and special characters

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24	Mother's Name (Middle Name)	50	Text and special characters
25	Mother's Name (Last Name)	50	Text and special characters
26	Mother's Name (Suffix)	3	Text
27	Mother's Date of Birth (Month)	2	Numeric; 2 digit; 1-12, 99 = Unknown
28	Mother's Date of Birth (Day)	2	Numeric; 2 digit; 1 – 31, 99 = Unknown
29	Mother's Date of Birth (Year)	4	Numeric; 4 digit; 9999 = Unknown
30	Mother's Maiden Name – her Last Name when she was born	50	Text and special characters
31	Mother's Birthplace (State or Province)	50	Text
32	Mother's Birthplace (Country)	50	Text
33	Mother's Residence (Street Address)	50	Text
34	Mother's Residence (Street Address 2)	50	Text
35	Mother's Residence (Town or City)	50	Text
36	Mother's Residence (State/Province)	50	Text
37	Mother's Residence (Country)	50	Text
38	Father's Name (First Name)	50	Text and special characters
39	Father's Name (Middle Name)	50	Text and special characters
40	Father's Name (Last Name)	50	Text and special characters
41	Father's Name (Suffix)	3	Text
42	Father's Date of Birth (Month)	2	Numeric; 2 digit; 1-12, 99 = Unknown
43	Father's Date of Birth (Day)	2	Numeric; 2 digit; 1 – 31, 99 = Unknown
44	Father's Date of Birth (Year)	4	Numeric; 4 digit; 9999 = Unknown
45	Father's Birthplace (State or Province)	50	Text
46	Father's Birthplace (Country)	50	Text
47	Certifier's Name(First Name)	50	Text and special characters

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48	Certifier's Name(Middle Name)	50	Text and special characters
49	Certifier's Name(Last Name)	50	Text and special characters
50	Certifier's Title	50	Text
51	Date Certified (Month)	2	Numeric; 2 digit; 1-12, 99 = Unknown
52	Date Certified (Day)	2	Numeric; 2 digit; 1 – 31, 99 = Unknown
53	Date Certified (Year)	4	Numeric; 4 digit; 9999 = Unknown
54	Attendant's Name (First Name)	50	Text and special characters
55	Attendant's Name (Middle Name)	50	Text and special characters
56	Attendant's Name (Last Name)	50	Text and special characters
57	Attendant's Title	50	Text
58	Date Received by Local Registrar (Month)	2	Numeric; 2 digit; 1-12, 99 = Unknown
59	Date Received by Local Registrar (Day)	2	Numeric; 2 digit; 1 – 31, 99 = Unknown
60	Date Received by Local Registrar (Year)	4	Numeric; 4 digit; 9999 = Unknown
61	Town where Filed	50	Text
	Note: The following fields can be entered multiple times, once for each field that has been amended. A particular field can have multiple amendments. Amendments are entered chronologically, oldest to newest.		
	Date of Amendment (Month)	2	Numeric; 2 digit; 1-12, 99 = Unknown
	Date of Amendment (Day)	2	Numeric; 2 digit; 1 – 31, 99 = Unknown
	Date of Amendment (Year)	4	Numeric; 4 digit; 9999 = Unknown
	Court that Ordered the Amendment	75	Text
	Field Number of the field that was amended	2	1 – 61
	Original value of the field		Text
	Amended value of the field		Text

Births: Data dictionary for items to be data entered for index file.

Note: If this is an amended record, the data fields that are entered in the index file represent the latest version of the Birth Certificate. The older amended fields are entered as amendments.

Items are to be entered as literal translations from the certificate into the index file. There are a couple of exceptions (e.g., “unknown” will be recoded to a numeric value for a small number of specific items) and these are noted below for the specific variables.

Also, unless there are special instructions to do otherwise, always leave a field blank if the certificate has the field blank or the field doesn’t exist on the certificate. Again, we have noted a few cases in which to type “unknown” instead of leaving the field blank.

1) State File Number

State File Number has moved around the certificate and changed names over the years. It can be up to 13 numbers in length and always numeric.

State File Number is unlikely to be on birth certificates earlier than 1953. There may be a few years in the 1940’s where some birth certificates have the number and some do not. State File Number must be recorded for any certificate that contains it. Data entry must enter the full number as it appears on the certificate. Do not enter spaces or hyphens.

From 1953 - 1967, State File Number was a 3 - 6 digit number and typically stamped or typed in the **left margin, near bottom**. There was no label for it.

From 1968 - 1983, this field was called **Birth Number** and appeared as an 11-digit number beginning with 144 in the **upper right corner** of certificate.

From 1984 onwards, this field was called **State File Number** and appears as an 11-digit number beginning with 144 in **upper right corner** of certificate.

2) Death Certificate Number (if any)

Death Certificate Number is typically found at the top of the certificate and labeled as such. It is 6 numbers in length and always numeric.

Death Certificate Number should be on birth certificates back to the early 1900’s if the person is deceased. Death Certificate Number must be recorded for any certificate that contains it. Enter numbers only and do not enter spaces or hyphens.

3) Index of Image

Index of Image is a reference to the document image from which this information was taken, allowing the records within the index file to be linked with the corresponding document image. The format and value of the index is to be determined by the vendor.

4) Date of Death – if applicable (Month)

Date of Death (Month) is typically found at the top of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., May 1, 1955).

Date of Death (Month) should be on birth certificates back to the early 1900's if the person is deceased. Date of Death (Month) must be recorded for any certificate that contains it.

The index file will provide Date of Death (Month) as a numeric field, 1 – 12 (e.g. 5 = May).

If the month is blank or unknown, data entry should be as a numeric value = 99.

5) Date of Death – if applicable (Day)

Date of Death (Day) is typically found at the top of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., First Day of May, 1955).

Date of Death (Day) should be on birth certificates back to the early 1900's if the person is deceased. Date of Death (Day) must be recorded for any certificate that contains it.

The index file will provide Date of Death (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

6) Date of Death – if applicable (Year)

Date of Death (Year) is typically found at the top of the certificate. It is typically listed as a two numeric value (e.g., 5/1/55) or as a four numeric value (e.g., 5/1/1955).

Date of Death (Year) should be on birth certificates back to the early 1900's if the person is deceased. Date of Death (Year) must be recorded for any certificate that contains it.

The index file will provide Date of Death (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

7) Baby's Name (First Name)

Baby's Name (First Name) is typically the first box or item listed on the birth certificate. The field has been called several things over the years: Baby's Name; Name of Child; etc. It is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the First Name must be capitalized (e.g., Richard).

In cases where the First Name is recognizable as abbreviations (e.g., "RJ Reynolds"), enter the First Name as R.J. (R <period> J <period>).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

In cases where there is a hyphenated First Name listed (Becky-Jo Rhonda Phillips), enter the First Name with the hyphen (Becky-Jo).

If the First Name is **blank** or says "Baby Boy / Girl" or "Infant," leave the field blank.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard
	Middle Name: Henry Joseph Conrad
	Last Name: McCoy

8) Baby's Name (Middle Name)

Baby's Name (Middle Name) is typically the first box or item listed on the birth certificate. The field has been called several things over the years: Baby's Name; Name of Child; etc. It is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Middle Name must be capitalized (e.g., Richard Henry McCoy).

In cases where there is no Middle Name listed, but there is a middle initial (e.g., “H”), enter the Middle Name as H. (H <period>).

In cases where there is a hyphenated Middle Name listed (Felix Rodriguez-Manuel Phillip), enter the Middle Name with the hyphen (Rodriquez-Manuel).

If there is no Middle Name or initial, leave the field blank in the index file.

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard Middle Name: Henry Joseph Conrad Last Name: McCoy

9) Baby’s Name (Last Name)

Baby’s Name (Last Name) is typically the first box or item listed on the birth certificate. The field has been called several things over the years: Baby’s Name; Name of Child; etc. It is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Last Name must be capitalized (e.g., McCoy).

In cases where the Last Name has a recognizable tradition of containing more than one capitalized letter (e.g., McCoy; McInerney; DeGuilo), capitalize both letters.

In cases where the Last Name has a recognizable tradition of containing a space partway into the Last Name (e.g., Le Deau), include the empty space.

In cases where there is a hyphenated Last Name listed (Felix Manuel Jose-Estes), enter the Last Name with the hyphen (Jose-Estes).

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard
	Middle Name: Henry Joseph Conrad
	Last Name: McCoy

10) Baby's Name (Suffix)

Baby's Name (Suffix) is typically the first box or item listed on the birth certificate. The field has been called several things over the years: Baby's Name; Name of Child; etc. It is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The index file will provide Baby's Name (Suffix) as a text field, as follows:

II
III
IV
V
VI
Jr
Sr

11) Sex

Baby's Sex is typically the second or third box or item listed on the birth certificate. The field name has always been "Sex."

The index file will provide Baby's Sex as a single character, text field, as follows:

Female	F
Male	M
Unknown or Undetermined	U

12) Baby's Date of Birth (Month)

Date of Birth (Month) is typically on the first or second row of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., May 1, 1955).

Date of Birth (Month) should be on all birth certificates. Date of Birth (Month) must be recorded for every certificate. If a certificate is found without a Date of Birth (Month), set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Date of Birth (Month) as a numeric field, 1 – 12 (e.g. 5 = May).

If the month is blank or unknown, data entry should be as a numeric value = 99.

13) Baby's Date of Birth (Day)

Date of Birth (Day) is typically found on the first or second row of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., First Day of May, 1955).

Date of Birth (Day) should be on all birth certificates. Date of Birth (Day) must be recorded for every certificate. If a certificate is found without a Date of Birth (Day), set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Date of Birth (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

14) Baby's Date of Birth (Year)

Date of Birth (Year) is typically found on the first or second row of the certificate. It is typically listed as a two numeric value (e.g., 5/1/55) or as a four numeric value (e.g., 5/1/1955).

Date of Birth (Year) should be on all birth certificates. Date of Birth (Year) must be recorded for every certificate. If a certificate is found without a Date of Birth (Year), set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Date of Birth (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

15) Baby's Time of Birth (Hour)

Time of Birth (Hour) is typically found on the first or second row of the certificate. It is typically listed as a two numeric value (e.g., 10 indicating 10:07 PM).

Time of Birth (Hour) is unlikely to be on birth certificates earlier than 1968. There may be a few years in the 1960's where some birth certificates have the number and some do not. Time of Birth (Hour) must be recorded for any certificate that contains it.

The index file will provide Time of Birth (Hour) as a two numeric code, as follows:

Time of Birth is 10:07 Data Entry for Hour is 10

If the hour is blank or unknown, data entry should be as a numeric value = 99.

16) Baby's Time of Birth (Minute)

Time of Birth (Minute) is typically found on the first or second row of the certificate. It is typically listed as a two numeric value (e.g., 07 indicating 10:07 PM).

Time of Birth (Minute) is unlikely to be on birth certificates earlier than 1968. There may be a few years in the 1960's where some birth certificates have the number and some do not. Time of Birth (Minute) must be recorded for any certificate that contains it.

The index file will provide Time of Birth (Minute) as a two numeric code, as follows:

Time of Birth is 10:07 Data Entry for Minute is 07

Note: Do not enter a single digit minute (e.g., 10:03) as 3. It must be entered as 03. Otherwise, it could be misinterpreted as 30.

If the minute is blank or unknown, data entry should be as a numeric value = 99.

17) Baby's Time of Birth (AM / PM)

Time of Birth (AM / PM) is typically found on the first or second row of the certificate. It is typically listed as a two numeric value (e.g., PM indicating 10:07 PM).

Time of Birth (AM / PM) is unlikely to be on birth certificates earlier than 1968. There may be a few years in the 1960's where some birth certificates have the text and some do not. Time of Birth (AM / PM) must be recorded for any certificate that contains it.

The index file will provide Time of Birth (AM / PM) as a text field (e.g., AM).

The text must be capitalized as AM or PM. (Do not use am / pm.)

If the AM / PM is blank or unknown, data entry should be as a numeric value = 99.

18) Place of Birth (City / Town)

Place of Birth (City / Town) has changed location on the certificate several times. It is always a text field.

Place of Birth (City / Town) is unlikely to be on birth certificates earlier than 1921. There may be a few years in the early 1900's where some birth certificates have the City / Town and some do not. Place of Birth (City / Town) must be recorded for any certificate that contains it.

Many towns in Vermont have changed their names since the early 1900's. Some have merged and no longer exist. Data entry must be an exact duplicate of the text from the birth certificate. We can provide a list of communities upon request if the contractor would prefer for use as a reference. However, many communities' names have changed, so our list would not be complete. Whatever is listed on the birth certificate is to be entered.

If the Place of Birth (City / Town) is blank or unknown, data entry should be as a text statement: Unknown.

19) Plurality (Single; Twin; Triplet; etc.)

Plurality (Single; Twin; Triplet; etc.) has changed location on the certificate several times. What it is called has changed numerous times over the years, as well. In some years, it is called "This birth – Single, twin, etc." and in other years it is a check-off line called "Twin / triplet." The data entry operator will need to identify the appropriate field. It is always a text field or a check-off line.

