

NCHS RESTRICTED VITAL STATISTICS DATA REQUEST APPLICATION FORM

Acknowledgement of Obligations

NCHS' ability to grant access to vital statistics data is dependent upon meeting the conditions established by the jurisdictions (50 states, 5 territories, DC, and NYC) that provide data to NCHS. Violation of the terms of data use as specified on the NCHS website ([https:// www.cdc.gov/nchs/nvss/nvss-restricted-data.htm](https://www.cdc.gov/nchs/nvss/nvss-restricted-data.htm)) is taken seriously and may result in, among other actions, no future access to any NCHS data. I/We understand the following types of data requests are NOT appropriate (check all boxes to indicate agreement)

- ☐ Requests that do not involve an evaluation of health or factors related to health.
- ☐ Requests for data for only a single jurisdiction (Note: request for data for a single jurisdiction should be directed to that jurisdiction's vital records office: <https://www.cdc.gov/nchs/w2w/index.htm>).
- ☐ Requests for geographic data below the levels described in the file descriptions.
- ☐ Requests that require exact dates (month and year are available, exact day is not). See the data release policy for details: https://www.cdc.gov/nchs/nvss/dvs_data_release.htm.
- ☐ Requests for data files that would be sent, or accessed remotely from, outside the United States or its territories, OR requests from overseas Principal Investigators who have no arrangement to be physically in the U.S. and affiliated with a U.S. institution for the health-related research in question.
- ☐ Requests that would link the data to other data sets in a manner that could allow for the identification of individuals.
- ☐ Requests that involve use of the data for commercial or resale purposes.
- ☐ Requests that include plans to store data on portable storage unit and/or commercial cloud such as Dropbox, Google Drive, Microsoft Azure, Amazon Web Services, etc.

The information you provide will be used by staff at the National Center for Health Statistics (NCHS) Division of Vital Statistics (DVS) to determine your eligibility for access to restricted-use NCHS data and for other administrative purposes to better coordinate internal resources according to the volume of requests (i.e., number of applications by month and time taken for the DVS team to review each application). Your information will be protected in accordance with the Privacy Act of 1974 as amended (5 U.S.C. 552a); details about routine uses can be found in the system of records notice, CDC/NCHS – 09-20-0169, Users of Health Statistics; HHS/CDC/NCHS (51 FR 42371). Providing the information on this form is voluntary; however, the NCHS DVS will not be able to grant access to restricted-use NCHS data without this information. The information provided will be used to determine whether access can be granted to restricted-use data and used in data use agreements (see 44 U.S.C. 3583). The NCHS DVS is authorized to request the information contained in this proposal under Title 42, United States Code, Section 242k(b)(4).

Instructions and Other Information

1. BEFORE completing the data application, please read the application completely and carefully review the information for researchers available at: <https://www.cdc.gov/nchs/nvss/nvss-restricted-data.htm>.
2. ALL information on this application is required.
3. ONLY use the current electronic form edition.
4. DO NOT modify or alter the form.
5. INCLUDE all required and supporting documents as requested and submit your application (PDF files ONLY).
6. Applications are reviewed in the order they are received. After review, you will receive notification of approval, denial, or a request to re-submit the application with clarifications and/or amendments. Applications are generally processed within 2 – 4 weeks.
7. You may contact the NCHS Research Review Team at nvssrestricteddata@cdc.gov with any questions regarding the application process. If you are contacting the Team regarding an application already submitted, please include the name of the Principal Investigator (PI) on the project application, the application title and the number assigned by NCHS (if known).
8. After NCHS project approval, any questions regarding the status of file fulfillment or problems accessing specific files or variables should be directed to dvsdatarequests@cdc.gov. However, any changes to project personnel or requests for extended access to the same files, as well as requests for access to new files, should be directed to nvssrestricteddata@cdc.gov.

Project Title:

Section I: INVESTIGATOR AND INSTITUTIONAL INFORMATION

1. Principal Investigator

Title: First Name: MI: Last Name:

Position:

Affiliation:

Phone: Email address:

Organization Type (select one): If **Other**, specify:

If you select **University** (select a field): if **Other**, specify:

Please attach CV's, bio-sketches, or a brief summary of the qualifications for the principal investigators (include name and contact details, current institutional affiliation, work experience, education, and publications) (PDF files only).

