

DELAWARE HEALTH STATISTICS CENTER

APPLICATION FOR LIMITED DATA FILES

(FOR USE BY DIVISION OF PUBLIC HEALTH SECTIONS/PROGRAMS)

Limited data do not contain personal identifiers, such as name and social security numbers, but they do contain more identifiers than public-use data that has been stripped of the 18 identifiers, such as city, zip code, census tract, elements of dates relegated to a person, and other unique characteristics.

Name:		Date:	
Title:	Section or Office:		
Street Address:		City:	
State:	Zip Code:	Phone:	
Email Address:			
DATA REQUESTED			
File Type: <input type="checkbox"/> Live Births <input type="checkbox"/> Deaths <input type="checkbox"/> Fetal Death <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce <input type="checkbox"/> Linked Medicaid-VS			
Year(s) Requested:		File format: <input type="checkbox"/> Comma delimited (*.csv) <input type="checkbox"/> Excel <input type="checkbox"/> Tab delimited (*.dat) <input type="checkbox"/> SAS <input type="checkbox"/> SPSS (*.sav)	
Limited Data Requested: <input type="checkbox"/> Small geography <input type="checkbox"/> Full dates <input type="checkbox"/> Exact birthweight <input type="checkbox"/> Full ICD-9/10 Codes <input type="checkbox"/> Exact gestation <input type="checkbox"/> Other variables			
List the primary project or study objectives, and briefly describe the health, medical, or other problem addressed by the proposed project. (Attach additional sheets if necessary.)			
Proposed Research Project (Describe how data files will be used, stored, and protected. Specify how long data will be stored and used for the research project, and how files will be expunged at project completion. Attach additional sheets as necessary.)			
User Names (List all users who will have access to the requested data files.)			

Limited Data User's Agreement

I, the undersigned, in accordance with Delaware law, agree to the following terms and conditions related to this application and the use of the information obtained from the Delaware Health Statistics Center (DHSC).

I agree not to sell, release, or otherwise transfer the files, or any portion thereof, provided under this agreement. I agree that the data obtained from the DHSC will be used only for the project proposed and the purposes described in this application. Use of the information for purposes other than those described will not be undertaken until a separate application form for the project has been submitted to, and approved by, the DHSC.

I agree to maintain the data in a secure manner, and to destroy or return the data to the DHSC following their described use. I agree that no attempt will be made to link the files provided by the DHSC with other files so as to identify an individual's confidential data.

I further agree to the following for any material derived from these vital statistics files:

1. No statement shall be made indicating or suggesting that interpretations drawn from the vital statistics data files are those of the Delaware Health Statistics Center.
2. If cited in a publication or presentation, the source of the data will be acknowledged as the Delaware Vital Statistics Data, Delaware Health Statistics Center, Division of Public Health, Delaware Health and Social Service.

User's Signature:	Date:
Printed Name:	Title:
Delaware Health Statistics Center (DHSC) Use Only	
Application complete:	Date:
DHSC Authorization:	

Please mail the completed application to the following address:

**Marianne Letavish
Delaware Health Statistics Center
417 Federal Street
Dover, DE 19901**

Phone: (302) 744-4541 Fax: (302) 739-6631



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health