

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention
11 State House Station
220 Capitol Street
Augusta, Maine 04333-0011
Tel; (207) 287-5500; Toll Free: (888) 664-9491
TTY: Dial 711 (Maine Relay); Fax (207) 287-5470

State Share of Vital Records Fees Reporting Form Instructions

1. Enter Customer number provided to you by Maine CDC.
2. Enter Municipality name.
3. Enter telephone number for Municipal Clerk/Municipal Office.
4. Enter name of Municipal Clerk.
5. Enter email address of Municipal Clerk.
6. Complete the Address line – if multiple lines are necessary, please use the second address line.
7. Complete name of the Municipality for Town.
8. Enter State name.
9. Enter Zip Code.
10. Check “Monthly,” “Quarterly” or “Semi-annually” and enter the beginning and end dates covered by the report.
11. Enter in the table, under Quantity, the total number of single certified copies of birth records issued for the reporting period.
12. Multiply the Quantity times the State Fee to determine the amount of the State Share for these records.
13. Enter in the table, under Quantity, the total number of additional copies same birth record requested for the reporting period.
14. Enter in the table, under Quantity, the Quantity times the State Fee to determine the amount of the State Share for these records.
15. Enter in the table, under Quantity, the total number of single death certified copies of death records issued for the reporting period.
16. Multiply the Quantity times the State Fee to determine the amount of the State Share for these records.
17. Enter in the table, under Quantity, the total number of additional copies same death record requested for the reporting period.
18. Multiply the Quantity times the State Fee to determine the amount of the State Share related to these records.
19. Enter in the table, under Quantity, the total number of single marriage certified copies issued for the reporting period.
20. Multiply the Quantity times the State Fee to determine the amount of the State Share related to these records.
21. Enter in the table, under Quantity, the total number of additional copies same marriage record requested for the reporting period.
22. Multiply the Quantity times the State Fee to determine the amount of the State Share related to these records.
23. Enter in the table, under Quantity, the total number of Marriage Licenses issued in the reporting period.
24. Multiply the Quantity times the State Fee to determine the amount of the State Share related to these records.
25. Enter in the table, under Quantity, the total number of Disposition Permits issued during the reporting period.
26. Multiply the Quantity times the State Fee to determine the amount of the State Share related to these records.
27. Add the Amount column to determine the total State Share of Vital Records fees due for this period.
28. Please send the form with a remittance for the Total Due to:

**Treasurer, State of Maine
DHHS Service Center A/R
221 State Street, 3rd Floor
11 State House Station
Augusta, ME 04333-0011**

Note: All payments must be received by the 30th of the month following the end of the reporting period.