Plurality (Single; Twin; Triplet; etc.) is unlikely to be on birth certificates earlier than 1921. There may be a few years in the early 1900's where some birth certificates have the Plurality and some do not. Plurality must be recorded for any certificate that contains it.

The index file will contain Plurality (Single; Twin; Triplet; etc.) as a 2 digit, numeric field, (e.g. Single birth = 1).

If the Plurality (Single; Twin; Triplet; etc.) is blank or unknown, data entry should be 99, meaning unknown.

20) If not Single Birth, Birth Order: Born first, second, etc.?

If not Single Birth, Birth Order: (Born first, second, etc.) has changed location on the certificate several times. What it is called has changed numerous times over the years, as well. In some years, it is called "No. in order of birth" and in other years it is "If multiple birth, born 1st, 2nd, 3rd, other." The

data entry operator will need to identify the appropriate field. It is always a text field or a check-off line.

Birth Order is unlikely to be on birth certificates earlier than 1921. There may be a few years in the early 1900's where some birth certificates have the Birth Order and some do not. Birth Order must be recorded for any certificate that contains it.

The index file will contain Birth Order as a 2 digit, numeric field.

If the Birth Order is blank or unknown, data entry should be 99, meaning unknown.

21) Place of Birth

Place of Birth is different from Place of Birth (Town / City). This field refers to the physical location of the birth: hospital; home; etc. It is a recent addition and unlikely to be on birth certificates earlier than 1990. Place of Birth must be recorded for any certificate that contains it.

The index file will contain Place of Birth as a 1 digit, numeric field. (e.g., Hospital = 1)

If the Place of Birth is blank or unknown, data entry should be 9, meaning unknown.

22) Facility Name

Facility Name has changed location on the certificate several times. What it is called has changed numerous times over the years, as well. In some years, it is called "Name of hospital or institution" and in other years it is "If birth occurred in hospital, give name." The data entry operator will need to identify the appropriate field. It is always a text field.

Facility Name is unlikely to be on birth certificates earlier than 1931. There may be a few years in the early 1920's where some birth certificates have the Facility Name and some do not. Facility Name must be recorded for any certificate that contains it.

Many hospitals in Vermont have changed their names since the early 1900's. Some have merged and no longer exist. Therefore, we cannot provide a standard drop-down list of place names. Data entry must be an exact duplicate of the text from the birth certificate.

The index file will contain Facility Name as a text field (e.g., Rutland Regional Medical Center).

There may be cases that a street address is listed (for example, home births). Data entry should match what is listed on the certificate (e.g., 103 Kenny Drive, Milton, VT).

If the Facility Name is blank or unknown, data entry should be as a text statement: Unknown.

23) Mother's Name (First Name)

Mother's Name (First Name) is typically listed on the upper half of the birth certificate. It is only found on certificates from 1989 onwards and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the First Name must be capitalized (e.g., Elaine).

In cases where the First Name is recognizable as abbreviations (e.g., "AJ Reynolds"), enter the First Name as A.J. (A <period> J <period>).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

In cases where there is a hyphenated First Name listed (Becky-Jo Rhonda Phillips), enter the First Name with the hyphen (Becky-Jo).

If the First Name is **blank**, leave the field blank.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Elaine Marie Althea Hruby
Data enter as:	First Name: Elaine
	Middle Name: Marie Althea
	Last Name: Hruby

24) Mother's Name (Middle Name)

Mother's Name (Middle Name) is typically listed in the upper half of the birth certificate. It is only found on certificates from 1989 onwards and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Middle Name must be capitalized (e.g., Elaine Marie Hruby).

In cases where there is no Middle Name listed, but there is a middle initial (e.g., "M"), enter the Middle Name as M. (M <period>).

In cases where there is a hyphenated Middle Name listed (Elena Rodriguez-Manuel Phillip), enter the Middle Name with the hyphen (Rodriquez-Manuel).

If there is no Middle Name or initial, leave the field blank in the index file.

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Elaine Marie Althea Hruby
Data enter as:	First Name: Elaine Middle Name: Marie Althea Last Name: Hruby

25) Mother’s Name (Last Name)

Mother’s Name (Last Name) is typically listed in the upper half of the birth certificate. It is only found on certificates from 1989 onwards and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Last Name must be capitalized (e.g., Hruby).

In cases where the Last Name has a recognizable tradition of containing more than one capitalized letter (e.g., McCoy; McInerney; DeGuilo), capitalize both letters.

In cases where the Last Name has a recognizable tradition of containing a space partway into the Last Name (e.g., Le Deau), include the empty space.

In cases where there is a hyphenated Last Name listed (Elena Manuel Jose-Estes), enter the Last Name with the hyphen (Jose-Estes).

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Elaine Marie Althea Hruby
Data enter as:	First Name: Elaine Middle Name: Marie Althea Last Name: Hruby

26) Mother's Name (Suffix)

Mother's Name (Suffix) is typically listed in the upper half of the birth certificate. It is found on all certificates back to the early 1900's and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The index file will provide Mother's Name (Suffix) as a text field, as follows:

II
III
IV
V
VI
Jr
Sr

27) Mother's Date of Birth (Month)

Mother's Date of Birth (Month) is typically listed in the upper half of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., May 1, 1955). It is a recent addition and unlikely to be on birth certificates earlier than 1990. Mother's Date of Birth (Month) must be recorded for every certificate if it is listed.

The index file will provide Mother's Date of Birth (Month) a numeric field, 1 – 12 (e.g. 5 = May).

If the month is blank or unknown, data entry should be as a numeric value = 99.

28) Mother's Date of Birth (Day)

Mother's Date of Birth (Day) is typically found listed in the upper half of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., First Day of May, 1955). It is a recent addition and unlikely to be on birth certificates earlier than 1990. Mother's Date of Birth (Day) must be recorded for every certificate if it is listed.

The index file will provide Mother's Date of Birth (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

29) Mother's Date of Birth (Year)

Mother's Date of Birth (Year) is typically found listed in the upper half of the certificate. It is typically listed as a two numeric value (e.g., 5/1/55) or as a four numeric value (e.g., 5/1/1955). It is a recent addition and unlikely to be on birth certificates earlier than 1990. Mother's Date of Birth (Year) must be recorded for every certificate if it is listed.

The index file will provide Mother's Date of Birth (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

30) Mother's Maiden Name – her Last Name when she was born

Mother's Maiden Name is typically listed in the upper half of the birth certificate. It is found on all certificates back to the early 1900's and it is always a text field.

The field name has changed over the years, but primarily called "Maiden Name." In recent years, it changed to "Mother's Birth Name – last name only."

The first letter of the Mother's Maiden Name must be capitalized (e.g., Hruby).

In cases where the Mother's Maiden Name has a recognizable tradition of containing more than one capitalized letter (e.g., McCoy; McInerney; DeGuilo), capitalize both letters.

In cases where the Mother's Maiden Name has a recognizable tradition of containing a space partway into the Last Name (e.g., Le Deau), include the empty space.

In cases where there is a hyphenated Mother's Maiden Name listed (Elena Manuel Jose-Estes), enter the Last Name with the hyphen (Jose-Estes).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the last name for Last Name even if it is hyphenated. For example:

Birth certificate says:	Elaine Marie Althea Hruby
-------------------------	---------------------------

Data enter as:	Maiden Name:	Hruby
Birth certificate says:	Elaine Marie Althea-Hruby	
Data enter as:	Maiden name:	Althea-Hruby

31) Mother's Birthplace (State or Province)

Mother's Birthplace (State or Province) is typically listed in the upper half of the birth certificate. It is found on all certificates back to the early 1900's and it is always a text field.

Many foreign Provinces have changed their names since the early 1900's. Some have merged or no longer exist. Data entry must be an exact duplicate of the text from the birth certificate. We can provide a list of states / provinces upon request if the contractor would prefer for use as a reference. However, some names have changed, so our list would not be complete. Whatever is listed on the birth certificate is to be entered.

If the state or province is abbreviated, data entry must spell it out. For example:

Birth certificate says:	VT
Data enter as:	Vermont

If the Mother's Birthplace (State or Foreign Country) is blank or unknown, data entry should be as a text statement: Unknown.

32) Mother's Birthplace (Country)

Many foreign counties have changed their names since the early 1900's. Some have merged or no longer exist. Therefore, we cannot provide a standard drop-down list of place names. Data entry must be an exact duplicate of the text from the birth certificate.

If the country is abbreviated, data entry must spell it out. For example:

Birth certificate says:	U.S.A.
Data enter as:	United States of America

This field can be left blank unless a foreign country is listed on the birth certificate. In those cases enter the name of the foreign country as it appears on the birth certificate.

33) Mother's Residence (Street Address)

Mother's Residence (Street Address) is typically listed in the upper half of the birth certificate. It is found on all certificates back to the early 1900's and it is always a text field. Mother's Residence (Street Address) must be recorded for any certificate that contains it.

Data entry must be an exact duplicate of the text from the birth certificate.

If the Mother's Residence (Street Address) is blank or unknown, the field should be left blank.

34) Mother's Residence (Address 2)

Mother's Residence (Street Address) is typically listed in the upper half of the birth certificate. It is found on all certificates back to the early 1900's and it is always a text field. Mother's Residence (Street Address) must be recorded for any certificate that contains it.

Data entry must be an exact duplicate of the text from the death certificate.

If the Mother's Residence (Street Address 2) is blank or unknown, data entry should leave the field blank.

35) Mother's Residence (Town or City)

Mother's Residence (Town or City) is typically listed in the upper half of the birth certificate. It is found on all certificates back to the early 1900's and it is always a text field. Mother's Residence (Town or City) must be recorded for any certificate that contains it.

Many towns in Vermont have changed their names since the early 1900's. Some have merged and no longer exist. Data entry must be an exact duplicate of the text from the birth certificate. We can provide a list of communities upon request if the contractor would prefer for use as a reference. However, many communities' names have changed, so our list would not be complete. Whatever is listed on the birth certificate is to be entered.

If the Mother's Residence (City / Town) is blank or unknown, data entry should be as a text statement: Unknown.

36) Mother's Residence (State)

Mother's Residence (State) is typically listed in the upper half of the birth certificate. It is found on all certificates back to the early 1900's and it is always a text field. Mother's Residence (State) must be recorded for any certificate that contains it.

Data entry must be an exact duplicate of the text from the birth certificate.

If the Mother's Residence (State) is blank or unknown, but the town is a Vermont community, then enter Vermont. Otherwise, data entry should be as a text statement: Unknown.

37) Mother's Residence (Country)

This field can be left blank unless a foreign country is listed on the birth certificate. In those cases enter the name of the foreign country as it appears on the birth certificate.

38) Father's Name (First Name)

Father's Name (First Name) is typically listed on the lower half of the birth certificate. It is found on all certificates back to the early 1900's and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the First Name must be capitalized (e.g., Richard).

In cases where the First Name is recognizable as abbreviations (e.g., "RJ Reynolds"), enter the First Name as R.J. (R <period> J <period>).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

In cases where there is a hyphenated First Name listed (Richard-Joseph Henry McCoy), enter the First Name with the hyphen (Richard-Joseph).

If the First Name is **blank**, leave the field blank.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:

Richard Henry Joseph Conrad McCoy

Data enter as:

First Name: Richard

Middle Name: Henry Joseph Conrad

Last Name: McCoy

39) Father's Name (Middle Name)

Father's Name (Middle Name) is typically listed in the lower half of the birth certificate. It is found on all certificates back to the early 1900's and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Middle Name must be capitalized (e.g., Richard Henry McCoy).

In cases where there is no Middle Name listed, but there is a middle initial (e.g., "H"), enter the Middle Name as H. (H <period>).

In cases where there is a hyphenated Middle Name listed (Richard Rodriguez-Manuel Phillip), enter the Middle Name with the hyphen (Rodriquez-Manuel).

If there is no Middle Name or initial, leave the field blank in the index file.

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard Middle Name: Henry Joseph Conrad Last Name: McCoy

40) Father's Name (Last Name)

Father's Name (Last Name) is typically listed in the lower half of the birth certificate. It is found on all certificates back to the early 1900's and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Last Name must be capitalized (e.g., McCoy).

In cases where the Last Name has a recognizable tradition of containing more than one capitalized letter (e.g., McCoy; McInerney; DeGuilo), capitalize both letters.

In cases where the Last Name has a recognizable tradition of containing a space partway into the Last Name (e.g., Le Deau), include the empty space.

In cases where there is a hyphenated Last Name listed (Richard Manuel Jose-Estes), enter the Last Name with the hyphen (Jose-Estes).

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard
	Middle Name: Henry Joseph Conrad
	Last Name: McCoy

41) Father’s Name (Suffix)

Father’s Name (Suffix) is typically listed in the lower half of the birth certificate. It is found on all certificates back to the early 1900’s and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The index file will provide Father’s Name (Suffix) as a text field, as follows:

II
III
IV
V
VI
Jr
Sr

42) Father’s Date of Birth (Month)

Father’s Date of Birth (Month) is typically listed in the lower half of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., May 1, 1955). It is a recent addition and unlikely to be on birth certificates earlier than 1990. Father’s Date of Birth (Month) must be recorded for every certificate if it is listed.

The index file will provide Father's Date of Birth (Month) a numeric field, 1 – 12 (e.g. 5 = May).

