

Memorandum



CITY OF DALLAS

DATE September 16, 2016

TO Honorable Members of the Arts, Culture & Libraries Committee: Mayor Pro Tem Monica R. Alonzo (Chair), Mark Clayton (Vice Chair), Jennifer S. Gates, Deputy Mayor Pro Tem Erik Wilson, Scott Griggs, Carolyn King Arnold

SUBJECT **Bureau of Vital Statistics at the Library**

On September 19, 2016, the Arts, Culture, and Libraries Committee Dallas will be briefed on the move of the Bureau of Vital Statistics to the J. Erik Central Library.

The briefing materials are attached for your review.

Please contact me if you have any questions or need additional information.

A handwritten signature in blue ink, appearing to read 'Joey Zapata'.

Joey Zapata,
Assistant City Manager

c: Honorable Mayor and Members of the City Council
Christopher D. Bowers, Interim City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager

Eric D. Campbell, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Mark McDaniel, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor & Council

Bureau of Vital Statistics at the Library

Briefing to the Arts, Culture and Libraries Committee

September 19, 2016



Purpose

- ▶ Provide an overview of the move of The Bureau of Vital Statistics to the J. Erik Jonsson Central Library
 - ▶ Bookends closes
 - ▶ Vital Statistics overview of services
 - ▶ New engagement opportunities for the Library
 - ▶ Long-term goals

Bookends @ the Central Library

- ▶ Established in 1985 as a place to sell used library books
- ▶ BookEnds closed on July 31, 2016
- ▶ Used books will be sold by the Friends of the Dallas Public Library via bi-annual sales in January and July



Vital Statistics Facts

- ▶ Responsible for:
 - ▶ Registration of all births and deaths within the city limits of Dallas
 - ▶ Preservation of records
 - ▶ Issuance of births and deaths certificates
 - ▶ Issuance of cremation and burial transit permits
 - ▶ Acknowledgment of paternity

The numbers

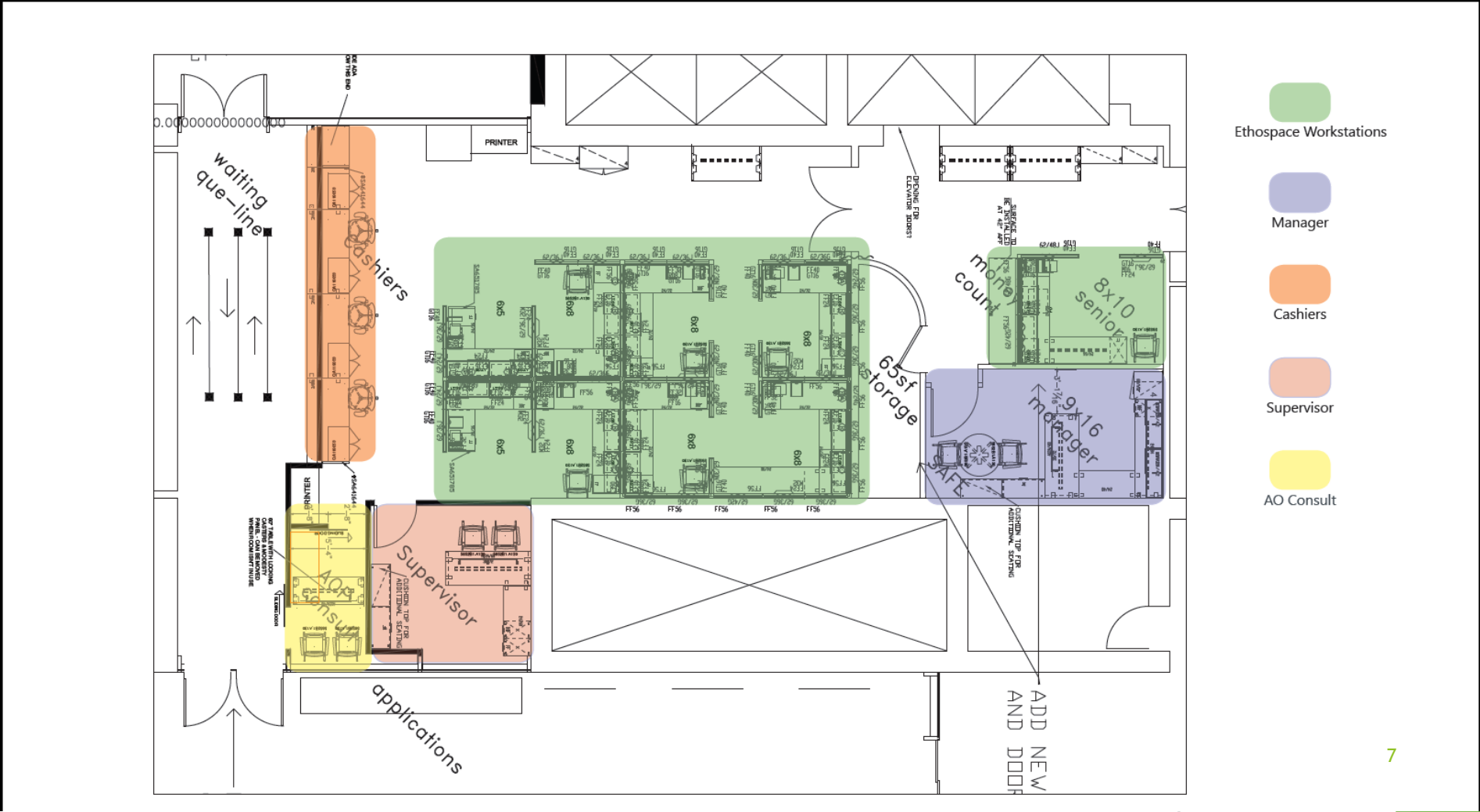
	Monthly Average FY 15-16
Customers @ Counter	4,220
Requests by Mail	112
Requests On-line	320
Births Registered	2,730
Birth Certificates Sold	5,000
Death Certificates Sold	1,100

