



How to Register an Out-of-Hospital Birth



Please call _____ for an
appointment to register your baby's birth.

When a birth occurs outside a hospital, the physician or midwife who attended the birth – or in the absence of a physician or midwife, the parents – must register the birth.

*This packet contains an important worksheet which the physician, midwife, or parents must complete and take to their local health department **within 10 days of the birth**. This worksheet and affidavit will be used to register the baby's birth.*

Table of Contents

	<u>Page</u>
Congratulations to Parents	1
Letter to Physician or Midwife	2
Questions Frequently Asked by Parents	4
Instructions for Registering the Birth	8
Attachments	
Worksheet for Out-of-Hospital Births	
Affidavit of Birth Information for Out-of-Hospital Births	
Certificate of Live Birth – Medical Data Supplemental Worksheet (VS 10A)	
Race Identification Worksheet	
Weight Conversion Table	
What You Need to Know About Your Child’s Birth Certificate – English	
What You Need to Know About Your Child’s Birth Certificate – Spanish	

Dear Parents:

Congratulations to you and your newborn baby!

We want to help you register your baby's birth and get a birth certificate. We are offering this help because you did not give birth in a hospital – where hospital staff would have registered the birth. If a physician or certified nurse midwife / licensed midwife attended the birth, he or she may help you complete the enclosed worksheet.

Please read this pamphlet very carefully. It will walk you through the process of registering your baby's birth.

This pamphlet includes a worksheet that must be completed and taken to your local health department within 10 days of the birth.

*Chief Deputy Registrar
Vital Records*

Dear Physician or Midwife:

We understand you recently attended the birth of a child outside of a hospital. Health and Safety Code Section 102415 requires that you register the birth of this child with the local health department.

This pamphlet provides instructions on how to register the birth. It also contains an important worksheet that **must** be completed to register the birth.

1. Please read the pamphlet carefully, complete the Worksheet for Out-of-Hospital Births, the Affidavit of Birth Information for Out-of-Hospital Births, and gather the necessary documents related to the birth.
2. Call our office to schedule an appointment to register the birth (the phone number is on the cover of this pamphlet).
3. Share the worksheet with the parent(s) of the child prior to the registration appointment so they can help in gathering worksheet information.
4. Please advise the parents that they need to visit this office to sign the birth certificate. Although we suggest that the parents sign the certificate at the time of the appointment, a separate appointment can be made to accommodate their schedule.

The birth will not be registered until all signatures are in place.

By law, the birth certificate must be registered ***within 10 days of the birth*** (Health and Safety Code Section 102400).

The following page provides options available for registering the birth.

Thank you for your time and help in registering the birth of this child.

Chief Deputy Registrar
Vital Records

Physicians and Midwives: Following are different options that are available for registering the birth of the child:

If . . .	Then . . .
<p>You want your signature and typed name and title on the birth certificate</p>	<ol style="list-style-type: none"> 1. Fill out the Worksheet for Out-of-Hospital Births and Affidavit of Birth Information for Out-of-Hospital Births (attached) and bring them to your appointment. 2. Call our office to schedule an appointment to come in and complete your portion of the certificate. 3. Inform the parents that they need to come to our office to sign the certificate. They can come in at the same time as you, or a separate appointment can be made to accommodate their schedule.
<p>You want your typed name and title on the birth certificate (But your signature will not be included)</p>	<ol style="list-style-type: none"> 1. Fill out the Worksheet for Out-of-Hospital Births and Affidavit of Birth Information for Out-of-Hospital Births (attached) and give them to the parents. 2. Refer the parents to the instructions in this pamphlet. 3. Instruct the parents to bring your signed Affidavit and other evidence to prove the five facts listed below to our office to register the birth: <ol style="list-style-type: none"> a. Identity of parent(s) b. Pregnancy of the mother c. Baby was born alive d. Birth occurred in the county where the birth certificate is to be registered e. Identity of the witness <p>Note: The signed Affidavit from a physician or midwife is sufficient evidence to prove b, d, and e, but the parents will still need to provide evidence for facts a and c.</p> 4. Upon review and acceptance of the Affidavit, the clerk will type your name and title on the birth certificate (item 13D). However, the signature box (item 13A) will state "Unavailable."
<p>You do not want your signature or typed name and title on the birth certificate</p>	<ol style="list-style-type: none"> 1. Refer the parents to the instructions in this pamphlet. 2. Inform the parents that without a signature from a physician or midwife on the birth certificate, they will need to provide evidence of the five facts listed above.