If the month is blank or unknown, data entry should be as a numeric value = 99.

43) Father's Date of Birth (Day)

Father's Date of Birth (Day) is typically found listed in the lower half of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., First Day of May, 1955). It is a recent addition and unlikely to be on birth certificates earlier than 1990. Father's Date of Birth (Day) must be recorded for every certificate if it is listed.

The index file will provide Father's Date of Birth (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

44) Father's Date of Birth (Year)

Father's Date of Birth (Year) is typically found listed in the lower half of the certificate. It is typically listed as a two numeric value (e.g., 5/1/55) or as a four numeric value (e.g., 5/1/1955). It is a recent addition and unlikely to be on birth certificates earlier than 1990. Father's Date of Birth (Year) must be recorded for every certificate if it is listed.

The index file will provide Father's Date of Birth (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

45) Father's Birthplace (State or Province)

Father's Birthplace (State or Province) is typically listed in the lower half of the birth certificate. It is found on all certificates back to the early 1900's and it is always a text field.

Many provinces have changed their names since the early 1900's. Some have merged or no longer exist. Data entry must be an exact duplicate of the text from the birth certificate. We can provide a list of states / provinces upon request if the contractor would prefer for use as a reference. However, some names have changed, so our list would not be complete. Whatever is listed on the birth certificate is to be entered.

If the state or province is abbreviated, data entry must spell it out. For example:

Birth certificate says:	VT
-------------------------	----

Data enter as: Vermont

If the Father's Birthplace (State or Province) is blank or unknown, data entry should be as a text statement: Unknown.

46) Father's Birthplace (Country)

Many foreign counties have changed their names since the early 1900's. Some have merged or no longer exist. Therefore, we cannot provide a standard drop-down list of place names. Data entry must be an exact duplicate of the text from the birth certificate.

If the country is abbreviated, data entry must spell it out. For example:

Birth certificate says: U.S.A.

Data enter as: United States of America

This field can be left blank unless a foreign country is listed on the birth certificate. In those cases enter the name of the foreign country as it appears on the certificate.

47) Certifier's Name (First Name)

Certifier's Name is typically listed in the lower half of the birth certificate. It is unlikely to be found on certificates earlier than 1964. There may be a few years in the 1960's where some birth certificates have Certifier's Name and some do not. Certifier's Name must be recorded for any certificate that contains it.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix is not required.

The first letter of the First Name must be capitalized (e.g., Richard).

In cases where the First Name is recognizable as abbreviations (e.g., "RJ Reynolds"), enter the First Name as R.J. (R <period> J <period>).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

If the Certifier's Name is blank or unknown, data entry should be as a text statement: Unknown.

In cases where there is a hyphenated First Name listed (Richard-Joseph Henry McCoy), enter the First Name with the hyphen (Richard-Joseph).

If the First Name is **blank**, leave the field blank.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard Middle Name: Henry Joseph Conrad Last Name: McCoy

48) Certifier's Name (Middle Name)

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix is not required.

The first letter of the Middle Name must be capitalized (e.g., Richard Henry McCoy).

In cases where there is no Middle Name listed, but there is a middle initial (e.g., "H"), enter the Middle Name as H. (H <period>).

In cases where there is a hyphenated Middle Name listed (Richard Rodriguez-Manuel Phillip), enter the Middle Name with the hyphen (Rodriquez-Manuel).

If there is no Middle Name or initial, leave the field blank in the index file.

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard Middle Name: Henry Joseph Conrad Last Name: McCoy

49) Certifier's Name (Last Name)

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix is not required.

The first letter of the Last Name must be capitalized (e.g., McCoy).

In cases where the Last Name has a recognizable tradition of containing more than one capitalized letter (e.g., McCoy; McInerney; DeGuilo), capitalize both letters.

In cases where the Last Name has a recognizable tradition of containing a space partway into the Last Name (e.g., Le Deau), include the empty space.

In cases where there is a hyphenated Last Name listed (Richard Manuel Jose-Estes), enter the Last Name with the hyphen (Jose-Estes).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard
	Middle Name: Henry Joseph Conrad
	Last Name: McCoy

50) Certifier's Title

Certifier's Title is typically listed in the lower half of the birth certificate. It is unlikely to be found on certificates earlier than 1964. There may be a few years in the 1960's where some birth certificates have Certifier's Title and some do not. Certifier's Title must be recorded for any certificate that contains it.

The index file will contain Certifier's Title as a text field (e.g., Licensed Midwife).

If the Certifier's Title is blank or unknown, data entry should be as a text statement: Unknown.

51) Date Certified (Month)

Date Certified (Month) is typically listed in the lower half of the certificate. It is unlikely to be found on certificates earlier than 1964. There may be a few years in the 1960's where some birth certificates have Date Certified (Month) and some do not. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., May 1, 1955). Date Certified (Month) must be recorded for every certificate if it is listed.

The index file will provide Date Certified (Month) a numeric field, 1 – 12 (e.g. 5 = May).

If the month is blank or unknown, data entry should be as a numeric value = 99.

52) Date Certified (Day)

Date Certified (Day) is typically listed in the lower half of the certificate. It is unlikely to be found on certificates earlier than 1964. There may be a few years in the 1960's where some birth certificates have Date Certified (Day) and some do not. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., First Day of May, 1955). Date Certified (Day) must be recorded for every certificate if it is listed.

The index file will provide Date Certified (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

53) Date Certified (Year)

Date Certified (Year) is typically found listed in the lower half of the certificate. It is unlikely to be found on certificates earlier than 1964. There may be a few years in the 1960's where some birth certificates have Date Certified (Year) and some do not. It is typically listed as a two numeric value (e.g., 5/1/55) or as a four numeric value (e.g., 5/1/1955). Date Certified (Year) must be recorded for every certificate if it is listed.

The index file will provide Date Certified (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

54) Attendant's Name (First Name)

Attendant's Name is typically listed in the lower half of the birth certificate. It is unlikely to be found on certificates earlier than 1931. There may be a few years in the 1920's where some birth certificates have Attendant's Name and some do not. Attendant's Name must be recorded for any certificate that contains it.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix is not required.

The first letter of the First Name must be capitalized (e.g., Richard).

In cases where the First Name is recognizable as abbreviations (e.g., “RJ Reynolds”), enter the First Name as R.J. (R <period> J <period>).

In cases where there is a hyphenated First Name listed (Richard-Joseph Henry McCoy), enter the First Name with the hyphen (Richard-Joseph).

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

If the Certifier’s Name is blank or unknown, data entry should be as a text statement: Unknown.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard
	Middle Name: Henry Joseph Conrad
	Last Name: McCoy

55) Attendant’s Name (Middle Name)

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix is not required.

The first letter of the Middle Name must be capitalized (e.g., Richard Henry McCoy).

In cases where there is no Middle Name listed, but there is a middle initial (e.g., “H”), enter the Middle Name as H. (H <period>).

In cases where there is a hyphenated Middle Name listed (Richard Rodriguez-Manuel Phillip), enter the Middle Name with the hyphen (Rodriquez-Manuel).

If there is no Middle Name or initial, leave the field blank in the index file.

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard Middle Name: Henry Joseph Conrad Last Name: McCoy

56) Attendant's Name (Last Name)

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix is not required.

The first letter of the Last Name must be capitalized (e.g., McCoy).

In cases where the Last Name has a recognizable tradition of containing more than one capitalized letter (e.g., McCoy; McInerney; DeGuilo), capitalize both letters.

In cases where the Last Name has a recognizable tradition of containing a space partway into the Last Name (e.g., Le Deau), include the empty space.

In cases where there is a hyphenated Last Name listed (Richard Manuel Jose-Estes), enter the Last Name with the hyphen (Jose-Estes).

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter

If the Attendant's Name is blank or unknown, data entry should be as a text statement: Unknown.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Birth certificates says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard Middle Name: Henry Joseph Conrad

Last Name: McCoy

57) Attendant's Title

Attendant's Title is typically listed in the lower half of the birth certificate. It is unlikely to be found on certificates earlier than 1931. There may be a few years in the 1920's where some birth certificates have Attendant's Title and some do not. Attendant's Title must be recorded for any certificate that contains it.

The index file will contain Attendant's Title as a text field (e.g., Licensed Midwife).

If the Attendant's Title is blank or unknown, data entry should be as a text statement: Unknown.

58) Date Received by Local Registrar (Month)

Date Received by Local Registrar (Month) is typically listed in the lower half of the certificate. It is unlikely to be found on certificates earlier than 1931. There may be a few years in the 1920's where some birth certificates have Date Received by Local Registrar (Month) and some do not. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., May 1, 1955). Date Received by Local Registrar (Month) must be recorded for every certificate if it is listed.

The index file will provide Date Received by Local Registrar (Month) a numeric field, 1 – 12 (e.g. 5 = May).

If the month is blank or unknown, data entry should be as a numeric value = 99.

Note: Do not use "true copy" date. Only use the date that clearly is defined as received by local registrar.

59) Date Received by Local Registrar (Day)

Date Received by Local Registrar (Day) is typically listed in the lower half of the certificate. It is unlikely to be found on certificates earlier than 1931. There may be a few years in the 1920's where some birth certificates have Date Received by Local Registrar (Day) and some do not. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., First Day of May, 1955). Date Received by Local Registrar (Day) must be recorded for every certificate if it is listed.

The index file will provide Date Received by Local Registrar (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

Note: Do not use “true copy” date. Only use the date that clearly is defined as received by local registrar.

60) Date Received by Local Registrar (Year)

Date Received by Local Registrar (Year) is typically found listed in the lower half of the certificate. It is unlikely to be found on certificates earlier than 1931. There may be a few years in the 1920’s where some birth certificates have Date Received by Local Registrar (Year) and some do not. It is typically listed as a two numeric value (e.g., 5/1/55) or as a four numeric value (e.g., 5/1/1955). Date Received by Local Registrar (Year) must be recorded for every certificate if it is listed.

The index file will provide Date Received by Local Registrar (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

Note: Do not use “true copy” date. Only use the date that clearly is defined as received by local registrar.

61) Town where Filed

Town where Filed is typically found listed in the lower half of the birth certificate. It is unlikely to be found on certificates earlier than 1931 and it is always a text field. There may be a few in the 1920’s where some birth certificates have Town where Filed and some do not. Town where Filed must be recorded for any certificate that contains it.

Many towns in Vermont have changed their names since the early 1900’s. Some have merged and no longer exist. Data entry must be an exact duplicate of the text from the birth certificate. We can provide a list of communities upon request if the contractor would prefer for use as a reference. However, many communities’ names have changed, so our list would not be complete. Whatever is listed on the birth certificate is to be entered.

If the Town where Filed is blank or unknown, data entry should be as a text statement: Unknown.

XXX Date of Amendment (Month)

Date of Amendment (Month) is typically listed at the bottom of the certificate. It is found on any certificate that has a field that experienced a court-ordered amendment. It must be recorded for every certificate if it is listed.

The index file will provide Date of Amendment (Month) as a numeric field, 1 – 12 (e.g. 5 = May).

If the month is blank or unknown, data entry should be as a numeric value = 99.

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Date of Amendment (Day)

Date of Amendment (Day) is typically listed at the bottom of the certificate. It is found on any certificate that has a field that experienced a court-ordered amendment. It must be recorded for every certificate if it is listed.

The index file will provide Date of Amendment (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Date of Amendment (Year)

Date of Amendment (Year) is typically listed at the bottom of the certificate. It is found on any certificate that has a field that experienced a court-ordered amendment. It must be recorded for every certificate if it is listed.

The index file will provide Date of Amendment (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Court that Ordered the Amendment

Court that Ordered the Amendment is typically listed at the bottom of the certificate. It is found on any certificate that has a field that experienced a court-ordered amendment. It must be recorded for every certificate if it is listed.

The index file must match the court that ordered the amendment to the Date of the Amendment (and to the certificate) since some certificates may have multiple fields that were amended on multiple occasions.

The index file will contain Court that Ordered the Amendment as a text field (e.g., Chittenden County Probate Court).

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Field Number of the field that was amended

This is the field number, as referenced within this document of the field that was amended.

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Original Value of the Field

Enter the original value of the field that was amended. Any field that has been amended must be recorded, following the same rules and format as listed for the field.

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Amended Value of the Field

Enter the amended value of the field that was amended. Any field that has been amended must be recorded, following the same rules and format as listed for the field.

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

Attachment 2 –Variables for Data Entry (Deaths) and Data Dictionary

Deaths: Items to data enter from death certificate into the index file.

