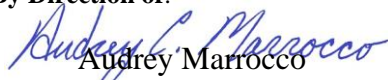


STATE REGISTRAR NOTICE

Subject: Marriage and Divorce Vital Statistics Reporting	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	Number: 2022-03
Date Issued: June 2, 2022	Audience: PA County Government: Register of Wills & Prothonotary Offices	By Direction of:  Audrey Marrocco State Registrar

This State Registrar Notice is being issued to update guidance and requirements surrounding the collection of marriage data, and the reporting of summary marriage and divorce data to the Bureau of Health Statistics and Registries (BHSR).

[Pennsylvania's Vital Statistics Program](#)

In accordance with the Vital Statistics Law of 1953¹ (VSL), BHSR is responsible for administering Pennsylvania's vital statistics program. Operating under the direction of the State Registrar, BHSR is charged with prescribing the following forms:

- [Marriage License Application \(H105.167\)](#)
- [Summary Report of Marriage and Divorce Occurrences \(HD1111F\)](#) - A monthly summary report of marriages solemnized², and divorce decrees ordered in this Commonwealth.

The summary report is designed to collect standard items that contribute to the National Vital Statistics System (NVSS) which is administered by the Centers for Disease Control and Prevention (CDC), National Center for Health Statistics (NCHS).

For more information on NVSS's standards for reporting marriage summary data, visit <https://www.cdc.gov/nchs/nvss/marriage-divorce.htm>.

[County Responsibilities](#)

The clerk of orphan's court is responsible for reporting a statistical summary of the marriage license applications within the Commonwealth, while the prothonotary is responsible for reporting a statistical summary of divorce decrees issued.

The county that issued the marriage license or decree of divorce or annulment is responsible for providing certified copies or transcripts of those documents.³

¹ 35 P.S. §§ 450.101 - 450.1003 as amended by Act 2001-82.

² Based on current historical practices in place, the summary data being reported is the number of marriages licensed issued and not the number of marriages solemnized in the prior month. BHSR is analyzing the current challenges faced by the counties in obtaining full compliance with the VSL.

³ See Section 802 of the VSL.

Marriage License Application

BHSR has issued an update to the [Marriage License Application \(H105.167\)](#). This form has been modified as follows:

- The addition of “nonbinary” as a gender option.
- The addition of a “parent label” designation to support all applicant family structures, including same-sex parents.
- Removal of “parent” as a signature if consent is required.⁴

Counties are encouraged to begin implementing this new application immediately. All counties must convert to this new application by September 1, 2022.

Counties unable to meet this deadline must submit a written notification to the State Registrar by August 1, 2022. The written notification must include the reason why the county is unable to comply with this deadline along with a timeline on when they will obtain compliance. The written notification shall be sent by email to ra-DHMarriageStats@pa.gov.

Summary Report of Marriage and Divorce Occurrences

BHSR has issued an update to the [Summary Report of Marriage and Divorce Occurrences \(HD1111F\)](#). This form has been modified as follows:

- The addition of a “County Office” field.
- The addition of a “Report Type” field.
- The addition of a “Data Being Reported” field.
- The addition of a “Number of Nonbinary (X)” column to the “Marriage Licenses Issued by Age of Applicants” table.
- The removal of “Annulments” from the table header of “Divorces by Duration of Marriage” since only divorces are reported on this summary form.

Part 1: Contact Information

Field Name	Details
County Name	Enter the county name.
County Office	Enter the name of the county office completing the form.
County Contact	Enter the full name of the person completing the form.
Contact’s Email Address	Enter the contact’s email address.
Daytime Phone	Enter the contact’s phone number to include area code and any extension.

⁴ In accordance with Act 18 of 2020.

Part 2: Contact Information

Header Section

Field Name	Details
Date of Report	Enter the date the report was completed and submitted to BHSR.
Report Type	Select “Initial Report” from the dropdown list when submitting the initial report. If you have determined that your initial report contains an error, select “Revised Report” when submitting the corrected report.
Month and Year of Issuance	Enter the month and year the Marriage License Application was issued.
Data Being Reported	Select “Divorce”, “Marriage”, or “Marriage and Divorce” from the dropdown to indicate the data that you are including on your report.

Table for Marriage Licenses Issued by Age of Applications

Column	Details
Number of Females (F)	Based on age of the applicant, enter the number of applicants reporting female (F) as gender on the Marriage License Application.
Number of Males (M)	Based on age of the applicant, enter the number of applicants reporting male (M) as gender on the Marriage License Application.
Number Nonbinary (X)	Based on age of the applicant, enter the number of applicants reporting nonbinary (X) as gender on the Marriage License Application.

NOTES:

When determining age of the applicant, report age based on full years. For example, an applicant who is 24 years and 7 months old should be included in the 20-24 age category.

Each applicant should be included in the appropriate age count based on their gender. For example, if Applicant A is a 36-year-old male and Applicant B is a 32-year-old female, then Applicant A should be included in the 35-39 year age group under the “Number of Males (M)” column and Applicant B should be included in the 30-34 year age group under the “Number of Females (F)” column.

Table for Divorces by Duration of Marriage

Column	Details
Number of Divorces	Enter the number of divorces based on full years of marriage.

NOTE:

Full year of marriage should be used to determine marriage category. For example, a couple married for 9.5 years should be included in the 5-9 years married category.

Timeliness and Method of Reporting

The [Summary Report of Marriage and Divorce Occurrences \(HD1111F\)](#) shall be submitted to BHSR by the 15th of each calendar month for the preceding month's data. If a report contains an error, a revised report should be submitted as soon as the error is identified. To ensure that corrected data is included in both state and national vital statistics, revised reports should be submitted no later than March 31 for data from the preceding year.

All reports must be submitted by fax or email as listed at the bottom of HD1111F.

Contact Information:

Email: ra-dhprotecteddata@pa.gov