

Executive Summary Form

Agenda Number: HLT – 4084 July 10, 2018

Recommendation:

It is recommended that Cochise County adopt statewide standard pricing for vital records services, which will result in a \$5 increase (to \$20) in the cost of birth and death certificates issued by the county.

Background (Brief):

Cochise County Vital Records fees were last changed in 2011 when the state increased its surcharge due for each certificate issued from \$1 to \$5. At that time, virtually all Arizona counties increased their basic birth and death certificate fees to \$20, while Cochise County increased the certificate fees by \$5 to \$15. With the exception of Cochise County, every county with a full-service vital records operation now charges basic certificate fees of \$20.

Adopting this standard fee schedule will enable CHSS to enhance our customers' experience by introducing same-day, walk-in Vital Records service at all five of our clinic sites.

The full schedule of proposed statewide standard fees is as follows:

	Current Fee	Proposed Fee
Birth Certificate	\$15.00	\$20.00
Establishing Paternity	\$28.00	\$30.00
BC Correction/Amendment	\$28.00	\$30.00
Death Certificate	\$15.00	\$20.00
DC Correction/Amendment	\$28.00	\$30.00
Fetal Death Certificate	\$15.00	\$20.00
Certificate of Birth Resulting in Stillbirth	\$15.00	\$20.00
Delayed Birth Application	\$15.00	\$20.00
Foreign Born Application	\$15.00	\$20.00
Putative Father Registry	\$5.00	\$5.00
Presumptive Death	\$10.00	\$15.00
Birth Non-Certified	\$5.00	\$5.00
Death Non-Certified	\$5.00	\$5.00
Record Search	\$5.00	\$5.00

Note that 97% of our certificate volume is represented by birth and death certificate issuance.

Fiscal Impact & Funding Sources:

The revenue impact of the proposed fee changes will be the annual addition of approximately \$50,000 to the general fund and allow Cochise County to cover its cost of providing this valuable customer service. The incremental revenue will be used to fund organizational and process improvements that will enable same-day Vital Records certificate issuance at all five CHSS clinics.

Next Steps/Action Items/Follow-up: Your approval is respectfully requested so that CHSS can significantly enhance customer service by offering same-day Vital Records certificate issuance.

Impact of Not Approving: Continuation of the current practice of mail-only delivery of Vital Records certificates by CHSS.