

**Title 310 - Oklahoma State Department of Health
Chapter 105 - Vital Statistics**

Subchapter 1 Purpose, Forms and Fees

310:105-1-1. Purpose

The rules in this Chapter implement the provisions of Article 3 of the Public Health Code, pertaining to vital statistics.

310:105-1-2. Completion and filing of forms and records

- (a) All certificates and records filed under the act and this Chapter shall be typewritten or legibly written in black, nonfading ink.
- (b) All blanks and forms shall be prepared in accordance with instructions of the Commissioner of Health. No form or blank shall be considered complete and correct or acceptable for filing that:
 - (1) Does not supply all of the items of information called for thereon, or satisfactorily account for their omission.
 - (2) Contains alterations or erasures.
 - (3) Does not contain genuine signatures.
 - (4) Is marked "copy" or "duplicate".
 - (5) Is a carbon copy.
 - (6) Is prepared on an improper form.
 - (7) Contains any data relative to the putative father of a child born out of wedlock without his written consent, or unless determined by a court of competent jurisdiction.

[Source: Amended at 17 Ok Reg 2924, eff 7-13-00]

310:105-1-3. Fees for services, identification requirements and certified copies

A valid, legal photographic identification by applicant or individual attesting for applicant shall be required for issuance of birth, death, and stillbirth certificates. Except as otherwise provided in law or regulation, the following schedule of fees is adopted for services provided, certified copies of Vital Records, or for a search of files when no copy is made:

- (1) Search of files or issuance of one (1) certified copy if record is found:
 - (A) Birth Certificates - \$15.00; additional certified copies requested - \$15.00 per copy.
 - (B) Death Certificates - \$15.00; additional certified copies requested - \$15.00 per copy.
- (2) Delayed Registration:
 - (A) Initial search of files - \$15.00
 - (B) Certified copies after establishment of delayed registration - \$40.00 (\$40.00 fee includes a \$25.00 processing fee and credit for initial \$15.00 search fee.)
- (3) Birth record substitution:
 - (A) Adoptions:
 - (i) Search of records - \$15.00
 - (ii) Certified copy after substitution - \$40.00 (\$40.00 fee includes a \$25.00 processing fee and credit for initial \$15.00 search fee.)
 - (B) Legitimations:
 - (i) Search of records - \$15.00
 - (ii) Certified copy after substitution - \$40.00 (\$40.00 fee includes a \$25.00 processing fee and credit for initial \$15.00 search fee.)
- (C) Certificate of Foreign Born:
 - (i) Search of records - \$15.00
 - (ii) Certified copy after preparation of and/or substitution of record - \$40.00 (\$40.00 fee includes \$25.00 processing fee and credit for initial \$15.00 search fee.)
- (4) Amendments to Vital Records and Paternities:
 - (A) Initial search of birth records - \$15.00
 - (B) Certified copies of birth certificates after amended or paternity completed - \$40.00 (\$40.00 fee includes a \$25.00 processing fee and credit for initial \$15.00 search fee.) Paternities which

are submitted at the time of original filing by the hospital and meet all the requirements for filing are not subject to the amendment fee.

(C) Search of records and certified copies of amended death certificates - \$15.00.

(D) Certified copies of death certificates after amendment or correction completed - \$35.00(\$35.00 fee includes a \$20.00 processing fee and credit for initial \$15.00 search fee) unless the requested amendment is to change the medical certification data. In this case, there is no amendment fee.

[Source: Amended at 11 Ok Reg 133, eff 10-8-93 (emergency); Amended at 11 Ok Reg 3161, eff 6-27-94; Amended at 19 Ok Reg 2056, eff 6-27-02; Amended at 20 Ok Reg 2353, eff 7-11-03; Amended at 25 Ok Reg 2389, eff 9-1-08]

310:105-1-4. Waiver of fees

(a) Upon the Governor's declaration of a natural disaster within Oklahoma, the Commissioner of Health may declare a waiver of the fee for death and birth certificates of the victims of the disaster.

(b) Upon receipt of a written application and proper identification from a member of a state or federal law enforcement agency, authorized to investigate matters involving the public's safety, it shall be lawful for the division to issue verification of death at no cost to the agency.

[Source: Added at 16 Ok Reg 3486, eff 7-30-99 (emergency); Added at 17 Ok Reg 2034, eff 6-12-00; Amended at 19 Ok Reg 2056, eff 6-27-02]

310:105-1-5. Definitions

The following words or terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Delayed Registration" shall mean the registration of the birth of a person one year or more after the date of birth.

[Source: Added at 17 Ok Reg 2924, eff 7-13-00]