2. Student:

Is the PI a student? ☐ Yes ☐ No

If student, a letter of support from primary mentor or advisor is required (Please, upload a letter of support printed on the letterhead of the institution and include: date, statement of support for the project/research, professional relationship to the student, knowledge of student's research qualifications, length of time student has been under the mentor's supervision, involvement of mentor in the project, and the name and signature of the mentor or advisor) (PDF files only).

3. Primary Mentor or Advisor information:

Title: First Name: MI: Last Name:

Position:

Affiliation:

Phone: Email address:

Please attach CV's, bio-sketches, or a brief summary of the qualifications for the primary mentor or advisor (include name and contact details, current institutional affiliation, work experience, education, and publications) (PDF files only).

4. Other Personnel: List all other personnel (**up to 10**) who will have access to the **raw datasets** (e.g., to view, analyze, manage, secure).

a. Role:
Title: First Name: MI: Last Name:
Position:
Affiliation:
Phone: Email address:

b. Role:
Title: First Name: MI: Last Name:
Position:
Affiliation:
Phone: Email address:

c. Role:
Title: First Name: MI: Last Name:
Position:
Affiliation:
Phone: Email address:

d. Role:
Title: First Name: MI: Last Name:
Position:
Affiliation:
Phone: Email address:

e. Role:
Title: First Name: MI: Last Name:
Position:
Affiliation:
Phone: Email address:

f. Role:

Title: First Name: MI: Last Name:

Position:

Affiliation:

Phone: Email address:

g. Role:

Title: First Name: MI: Last Name:

Position:

Affiliation:

Phone: Email address:

h. Role:

Title: First Name: MI: Last Name:

Position:

Affiliation:

Phone: Email address:

i. Role:

Title: First Name: MI: Last Name:

Position:

Affiliation:

Phone: Email address:

j. Role:

Title: First Name: MI: Last Name:

Position:

Affiliation:

Phone: Email address:

Please attach CV's, bio-sketches, or a brief summary of the qualifications for other personnel (include name and contact details, current institutional affiliation, work experience, education, and publications) (PDF files only).

Section II: TYPE OF APPLICATION

☐ New Application OR ☐ Previously Approved Application (Check all that apply)
 ☐ Additional data years AND/OR ☐ Amendment to data use

Section III: SPONSORING AGENCY & FUNDING INFORMATION

Is this project currently funded? ☐ Yes ☐ No If Yes, sponsoring Agency:

Section IV: DATA SET INFORMATION:

1. Have you determined that the public use micro data files (https://www.cdc.gov/nchs/data_access/vitalstatsonline.htm) or other publicly available data (e.g., <https://wonder.cdc.gov/>) cannot meet your data needs?

☐ Yes ☐ No

2. Have you reviewed the data file descriptions/record layouts available at <https://www.cdc.gov/nchs/nvss/nvss-restricted-data.htm> to make sure that the variables necessary for your project are available?

☐ Yes ☐ No

3. Which vital statistics data files are you requesting? (Select all that apply)

NOTE: If you select the Natality-All Counties or Detailed Mortality-All Counties file, do NOT also select the Natality-Limited Geography or Detailed Mortality-Limited Geography file; see the footnotes below. Request files with county identifiers only if needed for county-level data aggregation or analyses. For years before 1989, the public-use birth, death, and fetal files, available for download at https://www.cdc.gov/nchs/data_access/vitalstatsonline.htm, contain the geographic identifiers for all states and counties.

☐ Natality - Limited Geography¹

☐ Detailed Mortality – Limited Geography (2005+)²

☐ Natality - All Counties³

☐ Detailed Mortality - All Counties³

☐ Fetal Deaths - All Counties⁴

☐ Period Linked Births/Infant Deaths - All Counties (not available after 2017)⁴

☐ Period/Cohort Linked Birth/Infant Deaths - All Counties (2017/2016+)⁴

☐ Birth-cohort Linked Births/Infant Deaths - All Counties (not available after 2015)⁴

¹Includes geographic identifiers for all states, plus counties and cities of 100,000 or more population.

