

Putnam County Health Department Social Security Number Redaction Policy

Original Effective Date: December 11, 2015

Revised Effective Date:

Prepared by: Abigail Greve, Local Vital Statistics Registrar

Approved by: Kim Rieman, RN, MPH, CHES

Board Approved: December 10, 2015

Date to be Reviewed: January 2020 or as needed

Purpose Statement: According to Ohio Revised Code 3705.23(5), for the first five years after a decedent's death, a decedent's social security number shall not be included on a certified copy of the decedent's death certificate unless that information is specifically requested to be on the certified copy by an individual who presents satisfactory proof to the director, state registrar or local registrar of the person's identity. This document reflects our new policy to comply with the ORC.

Policy: In accordance with ORC 3705.23(5), the Putnam County Health Department Vital Statistics staff will redact the Social Security Number from Death Certificates of deaths that occurred less than 5 years ago if the requester does not fit into one of the identified groups. If the death occurred less than 5 years ago and the requester produces proper identification and proof of being in one of the identified groups, or the death occurred more than 5 years ago, the Social Security Number will not be redacted from the Death Certificate.

Procedure:

1. Have every client requesting a death certificate (with the exception of funeral homes we work with frequently) complete a Vital Statistics Application for Certified Copies.
2. In the Death section, client should mark the appropriate reason they are requesting the Social Security Number be included on the certificate. (If the death occurred more than 5 years ago, the SSN will automatically be included).
3. Documentation of the relationship to the decedent, as well as a photo ID, must be shown in order for the SSN to be printed. If the requestor is not a relative, but is in one of the professions listed as acceptable, they must show proper identification (work badge/ID, etc).

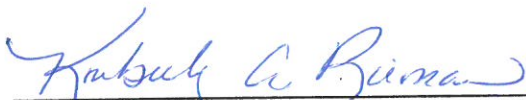


4. If proper identification can be provided, the Social Security Number will be printed on the certificate copies. If proper identification cannot be provided (or if the requestor does not fit any of the categories listed on the form), the Social Security Number must be redacted on all copies, according to ORC 3705.23(5). To redact the SSN, the Vital Statistics employee will cover the SSN with a sticky flag, located in the Death Book cupboard before copying. Examples of documentation include:

- Decedent's certificate of death designating the name of the surviving spouse
- Birth Certificates to show lineage (if born in Ohio, the Vital Statistics employee can utilize IPHIS to show documentation)
- Will, legal documentation, or written authorization executed by the decedent before death
- Medical or life insurance policy showing the requestor is a spouse or lineal descendent
- Employee identification badge
- Written agency request on letterhead
- Legal documentation issue by a court

In certain cases, other documentation may be accepted if it shows that the requestor fits into one of the categories listed on the form and is official in nature.

If a client receives a certified death certificate without a SSN and can show proof that they fit into one of the categories within 90 days, an exchange is permitted free of charge. The old certificate must be collected and spoiled at the time of the exchange in order for a new one to be issued.



Health Commissioner, Kim Rieman

12-10-15

Date



President of the Board of Health, Ray Brinkman

12-10-2015

Date