Field No.	Variable Name	Defined Size	Format
1	State File Number	13	Numeric; 13 digit
2	Index of Image	--	Determined by vendor
3	Date of Death (Month)	2	1 -12, 99 = unknown
4	Date of Death (Day)	2	1 – 31, 99 = unknown
5	Date of Death (Year)	4	Numeric, 9999 = unknown
6	Deceased's Name (First Name)	50	Text and special characters
7	Deceased's Name (Middle Name)	50	Text and special characters
8	Deceased's Name (Last Name)	50	Text and special characters
9	Deceased's Name (Suffix)	3	Text
10	Sex	1	F Female M Male U Unknown
11	Deceased's Date of Birth (Month)	2	1 -12, 99 = unknown
12	Deceased's Date of Birth (Day)	2	1 – 31, 99 = unknown
13	Deceased Date of Birth (Year)	4	Numeric, 9999 = unknown
14	Deceased's Social Security Number	9	Numeric
15	Place of Birth (City / Town)	50	Text
16	Place of Birth (State/Province)	50	Text
17	Place of Birth (Country)	50	Text
18	Place of Death	1	1 Inpatient 2 Emergency room/Outpatient 3 Dead on arrival 4 Decedent's home 5 Hospice Facility

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Field No.	Variable Name	Defined Size	Format
			6 Nursing home/Long term care facility 7 Other 8 Unknown 9 Out of state facility
19	Place of Death (City or Town)	50	Text
20	Marital Status	1	Text D Divorced L Legally separated M Married S Single, never married or in Civil Union V Civil Union W Widowed U Unknown B Civil Union dissolution X Not Obtainable
21	Occupation	50	Text
22	Deceased's Residence (Address Line 1)	50	Text
23	Deceased's Residence (Address Line 2)	50	Text
24	Deceased's Residence (Town or City)	50	Text
25	Deceased's Residence (State/Province)	50	Text
26	Deceased's Residence (Country)	50	Text
27	Education	1	1 8th grade or less 2 9th-12th grade, no diploma 3 High school graduate or GED completed 4 Some college credit but no degree 5 Associate degree 6 Bachelor's degree 7 Master's degree 8 Doctorate or Professional degree 9 Unknown
28	Race	2	1 White 2 Black or African American 3 American Indian or Alaska Native

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Field No.	Variable Name	Defined Size	Format
			4 Asian Indian 5 Chinese 6 Filipino 7 Japanese 8 Korean 9 Vietnamese 10 Other Asian 11 Native Hawaiian 12 Guamanian or Chamorro 13 Samoan 14 Other Pacific Islander 15 Other 16 Unknown
29	Hispanic Origin	1	1 No, not Spanish/Hispanic/Latina/Latino 2 Yes, Mexican, Mexican American, Chicana/Chicano 3 Yes, Puerto Rican 4 Yes, Cuban 5 Yes, other Spanish/Hispanic/Latina/Latino 6 Unknown
30	Veteran of War (name)	75	1 Persian Gulf Era 2 World War I Era 3 World War II Era 4 Korean Era 5 Vietnam Era 6 Unknown 7 Other 8 Not applicable
31	Mother's Maiden Name (First Name)	50	Text and special characters
32	Mother's Maiden Name (Middle Name)	50	Text and special characters
33	Mother's Maiden Name (Last Name)	50	Text and special characters
34	Mother's Maiden Name (Suffix)	3	Text

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Field No.	Variable Name	Defined Size	Format
35	Father's Name (First Name)	50	Text and special characters
36	Father's Name (Middle Name)	50	Text and special characters
37	Father's Name (Last Name)	50	Text and special characters
38	Father's Name (Suffix)	3	Text
39	Cause of Death (cause #1)	120	Text
40	Cause of Death (cause #2)	120	Text
41	Cause of Death (cause #3)	120	Text
42	Cause of Death (cause #4)	120	Text
43	Cause of Death (cause #5)	120	Text
44	Cause of Death (cause #6)	120	Text
45	Contributing Conditions / Causes	250	Text
46	Other Conditions	250	Text
47	Manner of Death	1	A Accident C Could not be determined H Homicide N Natural P Pending Investigation S Suicide
48	Was there an autopsy?	9	N No U Unknown Y Yes
49	Date of Injury (Month)	2	1 -12, 99 = unknown
50	Date of Injury (Day)	2	1 – 31, 99 = unknown
51	Date of Injury (Year)	4	Numeric, 9999 = unknown
52	Time of Injury (Hour)	2	Numeric; 2 digit, 99 = unknown
53	Time of Injury (Minute)	2	Numeric; 2 digit, 99 = unknown
54	Time of Injury (AM / PM)	2	Text, 99 = unknown
55	Place of Injury	75	Text

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Field No.	Variable Name	Defined Size	Format
56	How Injury Occurred	250	Text
57	Disposition of Body – Date (Month)	2	1 -12, 99 = unknown
58	Disposition of Body – Date (Day)	2	1 – 31, 99 = unknown
59	Disposition of Body – Date (Year)	4	Numeric, 9999 = unknown
60	Place of Final Disposition – Facility Name	50	Text
61	Place of Final Disposition – City or Town	50	Text
62	Place of Final Disposition – State or Province	50	Text
63	Place of Final Disposition – Country	50	Text
64	Funeral Director or Authorized Person (First Name)	50	Text
65	Funeral Director or Authorized Person (Middle Name)	50	Text
66	Funeral Director or Authorized Person (Last Name)	50	Text
67	Facility	150	Text
68	Medical Certifier (First Name)	50	Text and special characters
69	Medical Certifier (Middle Name)	50	Text and special characters
70	Medical Certifier (Last Name)	50	Text and special characters
71	Medical Certifier's Title	100	Text
72	Date Received by Local Registrar (Month)	2	1 -12, 99 = unknown
73	Date Received by Local Registrar (Day)	2	1 – 31, 99 = unknown

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Field No.	Variable Name	Defined Size	Format
74	Date Received by Local Registrar (Year)	4	Numeric, 9999 = unknown
75	Town where Filed	50	Text
	Note: The following fields can be entered multiple times, once for each field that has been amended. A particular field can have multiple amendments. Amendments are entered chronologically, oldest to newest.		
	Date of Amendment (Month)	2	Numeric; 2 digit; 1-12, 99 = Unknown
	Date of Amendment (Day)	2	Numeric; 2 digit; 1 – 31, 99 = Unknown
	Date of Amendment (Year)	4	Numeric; 4 digit; 9999 = Unknown
	Court that Ordered the Amendment	75	Text
	Field Number of the field that was amended	2	1 – 61
	Original value of the field		Text
	Amended value of the field		Text

Deaths: Data dictionary for items to be data entered for index file.

Note: If this is an amended record, the data fields that are entered in the index file represent the latest version of the Death Certificate. The older, amended fields are entered as amendments.

Items are to be entered as literal translations from the certificate into the index file. There are a couple of exceptions (e.g., “unknown” will be recoded to a numeric value for a small number of specific items) and these are noted below for the specific variables.

Also, unless there are special instructions to do otherwise, always leave a field blank if the certificate has the field blank or the field doesn’t exist on the certificate. Again, we have noted a few cases in which to type “unknown” instead of leaving the field blank.

1) State File Number

State File Number has moved around the certificate and changed names over the years. It can be up to 13 numbers in length and always numeric.

State File Number is unlikely to be on death certificates earlier than 1953. There may be a few years in the 1940's where some death certificates have the number and some do not. State File Number must be recorded for any certificate that contains it. Data entry must enter the full number as it appears on the certificate. Do not enter spaces or hyphens.

From 1953 - 1967, State File Number was a 3 - 6 digit number and typically stamped or typed in the **left margin, near bottom**. There was no label for it.

From 1968 - 1983, this field was called **State File Number** and appeared as a 5-digit number in the **upper right corner** of certificate.

From 1984 onwards, this field was called **State File Number** and appears as an 8-digit number beginning with a 2-digit year of death in **upper right corner** of certificate.

2) Index of Image

Index of Image is a reference to the document image from which this information was taken, allowing the records within the index file to be linked with the corresponding document image. The format and value of the index is to be determined by the vendor.

3) Date of Death (Month)

Date of Death (Month) is typically found in the upper right corner of the certificate. However, it was located near the bottom of the certificate up through 1948. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., May 1, 1955).

Date of Death (Month) should be on all death certificates. Date of Death (Month) must be recorded for all certificates. If a certificate is found without a Date of Death (Month), set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Date of Death (Month) as a numeric field (e.g., 1 for January).

If the month is blank or unknown, data entry should be as a numeric value = 99.

4) Date of Death (Day)

Date of Death (Day) is typically found in the upper right corner of the certificate. However, it was located near the bottom of the certificate up through 1948. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., First Day of May, 1955).

Date of Death (Day) should be on all death certificates. Date of Death (Day) must be recorded for all certificates. If a certificate is found without a Date of Death (Day), set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Date of Death (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

5) Date of Death (Year)

Date of Death (Year) is typically found in the upper right corner of the certificate. However, it was located near the bottom of the certificate up through 1948. It is typically listed as a two numeric value (e.g., 5/1/55) or as a four numeric value (e.g., 5/1/1955).

Date of Death (Year) should be on all death certificates. Date of Death (Year) must be recorded for all certificates. If a certificate is found without a Date of Death (Year), set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Date of Death (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

6) Deceased's Name (First Name)

Deceased's Name (First Name) is typically the first box or item listed on the death certificate. The field has been called several things over the years: Full Name of Deceased; Decedent's Legal Name; Decedent's Name; etc. It is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the First Name must be capitalized (e.g., Richard).

In cases where the First Name is recognizable as abbreviations (e.g., "RJ Reynolds"), enter the First Name as R.J. (R <period> J <period>).

If any of the letters contain a special character (such as an accent mark ' over an "e" or a ~ over an "n"), you must include the accented letter.

In cases where there is a hyphenated First Name listed (Becky-Jo Rhonda Phillips), enter the First Name with the hyphen (Becky-Jo).

If the First Name is **blank** or says “Baby Boy / Girl” or “Infant,” leave the field blank.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says: Richard Henry Joseph Conrad McCoy

Data enter as:	First Name:	Richard
	Middle Name:	Henry Joseph Conrad
	Last Name:	McCoy

7) Deceased’s Name (Middle Name)

Deceased’s Name (Middle Name) is typically the first box or item listed on the death certificate. The field has been called several things over the years: Full Name of Deceased; Decedent’s Legal Name; Decedent’s Name; etc. It is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Middle Name must be capitalized (e.g., Richard Henry McCoy).

In cases where there is no Middle Name listed, but there is a middle initial (e.g., “H”), enter the Middle Name as H. (H <period>).

In cases where there is a hyphenated Middle Name listed (Felix Rodriguez-Manuel Phillip), enter the Middle Name with the hyphen (Rodriquez-Manuel).

If there is no Middle Name or initial, leave the field blank in the index file.

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says: Richard Henry Joseph Conrad McCoy

Data enter as:	First Name:	Richard
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Middle Name: Henry Joseph Conrad
Last Name: McCoy

8) Deceased's Name (Last Name)

Deceased's Name (Last Name) is typically the first box or item listed on the death certificate. The field has been called several things over the years: Full Name of Deceased; Decedent's Legal Name; Decedent's Name; etc. It is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Last Name must be capitalized (e.g., McCoy).

In cases where the Last Name has a recognizable tradition of containing more than one capitalized letter (e.g., McCoy; McInerney; DeGuilo), capitalize both letters.

In cases where the Last Name has a recognizable tradition of containing a space partway into the Last Name (e.g., Le Deau), include the empty space.

In cases where there is a hyphenated Last Name listed (Felix Manuel Jose-Estes), enter the Last Name with the hyphen (Jose-Estes).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says: Richard Henry Joseph Conrad McCoy

Data enter as:	First Name: Richard
	Middle Name: Henry Joseph Conrad
	Last Name: McCoy

9) Deceased's Name (Suffix)

Deceased's Name (Suffix) is typically the first box or item listed on the death certificate. The field has been called several things over the years: Full Name of Deceased; Decedent's Legal Name; Decedent's Name; etc. It is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The index file will provide Deceased's Name (Suffix) as a text field, as follows:

II
III
IV
V
VI
Jr
Sr

10) Sex

Deceased's Sex is typically the second or third box or item listed on the death certificate, and should be on all death certificates. The field name has always been "Sex."

The index file will provide Deceased's Sex as a single character, text field, as follows:

Female	F
Male	M
Unknown or Undetermined	U

Note: From approximately 1909 – 1948, sex was included in the heading of the certificate (e.g., DEATH FEMALE).

11) Deceased's Date of Birth (Month)

Date of Birth (Month) is typically on the second row of the death certificate. Date of Birth is unlikely to be on the certificate until 1930 onwards. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., May 1, 1955).

Date of Birth (Month) must be recorded for any certificate that contains it.

The index file will provide Date of Birth (Month) as a numeric field (e.g., 1 for January).

If the month is blank or unknown, data entry should be as a numeric value = 99.

12) Deceased's Date of Birth (Day)

Date of Birth (Day) is typically found on the second row of the death certificate. Date of Birth is unlikely to be on the certificate until 1930 onwards. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., First Day of May, 1955).

Date of Birth (Day) must be recorded for any certificate that contains it.

The index file will provide Date of Birth (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

13) Deceased's Date of Birth (Year)

Date of Birth (Year) is typically found on the second row of the certificate. Date of Birth is unlikely to be on the certificate until 1930 onwards. It is typically listed as a two numeric value (e.g., 5/1/55) or as a four numeric value (e.g., 5/1/1955).

Date of Birth (Year) must be recorded for any certificate that contains it.

The index file will provide Date of Birth (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

14) Deceased's Social Security Number

Deceased's Social Security Number is typically found on the second row of the death certificate. It is typically listed as a nine digit numeric value, but sometimes listed with dashes (e.g., XXX-XX-XXXX) and other times without (e.g., XXXXXXXXXX). Also, in some cases there are letters added to it (e.g., 123-45-6789AJ).

