

STATEWIDE VITAL STATISTICS RULES

USERS OF VITAL RECORDS MUST DO THE FOLLOWING:

1. REGISTER THE FOLLOWING INFORMATION BEFORE ENTERING THE VITAL RECORDS AREA: NAME, ADDRESS, GENERAL INFORMATION OF RECORDS BEING SEARCHED, I.E. FAMILY NAMES, ETC.
2. PRESENT SATISFACTORY PROOF OF IDENTITY.
3. CHILDREN UNDER THE AGE OF 12 ARE DISCOURAGED.
4. BRING NO FOOD OR BEVERAGES INTO THE VITAL RECORDS AREA.
5. BRING NO PRIVATE COPY MACHINES OR CAMERAS INTO THE VITAL RECORDS AREA.
6. REFRAIN FROM LOUD TALKING, LAUGHING AND NOISE MAKING.
7. BRING ONLY PENCILS INTO THE WORK AREA. YOU MUST FURNISH YOUR OWN PAPER.
8. MAKE USE OF PAPER RECORDS (NOT INCLUDING INDEXES) ONLY AS A LAST RESORT TO FIND THE SPECIFIED RECORDS.
9. RESPECT THE PRIOR RIGHT OF THE STAFF TO THE USE OF INDEXES AND RECORDS TO CONDUCT EVERYDAY BUSINESS.
10. YOU MUST NOT WRITE ON OR OTHERWISE ALTER, MUTILATE OR DESTROY A RECORD.
11. YOU MUST NOT ASK THE STAFF TO PERFORM TASKS WHICH ARE CONTRARY TO STATE STATUTES OR ADMINISTRATIVE RULES. WE HAVE NO AUTHORITY ON THE COUNTY LEVEL TO AMEND A VITAL RECORD.
12. OBSERVE SPECIFIC OFFICE RULES FOR THE PHYSICAL HANDLING OF BOOKS AND MATERIALS.

VIOLATORS WILL RECEIVE ONE VERBAL WARNING AND ON THE SECOND VIOLATION WILL BE ASKED TO LEAVE THE OFFICE.

VITAL RECORDS WILL BE OPEN FOR GENEALOGY SEARCHING FROM 8:30 A.M. UNTIL 5:00 P.M. BECAUSE THE AREA FOR SEARCHING IS SMALL AND ONLY ONE SET OF INDEXES ARE AVAILABLE, ONLY TWO PERSONS WILL BE PERMITTED IN THE VITAL RECORDS AREA AT A TIME. APPOINTMENTS ARE RECOMMENDED.

A COPY OF THESE RULES ARE AVAILABLE UPON REQUEST AT NO CHARGE.
GOOD LUCK!