

TITLE III: ADMINISTRATION - CONTINUED**CHAPTER 36: VITAL RECORDS**

36-1: LOCAL REGISTRAR OF VITAL RECORDS. The City Clerk shall serve as the Local Registrar of Vital Records.

36-2: REPORTS OF BIRTHS AND DEATHS. A report of all births, fetal deaths and deaths shall be made to the Local Registrar of Vital Records, which report shall contain all information required by law.

36-3: RECORDS OF BIRTHS AND DEATHS.

(A) The Local Registrar of Vital Records shall keep a record showing all births, fetal deaths and deaths occurring within the City, which records shall include the information required to be kept by state statute.

(B) Upon receipt of a written request from any applicant entitled to a search of the files of birth, death, and fetal death records and if upon search the record requested is found, the Local Registrar of Vital Records shall provide a certified copy of such record to the applicant entitled to such search upon payment of the following fees:

(1) Birth Certificates

- (a) First copy - \$5.00;
- (b) Each additional copy - \$2.00.

(2) Death Certificates

- (a) First copy - \$14.00;
- (b) Each additional copy - \$7.00.

36-4: APPLICANTS ENTITLED TO SEARCH VITAL RECORDS. The following applicants shall be entitled to a search of vital records:

(A) A person pursuant to the order of a court of competent jurisdiction;

(B) In case of a birth certificate, the person, if of legal age, a parent or other legal representative of the person to whom the record of birth relates, or by a person having a genealogical interest;

(C) A department of the state or a municipal corporation or the federal government;

(D) In the case of a death or fetal death certificate, a person or his duly authorized agent, having a genealogical, personal or property right interest in the record.

36-5: GENEALOGICAL INTEREST. A genealogical interest shall be a proper purpose with respect to births which occurred not less than seventy-five (75) years and deaths which occurred not less

than twenty (20) years before the date of the written request. Where the purpose of the request is a genealogical interest, the custodian shall stamp the certification or copy with the words FOR GENEALOGICAL PURPOSES ONLY.

36-6: CONFORMANCE WITH STATE LAW. The provisions of the statutes relative to vital records shall be fully complied with.