Deceased's Social Security Number is unlikely to be on death certificates earlier than 1941.
Deceased's Social Security Number must be recorded for any certificate that contains it.

The index file will provide Deceased's Social Security Number as a nine digit character field without the dashes: XXXXXXXXXX. Lead zeros within the Social Security Number must be included.

Do not include any letters (e.g., "AJ"). Only data enter the nine digits.

15) Place of Birth (City / Town)

Place of Birth (City / Town) has changed location on the certificate several times. It is always a text field.

Many towns in Vermont have changed their names since the early 1900's. Some have merged and no longer exist. We can provide a list of communities upon request if the contractor would prefer for use as a reference. However, many communities' names have changed, so our list would not be complete. Whatever is listed on the death certificate is to be entered.

Data entry must be an exact duplicate of the text from the death certificate.

If the Place of Birth (City / Town) is blank or unknown, data entry should be as a text statement: Unknown.

16) Place of Birth (State or Province)

Place of Birth (State or Province) has changed location on the certificate several times. It is always a text field.

Many foreign provinces have changed their names since the early 1900's. Some have merged or no longer exist. Data entry must be an exact duplicate of the text from the death certificate.

If the Place of Birth (State or Province) is blank or unknown, data entry should be as a text statement: Unknown.

17) Place of Birth (Country)

Many foreign counties have changed their names since the early 1900's. Some have merged or no longer exist. Data entry must be an exact duplicate of the text from the death certificate.

This field can be left blank unless a foreign country is listed on the death certificate. In those cases enter the name of the foreign country as it appears on the certificate.

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18) Place of Death

Place of Death is the physical location of the death: hospital - inpatient; nursing home; etc. In some years it was a text field and in other years it was a series of check boxes.

Place of Death is unlikely to be on death certificates earlier than 1940. Place of Death must be recorded for any certificate that contains it.

The index file will contain Place of Death as a numeric field (e.g., Nursing Home would be coded as "6") as follows:

- | | |
|---|--------------------------------------|
| 1 | Inpatient |
| 2 | Emergency room/Outpatient |
| 3 | Dead on arrival |
| 4 | Decedent's home |
| 5 | Hospice Facility |
| 6 | Nursing home/Long term care facility |
| 7 | Other |
| 8 | Unknown |
| 9 | Out of state facility |

If the Place of Death is blank or unknown, data entry should be: 8 for Unknown

19) Place of Death (City or Town)

Place of Death (City or Town) has changed location on the certificate several times. It is always a text field.

Many towns in Vermont have changed their names since the early 1900's. Some have merged and no longer exist. We can provide a list of communities upon request if the contractor would prefer for use as a reference. However, many communities' names have changed, so our list would not be complete. Whatever is listed on the death certificate is to be entered.

Data entry must be an exact duplicate of the text from the death certificate.

If the Place of Birth (City / Town) is blank or unknown, data entry should be as a text statement: Unknown.

20) Marital Status

Marital Status is typically listed in the upper half of the death certificate and should be found on all certificates. It is always a text field.

The index file will provide Marital Status as a single character, text field, as follows:

- | | |
|---|---|
| D | Divorced |
| L | Legally separated |
| M | Married |
| S | Single, never married or in Civil Union |
| V | Civil Union |
| W | Widowed |
| U | Unknown |
| B | Civil Union dissolution |
| X | Not Obtainable |

21) Occupation

Occupation is typically listed in the upper half of the death certificate and should be found on all certificates. It is always a text field.

The index file will provide Occupation as a text field (e.g., Heavy machinery operator).

If the Occupation is blank or unknown, data entry should be as a text statement: Unknown.

22) Deceased's Residence (Address 1)

Deceased's Residence (Street Address 1) is typically listed in the upper half of the death certificate. It is unlikely to be on certificates earlier than 1941 and it is always a text field. Deceased's Residence (Street Address 1) must be recorded for any certificate that contains it.

Data entry must be an exact duplicate of the text from the death certificate.

If the Deceased's Residence (Street Address) is blank or unknown, data entry should leave the field blank.

23) Deceased's Residence (Address 2)

Deceased's Residence (Street Address 2) is typically listed in the upper half of the death certificate. It is unlikely to be on certificates earlier than 1941 and it is always a text field. Deceased's Residence (Street Address) must be recorded for any certificate that contains it.

Data entry must be an exact duplicate of the text from the death certificate.

If the Deceased's Residence (Street Address 2) is blank or unknown, data entry should leave the field blank

24) Deceased's Residence (Town or City)

Deceased's Residence (Town or City) is typically listed in the upper half of the death certificate. It is found on all certificates back to the early 1900's and it is always a text field. Deceased's Residence (Town or City) must be recorded for any certificate that contains it.

Many towns in Vermont have changed their names since the early 1900's. Some have merged and no longer exist. We can provide a list of communities upon request if the contractor would prefer for use as a reference. However, many communities' names have changed, so our list would not be complete. Whatever is listed on the death certificate is to be entered.

Data entry must be an exact duplicate of the text from the death certificate.

If the Deceased's Residence (City / Town) is blank or unknown, data entry should be as a text statement: Unknown.

25) Deceased's Residence (State/Province)

Deceased's Residence (State/Province) is typically listed in the upper half of the death certificate. It is found on all certificates back to the early 1900's and it is always a text field. Deceased's Residence (State/Province) must be recorded for any certificate that contains it.

Data entry must be an exact duplicate of the text from the death certificate.

If the Deceased's Residence (State/Province) is blank or unknown, data entry should be as a text statement: Unknown.

26) Deceased's Residence (Country)

Many foreign counties have changed their names since the early 1900's. Some have merged or no longer exist. Data entry must be an exact duplicate of the text from the death certificate.

This field can be left blank unless a foreign country is listed on the death certificate. In those cases enter the name of the foreign country as it appears on the certificate.

27) Education

Education is typically listed in the upper half of the death certificate. In some years it was a text field and in other years it was a series of check boxes. It is unlikely to be on certificates earlier than 1941.

The index file will provide Education as a single digit numeric field (e.g., 1 = 8th grade or less), as follows:

- | | |
|---|---------------------------------------|
| 1 | 8th grade or less |
| 2 | 9th-12th grade, no diploma |
| 3 | High school graduate or GED completed |
| 4 | Some college credit but no degree |
| 5 | Associate degree |

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- | | |
|---|----------------------------------|
| 6 | Bachelor's degree |
| 7 | Master's degree |
| 8 | Doctorate or Professional degree |
| 9 | Unknown |

If the Education is blank or unknown, data entry should be: 9 Unknown.

28) Race

Race is typically listed in the upper half of the death certificate. It is found on all certificates back to the early 1900's and it is always a text field. The name of the field has changed over the years – prior to 1948 called “Color” and through 1966 called “Color or Race.” Race must be recorded for any certificate that contains it.

The index file will provide Race as a 2 digit numeric field (e.g., 1 = White), as follows:

- | | |
|----|----------------------------------|
| 1 | White |
| 2 | Black or African American |
| 3 | American Indian or Alaska Native |
| 4 | Asian Indian |
| 5 | Chinese |
| 6 | Filipino |
| 7 | Japanese |
| 8 | Korean |
| 9 | Vietnamese |
| 10 | Other Asian |
| 11 | Native Hawaiian |
| 12 | Guamanian or Chamorro |
| 13 | Samoan |
| 14 | Other Pacific Islander |
| 15 | Other |
| 16 | Unknown |

If the Race is blank or unknown, data entry should be: 16 Unknown.

29) Hispanic Origin

Hispanic Origin is typically listed in the upper half of the death certificate. It was a check box of yes / no followed by open text field to specify type. It is unlikely to be on certificates earlier than 1941.

The index file will provide Hispanic Origin as a one digit, numeric field (e.g., 4 = Cuban), as follows:

- | | |
|---|---|
| 1 | No, not Spanish/Hispanic/Latina/Latino |
| 2 | Yes, Mexican, Mexican American, Chicana/Chicano |

- | | |
|---|---|
| 3 | Yes, Puerto Rican |
| 4 | Yes, Cuban |
| 5 | Yes, other Spanish/Hispanic/Latina/Latino |
| 6 | Unknown |

If the Hispanic Origin is blank or unknown, data entry should be: 6 = Unknown.

30) Veteran of any War?

Veteran of any War is typically listed in the upper half of the death certificate. It is found on all certificates back to the 1930's and it is always a text field. The name of the field has changed over time, but usually had a reference to "veteran" or "armed services." Veteran of any War must be recorded for any certificate that contains it.

The index file will provide Veteran of any War as a single digit, numeric field (e.g., 5 = Vietnam), as follows:

- | | |
|---|------------------|
| 1 | Persian Gulf Era |
| 2 | World War I Era |
| 3 | World War II Era |
| 4 | Korean Era |
| 5 | Vietnam Era |
| 6 | Unknown |
| 7 | Other |
| 8 | Not applicable |

If the Veteran of any War is blank or unknown, data entry should: 6 = Unknown.

If the certificate is marked "no" then leave field blank.

31) Mother's Maiden Name (First Name)

Mother's Maiden Name (First Name) is typically listed on the upper half of the death certificate. It is found on all certificates back to the early 1900's and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the First Name must be capitalized (e.g., Elaine).

In cases where the First Name is recognizable as abbreviations (e.g., "AJ Reynolds"), enter the First Name as A.J. (A <period> J <period>).

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

In cases where there is a hyphenated First Name listed (Becky-Jo Rhonda Phillips), enter the First Name with the hyphen (Becky-Jo).

If the First Name is **blank**, leave the field blank.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says:	Elaine Marie Althea Hruby
Data enter as:	First Name: Elaine
	Middle Name: Marie Althea
	Last Name: Hruby

32) Mother’s Maiden Name (Middle Name)

Mother’s Maiden Name (Middle Name) is typically listed in the upper half of the death certificate. It is found on all certificates back to the early 1900’s and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Middle Name must be capitalized (e.g., Elaine Marie Hruby).

In cases where there is no Middle Name listed, but there is a middle initial (e.g., “M”), enter the Middle Name as M. (M <period>).

In cases where there is a hyphenated Middle Name listed (Elena Rodriguez-Manuel Phillip), enter the Middle Name with the hyphen (Rodriquez-Manuel).

If there is no Middle Name or initial, leave the field blank in the index file.

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says:	Elaine Marie Althea Hruby
-------------------------	---------------------------

Data enter as:	First Name: Elaine
	Middle Name: Marie Althea
	Last Name: Hruby

33) Mother's Maiden Name (Last Name)

Mother's Maiden Name (Last Name) is typically listed in the upper half of the death certificate. It is found on all certificates back to the early 1900's and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Last Name must be capitalized (e.g., Hruby).

In cases where the Last Name has a recognizable tradition of containing more than one capitalized letter (e.g., McCoy; McInerney; DeGuilo), capitalize both letters.

In cases where the Last Name has a recognizable tradition of containing a space partway into the Last Name (e.g., Le Deau), include the empty space.

In cases where there is a hyphenated Last Name listed (Elena Manuel Jose-Estes), enter the Last Name with the hyphen (Jose-Estes).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the last name for Last Name even if it is hyphenated. For example:

Death certificate says:	Elaine Marie Althea Hruby
Data enter as:	Maiden Name: Hruby
Death certificate says:	Elaine Marie Althea-Hruby
Data enter as:	Maiden name: Althea-Hruby

34) Mother's Maiden Name (Suffix)

Mother's Maiden Name (Suffix) is typically listed in the upper half of the death certificate. It is found on all certificates back to the early 1900's and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The index file will provide Mother's Maiden Name (Suffix) as a text field, as follows:

II
III
IV
V
VI
Jr
Sr

35) Father's Name (First Name)

Father's Name (First Name) is typically listed in the upper half of the death certificate. It is found on all certificates back to the early 1900's and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the First Name must be capitalized (e.g., Richard).

In cases where the First Name is recognizable as abbreviations (e.g., "RJ Reynolds"), enter the First Name as R.J. (R <period> J <period>).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

In cases where there is a hyphenated First Name listed (Richard-Joseph Henry McCoy), enter the First Name with the hyphen (Richard-Joseph).

If the First Name is **blank**, leave the field blank.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard Middle Name: Henry Joseph Conrad Last Name: McCoy

36) Father's Name (Middle Name)

Father's Name (Middle Name) is typically listed in the upper half of the death certificate. It is found on all certificates back to the early 1900's and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Middle Name must be capitalized (e.g., Richard Henry McCoy).

In cases where there is no Middle Name listed, but there is a middle initial (e.g., "H"), enter the Middle Name as H. (H <period>).

In cases where there is a hyphenated Middle Name listed (Richard Rodriguez-Manuel Phillip), enter the Middle Name with the hyphen (Rodriquez-Manuel).

If there is no Middle Name or initial, leave the field blank in the index file.

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard Middle Name: Henry Joseph Conrad Last Name: McCoy

37) Father's Name (Last Name)

Father's Name (Last Name) is typically listed in the upper half of the death certificate. It is found on all certificates back to the early 1900's and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The first letter of the Last Name must be capitalized (e.g., McCoy).

