§ 4170. Records; general duties of registrars. Each registrar shall:

(a) supply blank forms of certificates to such persons as require them;

(b) examine each certificate of birth or death when presented for record in order to ascertain whether or not it has been made out in accordance with the provisions of this article and the instructions of the commissioner;

(c) number consecutively the certificates of birth and death, in two separate series, beginning with the number one for the first birth and the first death, in each calendar year, and sign his name as registrar in attest of the date of filing in his office;

(d) make a complete and accurate copy of each birth and death certificate registered by him in such form as approved by the commissioner;

(e) file the permit for each burial, or cremation or other disposition of bodies of deceased persons in his district as the local record, in such manner as directed by the commissioner and which shall be subject to disposition at such time and in such manner as may be prescribed by rules and regulations promulgated by the commissioner;

(f) at such times as the commissioner shall direct, and as otherwise ordered by the commissioner as provided in section four thousand one hundred seventy-two of this chapter transmit to the commissioner all original certificates, including reports of foundlings, as required by section three hundred ninety-eight of the social services law, and orders relating to parentage registered by him;

(g) maintain a count of reports of fetal death with such reports to be destroyed at the end of each month.

(h) immediately notify the division of criminal justice services in the event that a copy of a birth certificate or information concerning the birth records of any person whose record is flagged pursuant to paragraph (i) of subdivision two of section four thousand one hundred of this article is requested. In the event that a copy of the birth certificate of a person whose record is so flagged is requested in person, the registrar's personnel accepting the request shall immediately notify his or her supervisor who shall notify the local law enforcement agency and department in accordance with regulations promulgated by the department. The person making the request shall

complete a form as prescribed by the commissioner, which shall include the name, address, telephone numbers and social security numbers of the person making the request. A motor vehicle operator's license, or if such license is not available, such other identification as the commissioner determines to be satisfactory, shall be presented, photocopied and returned to him or her. When a copy of the birth certificate of a person whose record has been flagged is requested in writing, the registrar shall notify the local law enforcement agency and the department in accordance with regulations promulgated by the department.