

216-RICR-10-10-1.4 Duties of the State Registrar of Vital Records

A.

Pursuant to the provisions of R.I. Gen. Laws § 23-3-5, the State Registrar shall: 1. Administer and enforce the Act and these Regulations and issue instructions for the efficient administration of the statewide system of vital records. 2. Direct and supervise the statewide system of vital records and the Office of Vital Records and be custodian of its records. 3. Direct, supervise and control the activities of local registrars and the activities of town and city clerks related to the operation of the system of vital records. 4. Prescribe, with approval of the Director, and distribute such forms as are required by the Act and these Regulations. 5. Prepare and publish annual reports of vital records of Rhode Island and such other reports as may be required by the Director. 6. Provide a copy of each certificate of birth, death, and marriage to the city or town clerk of the community of residence of the registrant(s) on or before the tenth (10th) day of the month after the certificate is received by the Office, except for those certificates filed directly with the State Registrar or where the city or town has electronic access to the vital record pursuant to R.I. Gen. Laws § 23-3-10(d)(3).

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B.

Pursuant to R.I. Gen. Laws § 23-3-5(b), the State Registrar, with the approval of the Director, may delegate such functions and duties vested in the State Registrar to employees of the Office and to local registrars as deemed necessary or expedient.

C.

Upon request, the State Registrar shall provide to all funeral directors, attorneys, and other interested persons in Rhode Island, information regarding current fees

for certified copies of death records and addresses of vital records offices in other States. In addition, the State Registrar shall provide information on services available in each state to expedite requests for certified copies of death records.

1. The State Registrar, in bona fide emergency situations, will attempt to further expedite issuance of the certified copy of the death certificate by personally contacting the State registrar or other person in charge of the vital records office in the other State. 2. Costs for electronic funds transfers and/or overnight delivery services shall be borne by the original applicant in need of the expedited return of the certified copy of death.

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