

## **216-RICR-10-10-1.10 Transmittal Procedure**

### **A.**

Each local registrar shall, on or before the twenty-fourth (24th) day of each month, transmit to the State Registrar all original certificates filed within his/her jurisdiction for vital events which have occurred during or prior to the first fifteen (15) days of that month.

### **B.**

On or before the ninth (9th) day of each month, each local registrar shall transmit to the State Registrar all original certificates filed within his/her jurisdiction for vital events which have occurred during or prior to the sixteenth (16th) through the last day of the prior month.

### **C.**

Transmittal forms provided by the State Registrar shall be completed and signed by the local registrar and shall accompany each transmittal.

### **D.**

If no certificate of birth, death, fetal death, or marriage was filed in any month, the local registrar shall, on or before the ninth (9th) day of the following month, transmit such report to the State Registrar on forms provided for that purpose by the State Registrar.