In cases where the Last Name has a recognizable tradition of containing more than one capitalized letter (e.g., McCoy; McInerney; DeGuilo), capitalize both letters.

In cases where the Last Name has a recognizable tradition of containing a space partway into the Last Name (e.g., Le Deau), include the empty space.

In cases where there is a hyphenated Last Name listed (Richard Manuel Jose-Estes), enter the Last Name with the hyphen (Jose-Estes).

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says: Richard Henry Joseph Conrad McCoy

Data enter as: First Name: Richard
 Middle Name: Henry Joseph Conrad
 Last Name: McCoy

38) Father’s Name (Suffix)

Father’s Name (Suffix) is typically listed in the upper half of the death certificate. It is found on all certificates back to the early 1900’s and it is always a text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file.

The index file will provide Father’s Name (Suffix) as a text field, as follows:

II
III
IV
V
VI
Jr
Sr

39) Cause of Death (cause #1)

Cause of Death is typically found listed in the middle portion of the death certificate. The field has been called several things over the years: Disease Causing Death; Immediate Cause of Death; Principal Cause of Death; Death Due To...; etc. It is always a text field.

Cause of Death should be on all death certificates. Cause of Death must be recorded for all certificates. If a certificate is found without a Cause of Death, set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Cause of Death as a text field (e.g., Rupture of left ventricle due to myocardial infarction).

If the Cause of Death is listed on multiple lines and notated as 1), 2), 3) or a), b), c) then the data entry should be performed as separate fields. We are requiring six separate fields. For example:

If the Certificate says...

- a) Rupture of left ventricle
- b) Due to myocardial infarction
- c) Due to coronary atherosclerosis
- d) Due to Chronic ischemic heart disease

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction
Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

If the Certificate says...

(all listed on a single line / field on the certificate)

Rupture of left ventricle Due to myocardial infarction Due to coronary atherosclerosis Due to Chronic ischemic heart disease.

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction
Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

The Cause of Death must be entered in the order as listed on the death certificate (even if not separated by “due to.”) If there is only one Cause of Death, then leave blank the fields #2 - #5.

40) Cause of Death (cause #2)

Cause of Death is typically found listed in the middle portion of the death certificate. The field has been called several things over the years: Disease Causing Death; Immediate Cause of Death; Principal Cause of Death; Death Due To...; etc. It is always a text field.

Cause of Death should be on all death certificates. Cause of Death must be recorded for all certificates. If a certificate is found without a Cause of Death, set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Cause of Death as a text field (e.g., Rupture of left ventricle due to myocardial infarction).

If the Cause of Death is listed on multiple lines and notated as 1), 2), 3) or a), b), c) then the data entry should be performed as separate fields. We are requiring six separate fields. For example:

If the Certificate says...

- a) Rupture of left ventricle
- b) Due to myocardial infarction
- c) Due to coronary atherosclerosis
- d) Due to Chronic ischemic heart disease

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction
Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

If the Certificate says...

(all listed on a single line / field on the certificate)

Rupture of left ventricle Due to myocardial infarction Due to coronary atherosclerosis Due to Chronic ischemic heart disease.

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction
Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

The Cause of Death must be entered in the order as listed on the death certificate (even if not separated by “due to.”) If there is only one Cause of Death, then leave blank the fields #2 - #5.

41) Cause of Death (cause #3)

Cause of Death is typically found listed in the middle portion of the death certificate. The field has been called several things over the years: Disease Causing Death; Immediate Cause of Death; Principal Cause of Death; Death Due To...; etc. It is always a text field.

Cause of Death should be on all death certificates. Cause of Death must be recorded for all certificates. If a certificate is found without a Cause of Death, set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Cause of Death as a text field (e.g., Rupture of left ventricle due to myocardial infarction).

If the Cause of Death is listed on multiple lines and notated as 1), 2), 3) or a), b), c) then the data entry should be performed as separate fields. We are requiring six separate fields. For example:

If the Certificate says...

- a) Rupture of left ventricle
- b) Due to myocardial infarction
- c) Due to coronary atherosclerosis
- d) Due to Chronic ischemic heart disease

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction
Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

If the Certificate says...

(all listed on a single line / field on the certificate)

Rupture of left ventricle Due to myocardial infarction Due to coronary atherosclerosis Due to Chronic ischemic heart disease.

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction

Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

The Cause of Death must be entered in the order as listed on the death certificate (even if not separated by “due to.”) If there is only one Cause of Death, then leave blank the fields #2 - #5.

42) Cause of Death (cause #4)

Cause of Death is typically found listed in the middle portion of the death certificate. The field has been called several things over the years: Disease Causing Death; Immediate Cause of Death; Principal Cause of Death; Death Due To...; etc. It is always a text field.

Cause of Death should be on all death certificates. Cause of Death must be recorded for all certificates. If a certificate is found without a Cause of Death, set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Cause of Death as a text field (e.g., Rupture of left ventricle due to myocardial infarction).

If the Cause of Death is listed on multiple lines and notated as 1), 2), 3) or a), b), c) then the data entry should be performed as separate fields. We are requiring six separate fields. For example:

If the Certificate says...

- a) Rupture of left ventricle
- b) Due to myocardial infarction
- c) Due to coronary atherosclerosis
- d) Due to Chronic ischemic heart disease

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction
Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

If the Certificate says...

(all listed on a single line / field on the certificate)

Rupture of left ventricle Due to myocardial infarction Due to coronary atherosclerosis Due to Chronic ischemic heart disease.

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction
Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

The Cause of Death must be entered in the order as listed on the death certificate (even if not separated by “due to.”) If there is only one Cause of Death, then leave blank the fields #2 - #5.

43) Cause of Death (cause #5)

Cause of Death is typically found listed in the middle portion of the death certificate. The field has been called several things over the years: Disease Causing Death; Immediate Cause of Death; Principal Cause of Death; Death Due To...; etc. It is always a text field.

Cause of Death should be on all death certificates. Cause of Death must be recorded for all certificates. If a certificate is found without a Cause of Death, set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Cause of Death as a text field (e.g., Rupture of left ventricle due to myocardial infarction).

If the Cause of Death is listed on multiple lines and notated as 1), 2), 3) or a), b), c) then the data entry should be performed as separate fields. We are requiring six separate fields. For example:

If the Certificate says...

- a) Rupture of left ventricle
- b) Due to myocardial infarction
- c) Due to coronary atherosclerosis
- d) Due to Chronic ischemic heart disease

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction
Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

If the Certificate says...

(all listed on a single line / field on the certificate)

Rupture of left ventricle Due to myocardial infarction Due to coronary atherosclerosis Due to Chronic ischemic heart disease.

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction
Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

The Cause of Death must be entered in the order as listed on the death certificate (even if not separated by “due to.”) If there is only one Cause of Death, then leave blank the fields #2 - #5.

44) Cause of Death (cause #6)

Cause of Death is typically found listed in the middle portion of the death certificate. The field has been called several things over the years: Disease Causing Death; Immediate Cause of Death; Principal Cause of Death; Death Due To...; etc. It is always a text field.

Cause of Death should be on all death certificates. Cause of Death must be recorded for all certificates. If a certificate is found without a Cause of Death, set aside the certificate and notify the Division of Public Records for guidance.

The index file will provide Cause of Death as a text field (e.g., Rupture of left ventricle due to myocardial infarction).

If the Cause of Death is listed on multiple lines and notated as 1), 2), 3) or a), b), c) then the data entry should be performed as separate fields. We are requiring six separate fields. For example:

If the Certificate says...

- a) Rupture of left ventricle
- b) Due to myocardial infarction
- c) Due to coronary atherosclerosis
- d) Due to Chronic ischemic heart disease

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction
Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

If the Certificate says...

(all listed on a single line / field on the certificate)

Rupture of left ventricle Due to myocardial infarction Due to coronary atherosclerosis Due to Chronic ischemic heart disease.

Index file says...

Cause of Death (cause #1):	Rupture of left ventricle
Cause of Death (cause #2):	Due to myocardial infarction
Cause of Death (cause #3):	Due to coronary atherosclerosis
Cause of Death (cause #4):	Due to Chronic ischemic heart disease

The Cause of Death must be entered in the order as listed on the death certificate (even if not separated by “due to.”) If there is only one Cause of Death, then leave blank the fields #2 - #5.

45) Contributing Conditions / Causes

Contributing Conditions / Causes is typically found listed in the middle portion of the death certificate. The field has been called several things over the years: Contributing Diseases; Contributing Causes; etc. It is always a text field.

Contributing Conditions / Causes should be on all death certificates. Contributing Conditions / Causes must be recorded for any certificate that contains it.

The index file will provide Contributing Conditions / Causes as a text field (e.g., Insulin-dependent diabetes mellitus and absolutely no exercise).

If the Contributing Conditions / Causes is blank or unknown, the field should be left blank.

46) Other Conditions

Other Conditions is typically found listed in the middle portion of the death certificate. The field was added in the early 1940's and has not changed. It is always a text field. Other Conditions must be recorded for any certificate that contains it.

The index file will provide Other Conditions as a text field (e.g., fainted and hit head on table).

If the Other Conditions is blank or unknown, the field should be left blank.

47) Manner of Death

Manner of Death is typically found listed in the middle portion of the death certificate. The field has been called several things over the years: Accident/Suicide/Homicide; If external causes, what...; etc. In some years, it was listed as series of check boxes, but in other years it was a text field.

Manner of Death is unlikely to be on death certificates earlier than 1930, but some in the 1920's may or may not have it. Manner of Death must be recorded for any certificate that contains it.

The index file will provide Manner of Death as a single character, text field (e.g., A = Accident), as follows:

A	Accident
C	Could not be determined
H	Homicide
N	Natural
P	Pending Investigation
S	Suicide

If the Manner of Death is blank or unknown, data entry should: U = Unknown.

48) Was there an Autopsy?

Was there an Autopsy is typically found listed in the middle portion of the death certificate. In some years, it was listed as series of check boxes, but in other years it was a text field.

Was there an Autopsy is unlikely to be on death certificates earlier than 1930, but some in the 1920's may or may not have it. Was there an Autopsy must be recorded for any certificate that contains it.

The index file will provide Was there an Autopsy as a single character, text field, as follows:

N	No
Y	Yes
U	Unknown

49) Date of Injury (Month)

Date of Injury (Month) is typically found in the bottom half of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., May 1, 1955).

Date of Injury (Month) is unlikely to be on death certificates earlier than 1930, but some in the 1920's may or may not have it. Date of Injury (Month) must be recorded for any certificate that contains it.

The index file will provide Date of Injury (Month) as a numeric field (e.g., 1 for January).

If the month is blank or unknown, data entry should be as a numeric value = 99.

If a range of dates is listed (e.g., May 6th – May 9th; or, “in the period of 5/6 to 5/9”), only data enter the first date (in the above example, 5/6).

50) Date of Injury (Day)

Date of Injury (Day) is typically found in the bottom half of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., First Day of May, 1955).

Date of Injury (Day) is unlikely to be on death certificates earlier than 1930, but some in the 1920’s may or may not have it. Date of Injury (Day) must be recorded for any certificate that contains it.

The index file will provide Date of Injury (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

If a range of dates is listed (e.g., May 6th – May 9th; or, “in the period of 5/6 to 5/9”), only data enter the first date (in the above example, 5/6).

51) Date of Injury (Year)

Date of Injury (Year) is typically found in the bottom half of the certificate. It is typically listed as a two numeric value (e.g., 5/1/55) or as a four numeric value (e.g., 5/1/1955).

Date of Injury (Year) is unlikely to be on death certificates earlier than 1930, but some in the 1920’s may or may not have it. Date of Injury (Year) must be recorded for any certificate that contains it.

The index file will provide Date of Injury (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

If a range of dates is listed (e.g., May 6th – May 9th; or, “in the period of 5/6 to 5/9”), only data enter the first date (in the above example, 5/6).

52) Time of Injury (Hour)

Time of Injury (Hour) is typically found on the bottom half of the certificate. It is typically listed as a two numeric value (e.g., 10 indicating 10:07 PM).

Time of Injury (Hour) is unlikely to be on death certificates earlier than 1930, but some in the 1920’s may or may not have it. Time of Injury (Hour) must be recorded for any certificate that contains it.

The index file will provide Time of Injury (Hour) as a two digit, numeric code, as follows:

Time of Injury is 10:07 Data Entry for Hour is 10
If Time of Injury is blank or unknown, data entry is 99

If a range of times is listed (e.g., 10:00 – 11:30 AM), only data enter the first hour (in the above example, “10” for 10:00 AM).

53) Time of Injury (Minute)

Time of Injury (Minute) is typically found on the bottom half of the certificate. It is typically listed as a two numeric value (e.g., 07 indicating 10:07 PM).

Time of Injury (Minute) is unlikely to be on death certificates earlier than 1930, but some in the 1920’s may or may not have it. Time of Injury (Minute) must be recorded for any certificate that contains it.

The index file will provide Time of Injury (Minute) as a two numeric code, as follows:

Time of Injury is 10:07 Data Entry for Minute is 07
If Time of Injury is blank or unknown, data entry is 99

If a range of times is listed (e.g., 10:00 – 11:30 AM), only data enter the first hour/minute (in the above example, “00” from the 10:00 AM).

