

## **.02 Requesting Verification – Open Record State**

Use the Request for Verification of Birth or Death (FA-076-B) form when the participant was born outside of Arizona in an [open record state\(g\)](#).

Procedures for using the FA-076-B are as follows:

- Call the out of state [vital statistics](#) office to obtain the following:  
The exact cost of providing the requested information.  
The time frame for providing the requested information.
- In the Please Return To section at the bottom of the form, document the following:  
The name of the EI requesting the information  
The local office address
- Place a copy of the FA-076-B in the [case file\(g\)](#) until a reply is received.
- Fill in the top section of a PAAR Payment Authorization (ACY-1151A) form to request a check for out of state agency fees.
- Route the ACY-1151A, the FA-076-B, and a stamped self-addressed envelope (one envelope for each birth or death record requested) to the authorized signer to complete the PAAR check and mail.