Questions Frequently Asked by Parents

Why do I need to register my baby's birth?

You need to register your baby's birth to comply with state law. Registering the birth is the only way to create a permanent legal record of the birth. For babies not born in a hospital, California law requires the physician or midwife who attended the birth – or in the absence of a physician or midwife, either one of the parents – to register the birth of a baby born in California (Health and Safety Code Section 102415).

You also need to register the birth to obtain an official birth certificate. During your child's life, he or she will need an official birth certificate (certified copy) to:

- Obtain a Social Security Number
- Enroll in School
- Register to Participate in Sports
- Apply for a Driver's License
- Travel or Obtain a Passport
- Apply for Various Benefits (Social Security, Military)

Birth certificates are also valuable to establish:

- Proof of Parentage
- Identity
- Inheritance Rights
- Citizenship

A certified copy of a birth certificate is a legal record of your child's birth. Certified copies are recognized in any court.

When should I register my baby's birth?

By law, you must register the birth of your baby within 10 days of the birth (Health and Safety Code Section 102400). There is no fee to register the birth within the first year.

Any birth registered on or after the child's first birthday must be processed by the State Office of Vital Records as a Delayed Registration of Birth (there is a \$20 registration fee after the first year). If you cannot meet the requirements for a Delayed Registration of Birth, you will have to apply to your local Superior Court for a Court Order Delayed Registration of Birth. Out-of-hospital births are harder to register the longer you wait after the date of the birth.

Who should register my baby's birth?

When a baby is born at home or elsewhere outside a hospital, the physician or midwife who attended the birth – or in the absence of a physician or midwife, either one of the parents – is responsible for registering the birth with the local health department in the county where the birth occurred.

How can I make sure the certificate is completed correctly?

Please review your baby's birth certificate for accuracy before signing it. Never sign a blank birth certificate – the person completing it may make errors. Once the record has been registered, any corrections (such as misspellings or omissions) must be made through the State Office of Vital Records, and a fee may be charged. Amendments can take up to one year for the state office to process.

What if there is an error on the birth certificate?

(Refer to attached flyer)

After your baby's birth certificate has been registered, the original certificate (with the exception of gender error) cannot be changed. Errors can only be corrected by filing an Affidavit to Amend a Record (VS 24), which is available from your local health department, or from the State Office of Vital Records.

When accepted, the affidavit will be attached to the original certificate and will become part of the legal birth record (the birth certificate will become a two-page document – the original birth certificate, and the affidavit). The original certificate is not changed.

If there is a gender error on the birth certificate, contact your local health department for instructions on how to correct the error.

What if part (or all) of my baby's name was left off the birth certificate?

After your baby's birth certificate has been registered, the original certificate cannot be changed. If part (or all) of the baby's name was left off the birth certificate, and you want to add the baby's name, you must complete either a Supplemental Name Report – Birth (VS 107), or an Affidavit to Amend a Record (VS 24). These forms are available from your local health department, or from the State Office of Vital Records.

When accepted, the application or affidavit will be attached to the original certificate and will become part of the legal birth record (the birth certificate will become a two-page document). The original certificate is not changed.

Note: If you want to change your child's name after the birth has been registered, you may need to obtain a court order.

For amendments made within one year of the child's birth, there is no processing fee. For amendments made one year or more after the child's birth, there is a \$20 processing fee.

How can I get a certified copy of the birth certificate?

You will not automatically receive a copy of your baby's birth certificate. Once the birth is registered, you can request a certified copy of the birth certificate from the Local Health Department or County Recorder in the county where your child was born, or from the State Office of Vital Records.

A fee is charged for each certified copy requested.

How can I get a Social Security number for my child?

You can get a Social Security number for your child by contacting the nearest Social Security office. There is **never** a charge for a Social Security number and card from the Social Security Administration. For more information about Social Security, contact your nearest Social Security office or call (800) 772-1213 (toll-free). This phone number will provide you with prerecorded information at any time – attendants are available only from 7 a.m. to 7 p.m. (Pacific Standard Time) on any business day. You can also access Social Security's website at: www.socialsecurity.gov.

