

**ALABAMA STATE COMMITTEE OF PUBLIC HEALTH
ALABAMA DEPARTMENT OF PUBLIC HEALTH
ADMINISTRATIVE CODE**

**CHAPTER 420-7-1
VITAL STATISTICS**

420-7-1-.25 Fees.

Fees to be paid to the Center for Health Statistics shall be as set out in Code of Ala. 1975, §22-9A-23.

- (1) The portion of the fee for a search for or a certified copy of every vital record issued in a local registration district that shall be retained in the local office shall be five twelfths (5/12) of the fee set in Code of Ala. 1975, §22-9A-23(a)(1). The remainder of the fee shall be forwarded to the State Board of Health for operation and maintenance of the vital records system.
- (2) The portion of the fee for each additional certified copy of every vital record issued in a local registration district that shall be retained in the local office shall be one half (1/2) of the fee set in Code of Ala. 1975, §22-9A-23(a)(2). The remainder of the fee shall be forwarded to the State Board of Health for operation and maintenance of the vital records system.
- (3) The fee for any request that involves a search for a particular record to locate a requested document such as a Paternity Affidavit, documents filed with a record, or any other documents associated with a record other than a sealed file, shall be at minimum the fee specified in Code of Ala. 1975, §22-9A-23(a)(1).
- (4) The fee for a search that requires opening a sealed file for processing shall be at minimum, the fee specified in Code of Ala. 1975, §22-9A-23(a)(5).
- (5) Appropriate fees for the preparation of statistical research requests shall be determined by the State Registrar but shall, at minimum, cover the cost of staff time for production of the information requested. Additional amounts may be charged to cover the costs of the operation and maintenance of the vital records system used to collect the information provided for the statistical research.
- (6) As specified in Code of Ala. 1975, §22-9A-23(a)(1), fees paid for a search of the records cover the cost for making the search and reporting the findings of that search. Fees for the search are not refundable if a record cannot be located.

Instead, an official report of the findings of the search shall be issued in a format determined by the State Registrar.

(7) Unless otherwise specified in the Code of Ala. 1975, and these Rules, fees for special processes such as amendment or correction, new certificate after adoption or paternity determination, delayed certificate, etc. must be paid along with the application for such request and prior to processing such request. Fees paid cover the costs involved for staff time to handle the request and fees are not refundable if the request cannot be completed due to lack of sufficient or adequate documentation as required in the Code of Ala. 1975, and these Rules.

(8) If a court orders an action to be completed to a birth certificate or the law requires an action to be taken to a birth certificate on file in the Center for Health Statistics, that action may be processed prior to receiving the fee for the action. Once the action has been completed, the fee must be paid by the registrant, one of the registrant's parents if the registrant is under 19, or the legal guardian of the registrant before a certified copy of the record may be issued to any of those individuals.

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Statutory Authority: Code of Ala. 1975, §§22-9A-2, 22-9A-23.

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