²Includes identifiers for states only. Do NOT also select this if requesting files with county identifiers.

³Includes identifiers for all states, all counties, plus cities of 100,000 or more population.

⁴Includes identifiers for all states, all counties, plus cities of 250,000 population or more.

4. Years of Data Requested:

(Please see website, https://www.cdc.gov/nchs/nvss/dvs_data_release.htm, for our file-release time frame.)

5. Was this specific study previously approved for different data years?

☐ Yes ☐ No

If **Yes**, indicate for which data years, the date submitted, name of PI, and title of project.

6. Do you plan to link any other datasets to the data you are requesting?

☐ Yes ☐ No

If **Yes**, describe the other datasets and the type of data, data linkage, and/or level of data linkage (**Do NOT link with other data at the individual record level**).

Section V: PROJECT SUMMARY

1. Please provide a brief overview of your project, including objective(s), study population (age, sex, race and ethnicity, and geographic area and level), and analytical methods.

2. State why the restricted rather than public-use vital events data are needed and how the requested data will be used in the analysis.

3. Briefly describe the significance of the planned research and the purpose for which it will be used.

4. Please describe your plan for the release of results, including the public dissemination plans (for example, presentations, publications, query systems, etc.).

5. Do you agree to abide by the NCHS data suppression standard that no count, including totals or rates based on counts, should be less than 10 in tabulations, figures, graphs, maps, tables, etc. for sub-national geographic areas, regardless of number of years combined? **(Failure to abide by NCHS' data suppression standards will result in loss of access to restricted use NCHS data. Deliberately making a false statement in any matter within the jurisdiction of any department or agency of the Federal government violates 18 USC 1001 and is punishable by a fine of up to \$10,000 or up to 5 years in prison, or both).**

☐ Yes ☐ No

6. Anticipated timeline for completion (select one): ☐ 1 year ☐ 2 years

Provide justifications as needed.

NOTE: The proposed project period may not exceed 2 years initially. To extend access to the same data files past the approved period, you will need to apply to NCHS for an extension. To extend access to the same files AND add new data years to the approved project, you will need to submit an amended application.

Section VI: SECURITY MEASURES

DVS restricted data may not be accessed outside of the U.S. and should be stored on, and accessed from, the secure computer system of the affiliated organization or institution. If a secure computer system is not available, the data may be stored on a password-protected, encrypted computer protected by anti-malware and anti-virus software. **Storage and access of data files using a portable storage or cloud-based system is not permitted.**

1. Where will the data be stored and accessed?

☐ On my affiliated organization's/institution's computer system (i.e., not a commercial cloud server).
Note: **The organization's/institution's computer must be used by student researchers.**

☐ On a stand-alone computer or laptop

☐ Computer is fully encrypted and password protected

☐ Computer is protected by (describe):

☐ Other (describe):

2. Please **clearly describe** your institution's data protection procedures, storage system, and state who will be responsible for the security of the DVS restricted data. NOTE: If data stored at your (application PI's) institution will be accessed by project personnel at other institutions, clarify how access will be provided without jeopardizing data security. Alternatively, if data will be stored at and accessed from more than one institution, you must include a description of the data protection procedures and responsible party at EACH institution in your response. Links to the institution's protection procedure documents are not acceptable. The description needs to be sufficient to enable assessment of security of the system.

3. Data Destruction:

At the conclusion of the approved project period, the data user shall ensure the destruction of all NVSS restricted use data files provided by NCHS, including any derivative files, backups, temporary or intermediate work files created during the project. All storage media or environments containing NVSS data must be

☐ *sanitized using methods compliant with NIST Special Publication 800 88, Guidelines for Media Sanitization (e.g., secure overwrite, secure deletion tools, or equivalent methods appropriate to the storage environment). The data user must document the sanitization procedure used. Upon verification, the NVSS Data Custodian will issue the Certificate of Destruction as required under the Data Use Agreement.*