Who collects the information on the birth certificate?

The information you enter on the enclosed worksheet will be transferred to the Certificate of Live Birth (VS 10D) and collected by the California Department of Public Health, Office of Vital Records. This information is required by Division 102 of the Health and Safety Code.

Am I required to complete every part of the worksheet?

You must complete each field of information on the Worksheet for Out-of-Hospital Births, except for the fields between the double bold lines in the center of the front page. We ask that you provide this optional information as well, so that the records are complete – but you are not required to do so. The information marked "medical data" will not be transcribed onto the actual hard copy of the birth certificate. This information will also not be disclosed or available to anyone except to the California Department of Public Health and the federal government and will be used for demographic and statistical analysis only without any personal identifying information. (Health and Safety Code Section 102426.)

The voluntary fields, which apply to information for both the mother and father, are:

- Race and Ethnicity
- Education
- Usual Kind of Business or Industry
- Usual Occupation
- Social Security Numbers
- Date Last Worked

(Continued)

Am I required to complete every part of the worksheet?

(Continued)

For births not attended by a physician or midwife, there are also three voluntary fields (see asterisks on the worksheet) which apply to medical data:

- Complications and procedures of pregnancy and concurrent illnesses
- Complications and procedures of labor and delivery, and
- Abnormal conditions and clinical procedures related to the newborn

These three fields are required for physician- or midwife-attended births. They are, however, voluntary if the parents are registering the birth.

What is the information on the birth certificate used for?

The California Department of Public Health collects birth information for conducting research relating to the health status of California's population.

Instructions for Registering the Birth

Action required before appointment with local health department

Complete the enclosed "Worksheet for Out-of-Hospital Births" before your appointment with the local health department.

The enclosed worksheet will be used to register the baby's birth and prepare the birth certificate. Fill out the worksheet accurately with facts as of the day the baby was born. We prefer that all items be completed or accounted for, including the public health data portion of the worksheet.

If the birth was attended by a physician or midwife, he or she should complete form VS 10A (attached), which provides supplemental medical information.

Contact our office if you have any questions regarding registering your baby's birth.

Declaration of Paternity

If the mother and father are not married to each other, the father's name cannot be listed on the birth certificate unless both the mother and father sign a voluntary Declaration of Paternity (CS 909) before the birth certificate is prepared.

Call the Department of Child Support Services (1-866-249-0773) or your local health department if you have any questions or need to obtain forms.

Evidence required



This section applies only if a physician or midwife was not in attendance at the birth, and the parents are registering the birth.

Please bring to your appointment evidence to prove five facts:

1. Identity of the parent(s)
2. Pregnancy of the mother
3. Baby was born alive
4. Birth occurred in California
5. Identity of the witness

Additional information about these five items is provided below.

(Continued)

**Evidence
required**

(Continued)

Identity of the Parents

A valid picture identification card issued to the parents by a government agency must be provided to prove identity. Following are some recommended documents that can be used (only the original or a **certified** copy is acceptable):

- A driver's license or identification card issued by a United States (U.S.) Department of Motor Vehicles Office.
- U.S. passport.
- U.S. military identification card.
- Temporary resident identification card (green card).
- Other valid picture identification card issued by a foreign government. (If the parents gave birth in California but are not here legally, they may be able to get identification verification from their consulate.)

Pregnancy of the Mother

To prove the pregnancy of the mother, provide a pregnancy test verification form or a letter that meets **all** of the following conditions:

- From a doctor, midwife, or clinic.
- Written on the doctor's, midwife's, or clinic's official stationery (not on a prescription pad).
- Signed (not stamped) by the doctor, midwife, or clinic representative or nurse.
- Contains the current issued professional license number of the physician or midwife who signed the letter.

The letter must include **all** of the following information:

- The mother's name.
- The date the mother was first seen by the doctor or midwife (this date may be after the date of birth).
- The results of the mother's prenatal or postpartum exams or pregnancy tests.

(Continued)

Evidence required

(Continued)

- The date of the mother's last menstrual period.
- The date the baby was born, or was expected to be born (due date).