Fees for Records

ITEM	FEE
Birth Certificates (Search and/or Certified Copy)	\$23
Birth Certificates outside the city of Dallas but within the State of Texas (Search and/or Certified Copy)	\$23
Death Certificates (Search and/or Certified Copy)	\$21
Additional Death Certificates (Certified Copy of the same death record ordered at the same time)	\$4
Notary Service for each document notarized	\$6
Subpoena Fee	\$1 plus the cost of the records
Mail Fee	\$1
Fees are non-refundable and non-transferable if a record is not found	

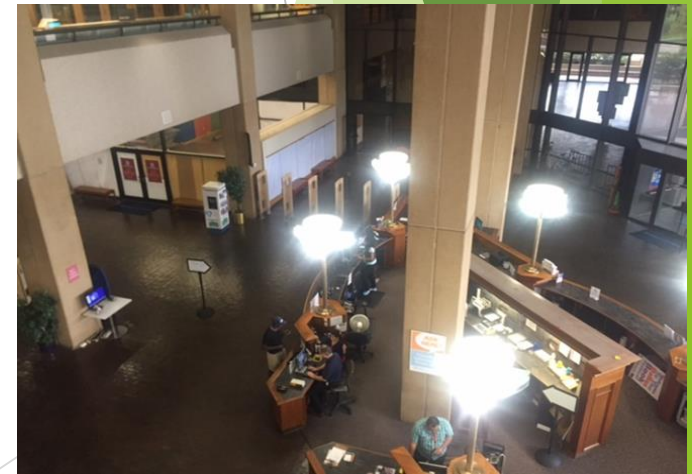
Fees are regulated by TX Department of State Health Services (DSHS)

New Space



Library Opportunities

- ▶ Library program information on display inside The Bureau of Vital Statistics
- ▶ Library staff engaging waiting customers
 - ▶ Showcasing the Central Library
 - ▶ Information on ESL/GED and other learning opportunities
 - ▶ Sign up for library cards and register to vote



Long-Term Goals

- ▶ Open Downtown Branch/1st floor of the Central Library earlier to match The Bureau of Vital Statistics hours (8:30am)



Additional Information

- ▶ Vital Statistics Office Hours: 8:30am - 4:30pm Monday through Friday
- ▶ Telephone: (214) 670-3092
- ▶ For copy of application, requirements, and additional information, visit: www.dallasvitalstatistics.com