Note: Do not enter a single digit minute (e.g., 10:03) as 3. It must be entered as 03. Otherwise, it could be misinterpreted as 30.

54) Time of Injury (AM / PM)

Time of Injury (AM / PM) is typically found on the bottom half of the certificate. It is typically listed as a two numeric value (e.g., PM indicating 10:07 PM).

Time of Injury (AM / PM) is unlikely to be on death certificates earlier than 1930, but some in the 1920’s may or may not have it. Time of Injury (AM / PM) must be recorded for any certificate that contains it.

The index file will provide Time of Injury (AM / PM) as a text field (e.g., AM).

The text must be capitalized as AM or PM. (Do not use am / pm.)

If the AM / PM is blank or unknown, data entry should be as a numeric value = 99.

55) Place of Injury

Place of Injury is typically found listed in the bottom half of the death certificate. The field has been called several things over the years: Where did injury occur; Specify whether injury occurred in...; etc. This field is meant to capture the setting of the injury. It is always a text field.

Place of Injury is unlikely to be on death certificates earlier than 1930, but some in the 1920's may or may not have it. Place of Injury must be recorded for any certificate that contains it.

The index file will provide Place of Injury as a text field. There are multiple possible examples:

If certificate says....

Construction site
Construction at 140 Smith Street
140 Smith Street

Index file says...

Construction site
Construction site
leave blank

Note: We do not want street addresses. Street addresses should be left out of the index file. Again, we only are capturing the setting of the injury.

If the Place of Injury is blank or unknown, data entry should be as a text statement: Unknown.

56) How Injury Occurred

How Injury Occurred is typically found listed in the bottom half of the death certificate. The field has been called several things over the years: Means of Injury; Manner of Injury; etc. It is always a text field.

How Injury Occurred is unlikely to be on death certificates earlier than 1930, but some in the 1920's may or may not have it. How Injury Occurred must be recorded for any certificate that contains it.

The index file will provide How Injury Occurred as a text field (e.g., Backed forklift into incoming traffic.)

If the How Injury Occurred is blank or unknown, data entry should be as a text statement: Unknown.

57) Disposition of Body (Month)

Disposition of Body (Month) is typically found in the bottom half of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., May 1, 1955). The field has been called several things over the years: Date of Disposition; Burial/Cremation/Removal Date; etc.

Disposition of Body (Month) is unlikely to be on death certificates earlier than 1953, but some in the 1940's may or may not have it. Date of Disposition (Month) must be recorded for any certificate that contains it.

The index file will provide Date of Disposition of Body (Month) as a numeric field (e.g., 1 for January).

If the month is blank or unknown, data entry should be as a numeric value = 99.

58) Date of Disposition (Day)

Disposition of Body (Day) is typically found in the bottom half of the certificate. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., First Day of May, 1955). The field has been called several things over the years: Date of Disposition; Burial/Cremation/Removal Date; etc.

Disposition of Body (Day) is unlikely to be on death certificates earlier than 1953, but some in the 1940's may or may not have it. Date of Disposition (Day) must be recorded for any certificate that contains it.

The index file will provide Date of Disposition (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

59) Date of Disposition (Year)

Date of Disposition (Year) is typically found in the bottom half of the certificate. It is typically listed as a two numeric value (e.g., 5/1/55) or as a four numeric value (e.g., 5/1/1955).

Disposition of Body (Year) is unlikely to be on death certificates earlier than 1953, but some in the 1940's may or may not have it. Date of Disposition (Year) must be recorded for any certificate that contains it.

The index file will provide Date of Disposition (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

60) Place of Final Disposition – Facility Name

Place of Final Disposition is typically listed in the lower half of the death certificate. Place of Final Disposition is unlikely to be on death certificates earlier than 1953, but some in the 1940's may or may not have it. It is an open text field and most often listed across two separate fields: Name of Cemetery; Location.

Note: Place of Final Disposition refers to the name of the location (e.g., Elmwood Cemetery), the city / town (e.g., Richardville), and the state (e.g., NH). These need to be broken out into separate fields. The above example would become:

Index file says...

Elmwood Cemetery

Place of Final Disposition – Facility Name must be recorded for any certificate that contains it

The index file will contain Place of Final Disposition as a text field (e.g., Elmwood Cemetery).

If the Place of Final Disposition is blank or unknown, data entry should be as a text statement: Unknown.

61) Place of Final Disposition – City or Town

Enter the City or Town shown for the Place of Final Disposition.

Note: Place of Final Disposition refers to the name of the location (e.g., Elmwood Cemetery), the city / town (e.g., Richardville), and the state (e.g., NH). These need to be broken out into separate fields. The above example would become:

Index file says...

Richardville

If it is blank or unknown, data entry should be as a text statement: Unknown

62) Place of Final Disposition – State or Province

Enter the State or Province shown for the Place of Final Disposition.

Note: Place of Final Disposition refers to the name of the location (e.g., Elmwood Cemetery), the city / town (e.g., Richardville), and the state (e.g., NH). These need to be broken out into separate fields. The above example would become:

Index file says...

NH

If it is blank or unknown, data entry should be as a text statement: Unknown

63) Place of Final Disposition – Country

This field can be left blank unless a foreign country is listed on the death certificate. In those cases enter the name of the foreign country as it appears on the certificate.

64) Funeral Director or Authorized Person's Name (First Name)

Funeral Director or (etc.)...is typically listed in the lower half of the death certificate. Funeral Director or (etc.)...is unlikely to be on death certificates earlier than 1953, but some in the 1940's may or may not have it. It is an open text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix does not need to be entered.

Funeral Director or (etc.)...must be recorded for any certificate that contains it.

The first letter of the First Name must be capitalized (e.g., Richard).

In cases where the First Name is recognizable as abbreviations (e.g., "RJ Reynolds"), enter the First Name as R.J. (R <period> J <period>).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

In cases where there is a hyphenated First Name listed (Richard-Joseph Henry McCoy), enter the First Name with the hyphen (Richard-Joseph).

If the First Name is **blank**, leave the field blank.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says: Richard Henry Joseph Conrad McCoy

Data enter as: First Name: Richard
Middle Name: Henry Joseph Conrad
Last Name: McCoy

65) Funeral Director or Authorized Person's Name (Middle Name)

Funeral Director or (etc.)...is typically listed in the lower half of the death certificate. Funeral Director or (etc.)...is unlikely to be on death certificates earlier than 1953, but some in the 1940's may or may not have it. It is an open text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix does not need to be entered.

The first letter of the Middle Name must be capitalized (e.g., Richard Henry McCoy).

In cases where there is no Middle Name listed, but there is a middle initial (e.g., "H"), enter the Middle Name as H. (H <period>).

In cases where there is a hyphenated Middle Name listed (Felix Rodriguez-Manuel Phillip), enter the Middle Name with the hyphen (Rodriguez-Manuel).

If there is no Middle Name or initial, leave the field blank in the index file.

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says: Richard Henry Joseph Conrad McCoy

Data enter as: First Name: Richard
Middle Name: Henry Joseph Conrad
Last Name: McCoy

66) Funeral Director or Authorized Person's Name (Last Name)

Funeral Director or (etc.)...is typically listed in the lower half of the death certificate. Funeral Director or (etc.)...is unlikely to be on death certificates earlier than 1953, but some in the 1940's may or may not have it. It is an open text field.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix does not need to be entered.

The first letter of the Last Name must be capitalized (e.g., McCoy).

In cases where the Last Name has a recognizable tradition of containing more than one capitalized letter (e.g., McCoy; McInerney; DeGuilo), capitalize both letters.

In cases where the Last Name has a recognizable tradition of containing a space partway into the Last Name (e.g., Le Deau), include the empty space.

In cases where there is a hyphenated Last Name listed (Felix Manuel Jose-Estes), enter the Last Name with the hyphen (Jose-Estes).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard
	Middle Name: Henry Joseph Conrad
	Last Name: McCoy

67) Facility

Facility is typically listed in the lower half of the death certificate. Facility is unlikely to be on death certificates earlier than 1953, but some in the 1940's may or may not have it. The name has changed over the years and has been called "Funeral Home Name" and "Name / Address of Facility." It is an open text field.

Facility must be recorded for any certificate that contains it.

The index file will contain Facility as a text field (e.g., Richard McCoy's Funeral Home).

If the Facility is blank or unknown, data entry should be as a text statement: Unknown.

68) Medical Certifier's Name (First Name)

Medical Certifier's Name is typically listed in the lower half of the death certificate under the cause of death information. It is found on all certificates back to the early 1900's and it is always a text field. The field name has changed over the years and was sometimes called "Medical Attendant" and "Signed_____, MD".

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix does not need to be entered.

Medical Certifier's Name must be recorded for any certificate that contains it.

The first letter of the First Name must be capitalized (e.g., Richard).

In cases where the First Name is recognizable as abbreviations (e.g., "RJ Reynolds"), enter the First Name as R.J. (R <period> J <period>).

If any of the letters contain a special character (such as an accent mark ` over an "e" or a ~ over an "n"), you must include the accented letter.

In cases where there is a hyphenated First Name listed (Richard-Joseph Henry McCoy), enter the First Name with the hyphen (Richard-Joseph).

If the First Name is **blank**, leave the field blank.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard Middle Name: Henry Joseph Conrad Last Name: McCoy

69) Medical Certifier's Name (Middle Name)

Medical Certifier's Name is typically listed in the lower half of the death certificate under the cause of death information. It is found on all certificates back to the early 1900's and it is always a text field. The field name has changed over the years and was sometimes called "Medical Attendant" and "Signed_____, MD".

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix does not need to be entered.

The first letter of the Middle Name must be capitalized (e.g., Richard Henry McCoy).

In cases where there is no Middle Name listed, but there is a middle initial (e.g., “H”), enter the Middle Name as H. (H <period>).

In cases where there is a hyphenated Middle Name listed (Felix Rodriguez-Manuel Phillip), enter the Middle Name with the hyphen (Rodriguez-Manuel).

If there is no Middle Name or initial, leave the field blank in the index file.

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard Middle Name: Henry Joseph Conrad Last Name: McCoy

70) Medical Certifier’s Name (Last Name)

Medical Certifier’s Name is typically listed in the lower half of the death certificate under the cause of death information. It is found on all certificates back to the early 1900’s and it is always a text field. The field name has changed over the years and was sometimes called “Medical Attendant” and “Signed_____, MD”.

In most cases, the certificate shows First Name, Middle Name, Last Name, and Suffix as one field. For data entry purposes, these will be entered as separate fields for the index file. Suffix does not need to be entered.

The first letter of the Last Name must be capitalized (e.g., McCoy).

In cases where the Last Name has a recognizable tradition of containing more than one capitalized letter (e.g., McCoy; McInerney; DeGuilo), capitalize both letters.

In cases where the Last Name has a recognizable tradition of containing a space partway into the Last Name (e.g., Le Deau), include the empty space.

In cases where there is a hyphenated Last Name listed (Felix Manuel Jose-Estes), enter the Last Name with the hyphen (Jose-Estes).

If any of the letters contain a special character (such as an accent mark ` over an “e” or a ~ over an “n”), you must include the accented letter.

Note: If multiple names are listed and it is not clear which name belongs to which part, then enter the first name listed for First Name, enter the last name listed as Last Name, and enter all the names listed in between as the Middle Name. For example:

Death certificate says:	Richard Henry Joseph Conrad McCoy
Data enter as:	First Name: Richard
	Middle Name: Henry Joseph Conrad
	Last Name: McCoy

71) Medical Certifier’s Title

Medical Certifier’s Title is typically listed in the lower half of the death certificate. It is unlikely to be found on certificates earlier than 1941. Medical Certifier’s Title must be recorded for any certificate that contains it.

The index file will contain Medical Certifier’s Title as a text field (e.g., Chief Medical Officer).

If the Medical Certifier’s Title is blank or unknown, data entry should be as a text statement: Unknown.

72) Date Received by Local Registrar (Month)

Date Received by Local Registrar (Month) is typically listed in the lower half of the death certificate. It is unlikely to be found on certificates earlier than 1941. There may be a few earlier years where some death certificates have Date Received by Local Registrar (Month) and some do not. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., May 1, 1955). Date Received by Local Registrar (Month) must be recorded for every certificate if it is listed.

The index file will provide Date Received by Local Registrar (Month) as a numeric field (e.g., 1 for January).

If the month is blank or unknown, data entry should be as a numeric value = 99.

Note: Do not use “true copy” date. Only use the date that clearly is defined as received by local registrar.

73) Date Received by Local Registrar (Day)

Date Received by Local Registrar (Day) is typically listed in the lower half of the death certificate. It is unlikely to be found on certificates earlier than 1941. There may be a few earlier years where some death certificates have Date Received by Local Registrar (Day) and some do not. It may be listed as a numeric value (e.g., 5/1/1955) or as text (e.g., First Day of May, 1955). Date Received by Local Registrar (Day) must be recorded for every certificate if it is listed.

The index file will provide Date Received by Local Registrar (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

Note: Do not use “true copy” date. Only use the date that clearly is defined as received by local registrar.

