

Att. B

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Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of data. An agency may not collect or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer: 1600 Clifton Road, MS D-74, Atlanta, GA 30333, ATTN.: PRA (0920-0213)

CENTERS FOR DISEASE CONTROL AND PREVENTION  
NATIONAL CENTER FOR HEALTH STATISTICS  
DIVISION OF VITAL STATISTICS  
RESEARCH TRIANGLE PARK, NC 27709

**MONTHLY VITAL STATISTICS REPORT**

Registration Area \_\_\_\_\_  
(State or County, State)  
Month and Year ex. January 2011

The following were received for filing in this office:

\_\_\_\_\_ Birth certificates between \_\_\_\_\_ and \_\_\_\_\_.  
(Month) (Day) (Month) (Day)  
\_\_\_\_\_ Death certificates between \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_.  
(Month) (Day) (Month) (Day)  
\_\_\_\_\_ Infant deaths were included in the count of death certificates above.

The following were reported to this office:

\_\_\_\_\_ Marriages between \_\_\_\_\_ and \_\_\_\_\_.  
(Month) (Day) (Month) (Day)  
\_\_\_\_\_ Divorces and annulments between \_\_\_\_\_ and \_\_\_\_\_.  
(Month) (Day) (Month) (Day)

(Official in charge) (Signed) \_\_\_\_\_  
Date \_\_\_\_\_

Please read instructions on back of sheet before completing, then E-mail or mail to address provided in instructions or in one of the pre-addressed envelopes provided by NCHS.

## INSTRUCTIONS

### (Monthly Vital Statistics Report)

#### Births/Deaths/Infant Deaths:

1. Report the number of certificates accepted for filing, received between two dates a month apart, without regard to date of occurrence. Note that this may mean:

a. Including more than one month's shipment from a local office.

b. Including prior years events along with this years.

If certificates from a prior data year are received, please total them separately by event and year.

2. Use the same cutoff dates from month to month even though the cutoff date for births may be different from the cutoff date for deaths.

3. Include all certificates for deaths under one year of age in reporting the number of death certificates for infants.

4. Do not include fetal deaths (stillborns) in the counts of births and deaths.

#### Marriages (or marriage licenses)

5. Include all marriages (or marriage licenses) reported to the state (or county, if applicable) office between the two dates indicated on the front of this form. Include events reported between two dates a month apart, without regard to date of occurrence (or issuance). Use the same cutoff dates from month to month.

#### Divorces and Annulments

6. Include only decrees of absolute divorce and annulments which are reported to the state office between the two dates indicated on the front of this form. Exclude decrees of separation and other limited decrees. Include events reported between two dates a month apart, without regard to date of occurrence. Use the same cutoff dates from month to month.

#### For all monthly counts

7. Mail your report on or before the 25<sup>th</sup> of the month following the month of report to:

MVSR Counts  
Data Acquisition and Evaluation Branch, DVS  
DHHS, CDC, OSELS, NCHS  
P.O. Box 12214; MS P09  
3210 East Highway 54  
Research Triangle Park, NC 27709  
Telephone: 919-541-0676

Email: [mvsr@cdc.gov](mailto:mvsr@cdc.gov)

8. For additional forms or information on the reporting procedure, write or telephone to the above address.

9. Your assistance in providing this information will make it possible for us to compile complete national data for publication in the Monthly Vital Statistics Report. Legal authority for this information collection is provided under 42 USC 242k and the obligation to respond is voluntary.