
Date and Location

Bangor – Thursday, April 26, 2012

Hilton Garden Inn
250 Haskell Rd., Bangor 04401

Augusta – Thursday, August 9, 2012

Maine Municipal Association
60 Community Drive, Augusta 04330

Time

8:30-9:00 – Registration

9:00-4:00 – Workshop

3:30-4:00 – Optional Question & Answer Period

Instructors

Patty Brochu, City Clerk, Old Town (both locations)

Roberta Fogg

Maine State Office of Vital Records (both locations)

Fee

\$50.00 – MTCCA Members

\$60.00 – Non-Members

NOTE: This fee includes continental breakfast and coffee service, lunch and workshop materials.

Members: Please be sure to wear your MTCCA badge to the workshop.

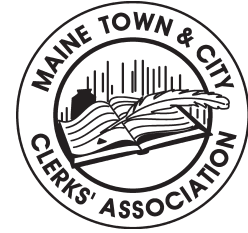
Scholarship

Scholarship money is available. For information, please contact Ruth Lyons at 373-5091 or visit our website at www.mtcca.org to download an application.

About MTCCA:

The Maine Town and City Clerks' Association (MTCCA) is an organization of municipal clerks, deputy clerks and assistant clerks throughout the state of Maine. An association of over 700 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA). MTCCA's principal missions are to motivate the Maine municipal clerks to become leaders in their fields of governance and to provide an educational program for new and veteran clerks to meet the highest standards of professional development. A primary objective of MTCCA is to provide professional development opportunities through education, training and peer interaction.

MTCCA
60 COMMUNITY DR
AUGUSTA ME 04330



Maine Town & City Clerks' Association presents:

Vital Statistics

Births

Marriages

Deaths

Bangor

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Maine Municipal Association

www.mtcca.org

VITAL STATISTICS

Vital records are the one thing in our society that everyone has in common. They are records of the most intimate affairs of each individual in our society. Most people now recognize the value of complete and accurate records of births, marriages and deaths. Vital records are used for new purposes every day and the demand for this important data is constantly on the increase. Vital Statistics is a one-day workshop providing the municipal clerk with an overview of the law, rules and regulations concerning the vital records program in Maine.

Agenda

- **History of Vital Statistics in Maine**
Duties of Municipal Clerk
Unincorporated Places
- **State Registrar**
Integrity of Vital Records
Access to Records
- **Certified Copies**
Ordering Supplies
- **Amendment of Vital Records**
Registration of Live Births
Delayed Births
Abortion and Fetal Deaths
- **Deaths**
Disposition Permit
- **Marriages**

Registration Information

To register, please fill out the attached form and mail it with your payment to MTCCA, 60 Community Drive, Augusta, ME 04330, or fax your registration to 207-626-5947. You may also register online at www.memun.org/public/MMA/svc/training.htm.

Manuals/Training Materials

Participants need to bring their Vital Records Manual. If you need a Vital Records Manual, please contact Office Services at 287-2558.

Questions/Cancellations

If you have any questions about the workshop, or wish to cancel, please call Denise Kolreg at MMA at 1-800-452-8786, ext. 2296 (Augusta area: 623-8428). Notification must be given at least 72 hours before the meeting to receive a refund (minus \$10.00 administrative fee). **ALL** cancellations regardless of reason are subject to a \$10.00 administrative fee for processing.

Membership

Interested in joining MTCCA for only \$20.00/yr? Visit our website at www.mtcca.org or call 1-800-452-8786 for membership information and application.

Storm Policy

If there is inclement weather, a decision to postpone will be made by 5:00 p.m. the day prior to the workshop. MTCCA encourages all registrants to check the MMA website at www.memun.org or call the training hotline at 207-624-0117 before departing for any MTCCA sponsored events to ensure that the event schedule has not changed.

Certification

This program is a mandatory course for the Maine Town & City Clerks' Association Certification Program. Participants must be present for the full day to receive a certificate of completion for the course.

*Any member whose certification expires must attain their original certification again.

Disclaimer: Educational courses and materials offered by the Maine Town & City Clerks' Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice.

Vital Statistics Workshop

Please register the following person(s) from _____ for Vital Statistics.
(Municipality)

FULL NAME: _____ TITLE: _____ TEL: _____ FEE: \$ _____
FULL NAME: _____ TITLE: _____ TEL: _____ FEE: \$ _____
BILLING ADDRESS: _____ TOTAL AMOUNT: \$ _____
EMAIL: _____

Please circle the location: Bangor – Thursday, April 26, 2012 Augusta – Thursday, August 9, 2012

Mail Registration Form to: MTCCA, 60 Community Drive, Augusta, ME 04330 Fax form to: 207-626-5947 or register online at: www.memun.org

ADA Message: In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

PLEASE MAKE CHECKS PAYABLE TO MTCCA

ATTENDING