



**Court Services and Offender Supervision Agency
for the District of Columbia**

*Management and Administration
Procurement*

Memorandum

To: CSOSA Community Supervision Services Staff

From: Tammie V. Crank */signed/*
Director, Office of Procurement
Management and Administration

Date June 15, 2009

Subject: Procedures for Requesting Official Use Only Death Certificates from District of Columbia Department of Health, Vital Records Division.

The District of Columbia Department of Health, Vital Records Division (DC/DH/VRD) no longer accepts credit card as a method of payment when requesting a Death Certificate. Checks or money orders are currently the only methods of payment for Death Certificates. As a result, this document outlines the procedure for the Court Services and Offender Supervision Agency's (CSOSA) Community Supervision Services, CSOSA Office of Financial Management and CSOSA Office of Procurement for use in obtaining a Death Certificate from DCDHVRD. The purpose of this procedure is to expedite the acquisition and payment process in a manner consistent with sound internal controls.

Death Certificates requested by CSOSA personnel must be for official CSOSA use only. This procedure applies only to clients whose place of death was in the District of Columbia.

All Death Certificate requests shall be initiated as a formal purchase request (requisition) submitted using Oracle, the Agency's Financial Management System. The requestor, when requesting a Death Certificate, shall follow their organization's internal procedures for submitting a requisition in Oracle. The current price for a Death Certificate from DC/DH/VRD is \$18.00 per copy.

In order to ensure expeditious delivery of the certificates, the requesting CSOSA organization must make certain that the Oracle requisition containing the Death Certificate request is complete and accurate. A sample of a complete and accurate requisition is at Attachment one (1). Key information that is required in the preparation of the requisition is as follows:

Item Type: Goods billed by Quantity

*633 Indiana Avenue, NW, Washington, DC 20004
Voice: (202) 220-5461 Fax: (202) 220-5711*

| | |
|-------------------|--|
| Item Description: | Death Certificate Request, John Doe, PDID Number XXXXXXXX, Social Security Number XXX-XX-XXXX, Client died in DC |
| Category: | Formal Procurement |
| Quantity: | 18 |
| Unit of Measure: | Each |
| Rate Per Unit: | 1 |
| Supplier Name: | District of Columbia Treasury, Dept of Health |
| Site: | 106731248 |

Requestor must indicate the employee and specific location where the Death Certificate is to be delivered in the Note to Buyer section of the Oracle requisition.

The DCDHVRD also requires specific information that is necessary to complete the transaction. This information shall be provided as an attachment to the Oracle requisition. A sample form containing the information required by DCDHVRD is attached to this procedure at Attachment two (2).

Attachments

Attachment One (1)

Example Oracle Death Certificate Requisition

The screenshot shows the Oracle iProcurement Shop interface in Microsoft Internet Explorer. The browser address bar shows the URL: https://denof17.nbc.gov:8010/OA_HTML/OA.jsp?page=/oracle/apps/icc/catalog/shopping/webuij/NonCatalogRequestPG&_ti=1742333780&oapc=3&OAMC=777. The page title is "Oracle iProcurement".

The main navigation bar includes: [Stores](#) | [Categories](#) | [Shopping Lists](#) | **Non-Catalog Request** | [Contractor Request](#). The sub-navigation bar includes: [Shop](#) | [Requisitions](#) | [Receiving](#) | [Contractors](#). The "Shop" tab is currently selected.

The "Non-Catalog Request" section contains the following form fields:

- Item Type:** Goods billed by quantity
- * Item Description:** Death Certificate Request, John Doe, PDID Number XXXXXX, Client Died in DC
- * Category:** FORMAL PROCUREMENT
- * Quantity:** 18
- * Unit of Measure:** Each
- * Unit Price:** 1
- * Currency:** USD
- Contract Number:** (empty)
- New Supplier
- Supplier Name:** DISTRICT OF COLUMBIA
- Site:** 106731248
- Contact Name:** (empty)
- Phone:** (empty)
- Supplier Item:** (empty)

Buttons for "Clear All", "Add to Cart", and "Add to Favorites" are present above and below the form fields.

The "Shopping Cart" section on the right shows: **Shopping Cart** - Your cart is empty.

At the bottom of the page, there is a copyright notice: Copyright (c) 2006, Oracle. All rights reserved. and a [Privacy Statement](#) link. The browser status bar at the bottom shows "Done." and "Trusted sites".

Attachment Two (2)

Example of Requisition Attachment Containing Required DCDHVRD Information

Full Name of Deceased (First, Middle, Last) _____

Deceased Social Security Number _____

Sex (Male or Female) _____

Date of Death _____

Place of Death _____

Purpose of Death Certificate Request _____

Note: Death Certificate requester should wait at least twenty one (21) working days after the requisition has been approved by CSOSA OFM before contacting CSOSA Office of Procurement for the status of certificate delivery.