

## State of Louisiana Vital Record Security Paper

### **Item No. 1**

Printing of: State of Louisiana  
"Certification of Vital Record" (1/8" high)

#### **Specifications**

Form Size: Overall size: 8 ½" x 11" single sheets for laser printing

#### **Paper Stock:**

The paper shall be dull 28# acid-free paper, or equivalent, and contain security fibers integrated into the paper. The paper must contain an artificial or true-mill watermark of the words "Official Vital Record" in a repeated, continuous format running diagonally down the sheet from left to right, or an equal security feature. The paper must be optically dead, chemically sensitive, making it sensitized to those families of chemical agents such as: oxidants, solvents, alcohol, and acids/bases which are commonly used by forgers. The paper must be surface treated with laser toner retention to protect documents against fraudulent alteration.

#### **Security Printing:**

Border design shall be in one color on the face of the banknote created through the use of high-resolution lithographic printing, secured offset printing, or intaglio printing. The top center shall contain the words; "State of Louisiana" below it centered "Certification of Vital Record". The image letters "V" and "R" are hidden in the top of the border and only become visible when viewed from a prescribed angle to an available light source. There shall be at least one line of microprint above the bottom border composed of the repetition printing of the words "Vital Records".

Background of the document should use prismatic printing features in fluorescent erasure ink.

The department seal (¾ inch diameter) shall be located at the bottom left corner above the lower border on the face of the certificate. An embossed department seal that indents the paper from behind on the bottom left corner is acceptable.

Three-dimensional foil (pelican overlap; ¾ inch diameter; silver in color) to be hot-stamped onto the document and located at the bottom right corner above the lower border on the face of the certificate.

The back of the form shall have the State of Louisiana Seal printed in thermochromic ink, placed in a vertical single row off-center to the right of the

form. Color of ink: Vermillion Offset 138025TCV, the seal shall be the same size as a coin (dime). Vendor to be responsible for artwork.

The face of the form shall have a tint background with a "VOID" feature.

The text matter is lithographically printed in permanent ink.

Sequential control numbers shall be printed in red or black on the front top left. The Barcode for inventory/audit and issuing tracking purposes shall be printed in black on the front bottom left to the right of the State seal. The barcode should be in Code-128 or Code-39 symbolism. A UV fluorescent solid area printed behind the number is acceptable.

Numbering: Numbering of the document is to be directed by the State. Sequential numberings shall be guaranteed. There will be no missing or duplicate numbers. A \$50.00 penalty will be levied against the vendor for each missing or duplicate number(s).

Beginning number: To be specified at the time of printing

Packaging:

Documents will be packed in cartons of uniform size and equal quantities (2,000 or 2,500 sheets per carton). Each carton to be clearly labeled on one side showing:

Quantity:

Numbers:

Carton Number:

Name – Certification of Vital Record

Shipping:

All documents will be shipped via commercial freight and clearly marked for "inside delivery".

Manufacturing Security:

Documents will be printed in the United States under secure conditions entirely on the premises of the vendor, without exception, and will not be subcontracted to others.

All work, plates, and material to be in a locked vault when not in use. All spoilage will be securely destroyed on the premises.

The vendor should submit documentation with the BID certifying compliance with the following security measures.

Outside Perimeter: Fire doors have a break alarm bell for alert in the event of exit. Uniform locking devices are on all outside doors, i.e. burglar alarm system.

A log is kept for all visitors entering the office or manufacturing areas. Receiving and loading platform arranged to prohibit truck drivers or delivery men from entering the plant. All production areas are of limited access.

Inside Plant: Security in the plant must be monitored 24 hours/day, 7 days/week.

Other: The vendor must be certified to the latest version of one or both of the following security standards:

- ANSI/NASPO Security Assurance Standard v. 2024
- ISO 14298:2021 – Management of security printing processes

Patent or Copyright Infringement:

The Vendor shall defend, protect and save harmless the State of Louisiana, its Officers, Agents, and Employees against all suits at law or in equity and from all damages, claims or demands for actual or alleged infringements of any patent or copyright by reason of the use of the security features provided by the Vendor.

