

**LOUISIANA BUREAU OF VITAL RECORDS AND STATISTICS  
MONTHLY RECONCILIATION REPORT**



Jemimah Mickel, State Registrar Bureau of  
Vital Records and Statistics  
P.O. Box 60630  
New Orleans, LA 70160

**Health Unit:** \_\_\_\_\_

**Registrar:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Subject: Monthly Banknote Reconciliation for Month of** \_\_\_\_\_ **Year** \_\_\_\_\_

**Death Certificate Banknote Paper**

Beginning Audit # \_\_\_\_\_

Ending Audit #: \_\_\_\_\_

Number of Death Certificates Sold @ \$9.00: \_\_\_\_\_

Number of Death Certificates Sold @ \$7.00: \_\_\_\_\_

Total Number of Certificates Issued: \_\_\_\_\_

Number of Certificates Voided: \_\_\_\_\_

The above represents an accurate accounting of banknote stock used and fees collected. The number of voids have been counted and verified, and all voids are attached.

Signature \_\_\_\_\_ Parish \_\_\_\_\_

Mail Completed Form and Voided Banknotes To:  
Vital Records  
Attn: Field Representatives  
PO Box 60630  
New Orleans, Louisiana 70160