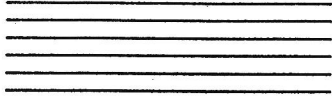



## New Office Policy Effective 2-8-2012

---



# MEMO

---

**DATE:** February 8, 2012  
**TO:** Vital Records Staff  
**FROM:** Stanley S. Cooper, Vital Records Office Administrator   
**RE:** Querying related to Dissolution of Marriage and Annulment forms

Effective immediately, the Vital Records Office will no longer routinely query for information from Dissolution of Marriage or Annulments once the court has entered a final decree. In cases where the Dissolution form contains conflicting information, contact will be made with the respective Clerk's office to obtain clarification.

Once the Dissolution of Marriage and Annulment is filed, the client, legal representative, or the court may request the Dissolution of Marriage and Annulment be amended in accordance with current statutes and regulations.

**Cc:** Jenifer Roberts-Johnson, Chief Administrator  
Ming Qu, Public Health Support Administrator  
Larry Dix, NACO