74) Date Received by Local Registrar (Year)

Date Received by Local Registrar (Year) is typically found listed in the lower half of the death certificate. It is unlikely to be found on certificates earlier than 1941. There may be a few earlier years where some death certificates have Date Received by Local Registrar (Year) and some do not. It is typically listed as a two numeric value (e.g., 5/1/55) or as a four numeric value (e.g., 5/1/1955). Date Received by Local Registrar (Year) must be recorded for every certificate if it is listed.

The index file will provide Date Received by Local Registrar (Year) as a four numeric code, as follows:

Year	1955
Unknown	9999

Note: Do not use “true copy” date. Only use the date that clearly is defined as received by local registrar.

75) Town where Filed

Town where Filed is typically found listed in the lower half of the death certificate. It should be on all certificates back to the early 1900’s and it is always a text field. Town where Filed must be recorded for any certificate that contains it.

Many towns in Vermont have changed their names since the early 1900’s. Some have merged and no longer exist. We can provide a list of communities upon request if the contractor would prefer for

use as a reference. However, many communities' names have changed, so our list would not be complete.

Data entry must be an exact duplicate of the text from the death certificate.

If the Town where Filed is blank or unknown, data entry should be as a text statement: Unknown.

XXX Date of Amendment (Month)

Date of Amendment (Month) is typically listed at the bottom of the certificate. It is found on any certificate that has a field that experienced a court-ordered amendment. It must be recorded for every certificate if it is listed.

The index file will provide Date of Amendment (Month) as a numeric field, 1 – 12 (e.g. 5 = May).

If the month is blank or unknown, data entry should be as a numeric value = 99.

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Date of Amendment (Day)

Date of Amendment (Day) is typically listed at the bottom of the certificate. It is found on any certificate that has a field that experienced a court-ordered amendment. It must be recorded for every certificate if it is listed.

The index file will provide Date of Amendment (Day) as a numeric code, as follows:

Day of the Year	1, 2, 3, etc. up through 31
Unknown	99

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Date of Amendment (Year)

Date of Amendment (Year) is typically listed at the bottom of the certificate. It is found on any certificate that has a field that experienced a court-ordered amendment. It must be recorded for every certificate if it is listed.

The index file will provide Date of Amendment (Year) as a four numeric code, as follows:

Year	1955
------	------

Unknown 9999

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Court that Ordered the Amendment

Court that Ordered the Amendment is typically listed at the bottom of the certificate. It is found on any certificate that has a field that experienced a court-ordered amendment. It must be recorded for every certificate if it is listed.

The index file must match the court that ordered the amendment to the Date of the Amendment (and to the certificate) since some certificates may have multiple fields that were amended on multiple occasions.

The index file will contain Court that Ordered the Amendment as a text field (e.g., Chittenden County Probate Court).

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Field Number of the field that was amended

This is the field number, as referenced within this document of the field that was amended.

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Original Value of the Field

Enter the original value of the field that was amended. Any field that has been amended must be recorded, following the same rules and format as listed for the field.

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

XXX Amended Value of the Field

Enter the amended value of the field that was amended. Any field that has been amended must be recorded, following the same rules and format as listed for the field.

VDH and BGS will work with the contractor to determine the best way to record amendments, as these vary considerably over the years in how they were documented on the certificate. The contractor is invited to propose options.

State of Vermont**Department of Buildings and General Services**

Purchasing and Contract Administration

Middlesex, VT 05633-7601

www.bgs.state.vt.us/pca

[phone] 802-828-2211

[fax] 802-828-2222

*Agency of Administration***PURCHASING AND CONTRACT ADMINISTRATION
TERMS AND CONDITIONS**

1. **Entire Agreement:** This contract represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
2. **Statement of Rights:** The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Vendors may be asked to give a verbal presentation of their proposal after submission. Failure of vendor to respond to a request for additional information or clarification could result in rejection of that vendor's proposal. The State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause; to waive technicalities in submissions, to secure a project that is deemed to be in the best interest of the State. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.
3. **Responses:** Responses must be submitted on and in accordance with forms or format provided by Purchasing and Contract Administration Division. Prices and information entered on the quote, except signature of vendor, should be typed or printed for legibility. ALL SUBMISSIONS MUST BE SIGNED.
4. **Prices:** Unless otherwise stated, prices are net and no charge for packing, shipping, or for any other purpose will be allowed over and above the price quoted. Prices quoted for printing are to include printing, binding, wrapping, and packaging. All prices are delivered F.O.B. destination, unless otherwise stated.
5. **Taxes:** Most Vermont State purchases are not subject to Federal or State sales or excise taxes and must be invoiced tax free. An exemption certificate will be furnished upon request covering taxable items. The contractor agrees to pay all Vermont Taxes which may be due as a result of this order. If taxes are to be applied to the purchase it will be so noted in the response.
6. **Order of Precedence:** The order of precedence for documentation will be the State of Vermont Standard Contract Form and attachments, the bid document and any amendments, and the vendor's response and any amendments.
7. **Substitution:** Unless otherwise stated, vendors may offer substitutes to items identified by a manufacturer's number or brand. When offering a substitution, vendor must describe any differences and provide technical information that will assist in the evaluation. After an award is made, substitutions are not acceptable unless authorized in writing by the Purchasing and Contract Administration Division.
8. **Specification Change:** Any changes or variations in the specifications must be received in writing from the Purchasing and Contract Administration Division. Verbal instructions or written instructions from any other source are not to be considered.
9. **Method of Award:** Awards will be made under the provisions of VSA Title 29 Chapter 49 § 903. The State may award one or more contracts and reserves the right to make additional awards to other vendors who submitted proposals at any time during the first year of the contract if such award is deemed to be in the best interest of the State. Preference shall be given to resident bidders of the State and products raised or manufactured in the State all other things being equal.
10. **Default:** In case of default of the contractor, the State may procure the materials or supplies from other sources and hold the contractor responsible for any excess cost occasioned thereby, provided, that if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefore shall be made at a proper reduction in price.
11. **Cancellation:** The State specifically reserves the right to cancel the contract or any portion thereof providing, in the opinion of its Commissioner of Buildings and General Services, the services or materials supplied by the contractor are not satisfactory or consistent with the terms of the contract.

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12. **Delivery:** Liability for product delivery remains with the contractor until properly delivered and signed for in accordance with the Purchasing and Contract Administration Division's terms and conditions. Shipments shall be securely and properly packed, according to accepted commercial practices, without extra charge for packing cases or other containers. Such containers to remain the property of the State unless otherwise stated. Deliveries that do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly by the contractor.
13. **Invoicing:** All invoices are to be rendered by the Contractor on the vendor's standard bill-head and forwarded directly to the institution or agency ordering materials or services.
14. **Non Collusion:** The State of Vermont is conscious of and concerned about collusion. It should therefore be understood by all that in signing bid and contract documents they agree that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, all bidders should understand that this paragraph might be used as a basis for litigation.
15. **Amendments:** No changes, modifications or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.
16. **Confidentiality:** The successful response will become part of the contract file and will become a matter of public record as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential under 1 VSA, Chapter 5, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. The bidder must identify each page or section of the response that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the bidder if the identified material were to be released. Under no circumstances can the entire response or price information be marked confidential. Responses so marked may not be considered.
17. **Applicable Law:** This contract will be governed by the laws of the State of Vermont.
18. **Appropriations:** If this contract extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this contract, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority.
19. **No Employee Benefits For Contractor:** The contractor understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the contract. The Contractor understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including, but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the contractor, and information as to contract income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.
20. **Independence, Liability:** The Contractor will act in an independent capacity and not as officers or employees of the State. The contractor shall indemnify, defend and hold harmless the State and its officers and employees from liability and any claims, suits, judgments, and damages arising as a result of the Contractor's acts and/or omissions in the performance of this contract.
21. **Insurance:** Before commencing work on this contract the contractor must provide certificates of insurance to show that the following minimum coverage's are in effect. It is the responsibility of the contractor to maintain current certificates of insurance on file with the state through the term of the contract.

Workers Compensation: With respect to all operations performed, the contractor shall carry workers compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the contractor shall carry general liability insurance having all major divisions of coverage including, but not limited to:

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Premises - Operation
Independent Contractors' Protective
Products and completed Operations
Personal Injury Liability
Contractual Liability

The Policy shall be of an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence
\$1,000,000 General Aggregate
\$1,000,000 Products / completed products aggregate
\$50,000 Fire Legal Liability

Automotive Liability: The contractor shall carry automotive liability insurance covering all motor vehicles, no matter the ownership status, used in connection with the contract. Limits of coverage shall not be less than: **\$1,000,000** combined single limit. No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of the contractor for the contractor's operations. These are solely minimum that have been set to protect the interests of the state.

22. **Reliance by the State on Representations:** All payments by the State under this contract will be made in reliance upon the accuracy of all prior representations by the contractor, including but not limited to bills, invoices, progress reports and other proofs of work.
23. **Records Available for Audit:** The Contractor will maintain all books, documents, payroll papers, accounting records and other evidence pertaining to costs incurred under this agreement and makes them available at reasonable times during the period of the contract and for three years thereafter for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this contract.
24. **Fair Employment Practices and Americans with Disabilities Act:** Contractor agrees to comply with the requirement of Title 21V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Contractor shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Contractor under this contract. Contractor further agrees to include this provision in all subcontracts.
25. **Set Off:** The State may set off any sums which the Contractor owes the State against any sums due the Contractor under this contract; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.
26. **Taxes Due To the State:**
 - a. Contractor understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
 - b. Contractor certifies under the pains and penalties of perjury that, as of the date the contract is signed, the Contractor is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
 - c. Contractor understands that final payment under this contract may be withheld if the Commissioner of Taxes determines that the Contractor is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.

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d. Contractor also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Contractor has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Contractor has no further legal recourse to contest the amounts due.

27. **Child Support:** (Applicable if the Contractor is a natural person, not a corporation or partnership.) Contractor states that, as of the _____ date the contract is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Contractor is a resident of Vermont, Contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

28. **Subcontractors:** Contractor shall not assign or subcontract the performance of his agreement or any portion thereof to any other contractor without the prior written approval of the State. Contractor also agrees to include all subcontract agreements and a tax certification in accordance with paragraph 26 above.
29. **No Gifts or Gratuities:** Contractor shall not give title, or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this contract.
30. **Copies:** All written reports prepared under this contract will be printed using both sides of the paper.
31. **Certification Regarding Debarment:** Contractor certifies under pains and penalties of perjury that, as of the date that this contract is signed, neither contractor nor contractor's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs or programs supported in whole or in part by federal funds.



State of Vermont

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DATE: **January 22, 2008**

CERTIFICATE OF COMPLIANCE
Vital Records Conversion and Indexing Project

This form must be completed and submitted as part of the response for the proposal to be considered valid.

To meet the requirements of Vermont Statute 32 V.S.A. subsection 3113, by law, no agency of the State may enter into extend or renew any contract for the provision of goods, services or real estate space with any person unless such person first certifies, under the pains and penalties of perjury, that he or she is in good standing with the Department of Taxes. A person is in good standing if no taxes are due, if the liability for any tax that may be due is on appeal, or if the person is in compliance with a payment plan approved by the Commissioner of Taxes, 32 V.S.A. subsection 3113.

Bidder hereby certifies under the pains and penalties of perjury that the company/individual is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due to the State of Vermont as of the date this statement is made.

Bidder certifies that the company/individual is in compliance with the State's insurance requirements as detailed in section 21 of the Purchasing and Contract Administration Terms and Conditions. All necessary certificates must be received prior to issuance of a contract and/or purchase order. If the certificate of insurance is not received by the Division of Purchasing and Contract Administration within five (5) days, the State of Vermont reserves the right to select another vendor. Please reference the RFP and/or RFQ # when submitting the certificate of insurance.

I hereby acknowledge and agree to the Standard State Contract Provisions for Commodities.

The undersigned agrees to furnish the products or services listed at the prices quoted. The Terms of Sale are Net 30 days from receipt of service or invoice, whichever is later. Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.

Insurance Certificate: Attached _____ Will provide upon notification of award: _____ (within 5 days)

Delivery Offered _____ Days After Notice of Award

Terms of Sale _____
(If Discount)

Quotation Valid for _____ Days

Date: _____

Name of Company: _____

Telephone Number: _____

Address: _____

Fax Number: _____

E-mail: _____

By: _____

Signature (Bid Not Valid Unless Signed)

Name: _____

(Type or Print)

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote number.

Offshore Outsourcing Questionnaire

Vendors must indicate whether or not any services are or will be outsourced under the terms of any agreement with the State of Vermont. Indicate N/A if not applicable.

Services:

Proposed Service to be Outsourced	Bid Total or Contract Estimate	Represents what % of total Contract Dollars	Outsourced Dollars	Outsourced Work Location (Country)	Subcontractor

If any or all of the services are or will be outsourced offshore, Vendors are required to provide a cost estimate of what the cost would be to provide the same services onshore and/or in Vermont.

Proposed Service to be Outsourced	Bid Total or Contract Estimate if provided Onshore	Bid Total or Contract Estimate if provided in Vermont	Cost Impact	Onshore Work Location	Subcontractor

Name of Bidder:

Signature of Bidder:

Date:

