

For use by CDPH Programs ONLY
INSTRUCTIONS AND INFORMATION TO COMPLETE THE
CDPH PROGRAMS VITAL STATISTICS DATA FILES APPLICATION

If you are requesting data files for purposes of scientific research (as opposed to routine public health epidemiological analysis, surveillance, or administrative purposes), please use the “research application” found at: <http://www.cdph.ca.gov/programs/ohir/Pages/OHIRApplications.aspx>.

Death and birth data files that include personal identifiers such as name, certificate number, address, social security number (SSN), and mother’s maiden name (MMN) are confidential and are subject to restrictions according to the California Health and Safety Code.

Approvals from the Committee for the Protection of Human Subjects (CPHS) and the Vital Statistics Advisory Committee (VSAC) may be required if these data files will be used for personal contact, unless the contact is for health program purposes. Approvals may also be required if data with personal identifiers will be released.

If you are requesting this data for public health surveillance or fraud prevention you are not required to get CPHS or VSAC approvals.

The use of data files for research will require prior approval from CPHS or a waiver from CPHS. You can access information about CPHS and their approval process by calling (916) 326-6660, via e-mail cphs-mail@oshpd.ca.gov, or on their website, <http://www.oshpd.ca.gov/Boards/CPHS/researchers.html>. The approval letter and a copy of the approved protocols or waiver letter from CPHS should accompany your application.

If data files will be used by an outside, third-party agency or researcher or by anyone other than CDPH staff or contract staff acting as CDPH staff, please contact the Health Information and Research Section PRIOR to ordering the files.

Mail, fax, or email the completed and signed application to:

California Department of Public Health
Health Information and Research Section
Attn: Data Request Desk
Mail Station Code 5101
P.O. Box 997410
Sacramento, CA 95899-7410

Fax: (916) 440-5206
Phone: (916) 552-8095 E-mail: OHIR@cdph.ca.gov

Physical mailing address for courier deliveries:

1616 Capitol Avenue
Suite 74.165
Mail Station Code 5101
Sacramento, CA 95814-5052

For information on obtaining approvals for confidential data or to request files in mainframe format, please contact the Health Information and Research Section by e-mail or at the telephone number listed above.