Proof shall be approved in writing prior to printing.

Submit Proof to: Devin George, State Registrar  
Attn: Janice Johnson  
DHH/OPH/Vital Records Registry  
1450 Poydras Street  
Benson Tower, Suite 603  
New Orleans, LA 70130

Cost to include Shipping/Handling and Inside Delivery. The shipping location does have a dock available; however, no pallet jack is available.

Delivery To:  
DHH/OPH Vital Records Registry  
1450 Poydras Street  
Benson Tower, Suite 603  
New Orleans, LA 70130

## **Item No. 2**

Printing of: State of Louisiana Birth Card

### **Specifications**

#### Overall Size:

The paper shall be 8 ½" x 11" single sheets for laser printing. The paper should be a three part perforated sheet. The card to be printed on the bottom 1/3 of the sheet and have a die cut perforation, size: 4" x 2-3/4", forming a wallet size card (see attached illustration).

#### Paper stock:

The paper shall be 100 lb. rag stock, or equivalent, with no optical brighteners and no water mark. Surface sized to accept fine line lithographic printing.

#### Security printing:

Border design shall be in one color on the face of the banknote created through the use of high-resolution lithographic printing, secured offset printing or intaglio printing.

To include the transient latent image letter "V" in the upper left border and the Vital Records seal in the right border. The latent image will appear only when viewed from prescribed angle to an available light source. The latent images cannot be photographed or copied by conventional printing processes.

Text matter to be spaced 10 lines per inch horizontally and six lines per inch vertically. The text matter is lithographically printed in permanent ink.

Numbering: Numbering of the document is to be directed by the State. Sequential numberings shall be guaranteed. There will be no missing or duplicate numbers. A \$50.00 penalty will be levied against the vendor for each missing or duplicate number(s).

Beginning number: To be specified at the time of printing

#### Packaging:

Documents will be packed in cartons of uniform size and equal quantities (2,000 or 2,500 sheets per carton). Each carton to be clearly labeled on one side showing:

Quantity:

Numbers:

Carton Number:

Name – Birth Card

#### Shipping:

All documents will be shipped via commercial freight and clearly marked for “inside delivery”.

**Manufacturing Security:**

Documents will be printed in the United States under secure conditions entirely on the premises of the vendor, without exception, and will not be subcontracted to others.

All work, plates and material to be in a locked vault when not in use. All spoilage will be securely destroyed on premises.

Vendor should submit documentation with BID certifying compliance with the following security measures.

**Outside Perimeter:** Fire doors have break alarm bell for alert in the event of exit. Uniform locking devices are on all outside doors, i.e. burglar alarm system. A log is kept for all visitors entering the office or manufacturing areas. Receiving and loading platform arranged to prohibit truck drivers or delivery men from entering the plant. All production areas are of limited access.

**Inside Plant:** Security in the plant must be monitored 24 hours/day, 7 days/week.

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New Orleans, LA 70130

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**Samples**

For both Line Numbers 1 and 2, pre-production samples will be required from the apparent low bidder. A total of 20 are required for each Line Number. Pre-Production samples shall illustrate security and printing features that the bidder intends to supply to the Agency if awarded the contract. These pre-production samples must be received within 10 working days of notification.

Samples are to be furnished at the Vendor's expense. The package should be clearly labeled with the file number and sent to:

Devin George, State Registrar  
DHH/OPH Vital Records Registry  
Attn: Janice Johnson  
1450 Poydras Street  
Benson Tower, Suite 603  
New Orleans, LA 70130

Any unused samples will be retained at the using agency for the purpose of receiving the merchandise. Any part of merchandise received that does not meet the quality standards and construction of the sample will be rejected and returned at the vendor's expense.