

.03 Requesting Verification – Closed Record State

When requesting verification from a [closed record state\(g\)](#), complete all of the following:

- Call the out of state [vital statistics](#) office to obtain the following:
A copy of their request for birth or death form.
Instruction for completing their request for birth or death form.
The exact cost of providing the requested information.
The time frame for providing the requested information.
- Assist the participant with completing the form.
- Have the participant sign and date the form.
- Document the following in the Return To section of the form:
The name of the EI requesting the information
The local office address
- Place a copy of the form 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 form, 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.