

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Department of Health Services, Office of Vital Records, Eligibility for Certified Copies of Death Certificates; SP-048-PHS-VRS.

2. Date of the publication of the substantive policy statement and the effective date of the policy statement if different from the publication date:

Effective date: March 1, 2002

3. Summary of the contents of the substantive policy statement:

The substantive policy statement clarifies that the term "sufficient time," used in A.A.C. R9-19-412, means fifteen working days, or the actual time it takes for a check to clear the bank it is drawn on, whichever happens first.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Julie Frasco
Address: Department of Health Services
2727 W. Glendale
Phoenix, AZ 85051
Telephone: (602) 364-1227

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25 cents per page payable upon receipt. The check or money order should be made payable to the Arizona Department of Health Services.