

NDI Application No.:

National Death Index: User Coding Sheet

(BEFORE completing this form, refer to the instructions on the back.)

1. NAME OF PERSON
 IN STUDY GROUP

LAST NAME

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
(A)																				

FIRST NAME

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
(A)														

36
Middle Initial

2. SOCIAL SECURITY NUMBER

37	38	39	40	41	42	43	44	45
(N)								

3. DATE OF BIRTH

46	47	48	49	50	51
(N)					
Month		Day		Year	

4. FATHER'S SURNAME

52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	
(A)																				

5. AGE AT DEATH (estimated)

72	73	74
(N)		
Unit	No. of Units	

6. SEX

75
(N)

7. RACE

76
(N)

8. MARITAL STATUS

77
(N)

9. STATE OF RESIDENCE

78	79
(A/N)	

10. STATE OF BIRTH

80	81
(A/N)	

11. CONTROL OR
 SEQUENCE NUMBER

82	83	84	85	86	87	88	89	90	91
(A/N)									

12. OPTIONAL USER DATA

92	93	94	95	96	97
(A/N)					

A = Alpha N = Numeric

INSTRUCTIONS FOR COMPLETING THE USER CODING SHEET

1. Follow exactly the same coding specifications as required for records on magnetic tape. REFER TO THE NATIONAL DEATH INDEX *USER'S MANUAL*.
2. Use #1 or #2 pencil and print legibly.
3. Record your assigned National Death Index Application Number at the top of EACH coding sheet you submit. The Application Number was assigned to you by the National Center for Health Statistics in the letter which approved your application to use the Index.
4. SUBMIT THE *ORIGINAL* CODING SHEETS AND RETAIN COPIES FOR YOUR FILE.
5. The batch of coding sheets which you submit must be accompanied by a National Death Index User Data Transmittal Form. (A blank User Data Transmittal Form was included in the package of blank coding sheets which you received from the National Center for Health Statistics.)
6. Mail completed coding sheets AND the Transmittal Form to:

Director, Division of Data Processing
National Center for Health Statistics
P.O. Box 12214
12 Davis Drive
Research Triangle Park, NC 27709
ATTN: National Death Index

Also send a *copy* of the Transmittal Form AND your payment to:

NATIONAL DEATH INDEX
Division of Vital Statistics
National Center for Health Statistics
6525 Belcrest Road, Room 840
Hyattsville, MD 20782
7. Upon receipt of the coding sheets, the National Center for Health Statistics will key and edit the data and then perform a search of the National Death Index file. Your coding sheets will be returned to you along with the results of the search.

Public reporting burden of this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road, MS D-24, Atlanta, GA 30333, ATTN: PRA (0920-0215).

CONFIDENTIALITY OF INFORMATION ON INDIVIDUALS WHICH IS SUBMITTED TO NCHS BY USERS OF THE NATIONAL DEATH INDEX

The National Center for Health Statistics (NCHS) assures the user of the National Death Index (NDI) that identifiable information submitted on individuals in the user's study or project will be held in strict confidence, will be used only for the purpose of searching the NDI file for possible decedents, and will not be disclosed or released without the prior written consent of the NDI user in accordance with Section 308(d) of the Public Health Service Act (42 U.S.C. 242m).

NCHS will do everything possible to prevent the accidental loss or damage of the user's coding sheets; however, the user is encouraged to make and retain copies of the completed coding sheets before submission to NCHS. The user's coding sheets will be returned to the user shortly after the data have been used in a search of the NDI file. Accompanying the returned coding sheets will be the results of the NDI search. NCHS will not retain copies of the user's coding sheets.