Registrar of Vital Statistics/Local Registrar

Appointment and Duties

ROLE

Public Health Law Section 4170 specifies the Local Registrar's general duties, which include, but are not limited to reviewing, affirming, maintaining, and issuing official birth and death certificates where the event occurred within their registration district. Additional duties involve oversight of adoption, missing child, fetal death, marriage, and dissolution of marriage depending on your jurisdiction. Duties and responsibilities are defined in the Local Registrar Procedure Manual (aka Blue Book).

All Local Registrars and Deputy Registrars MUST establish a NYSDOH Health Commerce System (HCS) account. The HCS provides access to forms, policies and procedures, and access to electronic applications for managing vital events.

Refer to Public Health Law, the NYS Department of Health Vital Records website (https://www.health.ny.gov/vital_records/) or contact the New York State Department of Health, Bureau of Vital Records for specifics.

APPOINTMENT

Public Health Law Section 4121 requires each primary registration district to appoint a Local Registrar.

Registrar appointments are made by the following authorities/officer, as defined by jurisdiction type:

- Cities - mayor, unless the city charter provides otherwise.
- Towns and Villages - town or village board of trustees.
- Counties - County Commissioner of Health.
- State Hospital, Charitable or Penal Institution - Registrar is the director of the institution.
- Combined Districts - Authorities of those districts having an aggregate of 100 or more births,
deaths and fetal deaths in each of the two preceding years. Where the combined districts have each less than 100 events, the registrar is appointed by the County Legislature or Board of Supervisors.

To reappoint a Local Registrar or to appoint a new registrar, the appointing officer and appointee file a completed, signed and notarized Registrar Appointment Notice (DOH-1556) with the NYS Bureau of Vital Records (BVR) prior to completing the Oath of Office. The original completed and notarized DOH-1556 is sent to the BVR. Public Health Law Section 4123(4) requires a copy of DOH-1556 to be filed with the County Clerk.

- Public Health Law 4122.1 requires each Local Registrar to appoint a single Deputy Registrar. (DOH-1556)
- Public Health Law 4122.2 authorizes the Local Registrar to appoint one or more subregistrars, with the approval of the State Commissioner of Health. The Local Registrar should complete and submit the Approval of Appointment of Subregistrar of Vital Statistics (DOH-2457)

Note: Jurisdictional Oath of Office execution and filing requirements are separate and distinct from the Registrar appointment.

Don’t know where to start? Have questions? Send inquiries to registrar@health.ny.gov