

Supporting Statement B for Request for
Extension
National Vital Statistics Report Forms

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Attachment List

- Attachment A: Authorizing Legislation
- Attachment B: 60-day Federal Register Notice
- Attachment C: Monthly Vital Statistics Report Form
- Attachment D: Annual Vital Statistics Occurrence Report
- Attachment E: IRB Documentation

**Supporting Statement B for Request for Clearance:
NATIONAL VITAL STATISTICS REPORT FORMS**

B. Collections of Information Employing Statistical Methods

1. Respondent Universe and Sampling Methods

These data represent a complete census (100% sample) rather than a fractional sample. The respondents are the registration officials in the 50 States, the District of Columbia, New York City, Puerto Rico, Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. In addition, counts of marriages will be collected from individual counties in New Mexico due to a lack of centralized complete collections in this registration area.

2. Procedures for the Collection of Information

Data collection is accomplished by the respondent replying to an email message with the completed form. There is telephone or e-mail follow-up when no response has been received. Provisional counts are those reported for a specified reporting period which yields data that most nearly compares with month of occurrence data. Experience with provisional data has shown response rates to be close to 100%.

3. Methods to Maximize Response Rates and Deal with Non-response

Registration officials appreciate the importance of the monthly data and normally send the completed forms on schedule. Missing data are obtained by telephone or email follow-up. Ongoing consultation through the Vital Statistics Cooperative Program also encourages full compliance.

4. Tests of Procedures or Methods

Not applicable. No pretest is necessary. This is an ongoing data collection system, in which State and county data are submitted from existing records.

5. Statistical Consultants

The data collection and analysis are supervised by:

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