Baby was Born Alive

- ***Bring the baby to the appointment.***
- ***The appointment will not be conducted if the baby is not present.***

Birth Occurred in California

We need information showing that the mother was in California on the date that the birth occurred. Documentation to confirm the mother's presence in California on the date the birth occurred may include any of the following:

- If the birth occurred at the mother's residence, provide an electric power, natural gas, or water bill for the period when the birth occurred. The copy of the bill (or statement from the company) must include the name of the utility company, the address of the residence where the birth occurred, and the name of the mother or father (if he is listed on the birth certificate).
- An affidavit from someone who was with the mother at the time of the baby's birth. The affidavit must contain the address of the person with the mother, and the location of the birth.
- A current rent receipt or other similar document that shows the mother's name and current address.
- A statement from a state or local government agency that requires proof of residency in California that the mother was receiving services on the date of the baby's birth (e.g., WIC or Medi-Cal).

Identity of the Witness

If a physician or midwife did not attend the birth, and if a witness did attend, ***the witness should accompany you to the appointment.*** A witness may include any of the following:

- Husband or other family member.
- Friend.

(Continued)

Evidence required

(Continued)

- Paramedic or fire department staff.

If a paramedic or fire department staff was present at the birth, you can get a copy of the official report stating the treatment or service they provided (there may be a fee for the report). The staff does not have to be present at the appointment, nor do you have to bring a copy of their identification.

If the paramedic arrived after the baby's birth, bring a copy of the 911 call or an official report of the contents of the 911 call, along with a copy of the paramedic's report.

- If the paramedic cut the cord, or was present when the cord was cut, the report should so state.
- If the paramedic delivered the placenta, the report should so state.

Valid ID for Witness: A valid picture identification card issued to the witness by a government agency must be provided to prove identity. Following are some recommended documents that can be used (only the original or a *certified* copy is acceptable):

- A driver's license or identification card issued by a United States (U.S.) Department of Motor Vehicles Office.
- U.S. passport.
- U.S. military identification card.
- Temporary resident identification card (green card).
- Other valid picture identification card issued by a foreign government. (If the witness is not in California legally, he or she may be able to get identification verification from their consulate.)

Verification

The local health department may verify the accuracy of all information provided to register an out-of-hospital birth.

Registrar's right to refuse to register birth

If the requirements of Health and Safety Code Section 102415 and of the enclosed registration packet or other bona fide evidence are not presented to the registrar, then the registrar must refuse to register the birth certificate. In these cases, the birth certificate may be registered only by authority of a Superior Court. (Health and Safety Code Section 103450.)

**Valid ID for
physician /
midwife**

The physician or midwife must provide written documentation of their identity at the time they sign the birth certificate.

A valid picture identification card issued by a government agency must be provided to prove identity. Following are some recommended documents that can be used (only the original or a **certified** copy is acceptable):

- A driver's license or identification card issued by a United States (U.S.) Department of Motor Vehicles Office.
- U.S. passport.
- U.S. military identification card.

The physician or midwife **must** also provide their professional license number for verification purposes.

Worksheet for Out-of-Hospital Births

Please Bring This Completed Form to Register Your Child's Out-of-Hospital Birth

Child's Information	First Name	Middle	Last
	Sex	This Birth Specify 1=Single, 2=Twin, 3=Triplet, Etc.	
	Date of Birth	Time of Birth	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
	Place of Birth	Street Address	
	City	County	Zip
Father/Parent's Information	First Name	Middle	Last (Birth)
	State of Birth	Date of Birth	
Mother/Parent's Information	First Name	Middle	Last (Birth)
	State of Birth	Date of Birth	

The Following is Confidential Information and Will be Used for Public Health Purposes Only

Father/Parent's Information	Race (list up to 3) <small>See Attached Race/Ethnicity Worksheet</small>		Hispanic: <input type="checkbox"/> Yes <input type="checkbox"/> No Specify: _____	Date Last Worked
	Usual Occupation	Usual Kind of Business or Industry	Education – Years Completed	Social Security Number
Mother/Parent's Information	Race (list up to 3) <small>See Attached Race/Ethnicity Worksheet</small>		Hispanic: <input type="checkbox"/> Yes <input type="checkbox"/> No Specify: _____	Date Last Worked
	Usual Occupation	Usual Kind of Business or Industry	Education – Years Completed	Social Security Number
Residence – Street Name and Number			County	
City			State	Zip
Mailing Address – If Different From Residence Address Street Name and Number or P.O. Box			County	
City			State/Foreign County	Zip

Worksheet for Out-of-Hospital Births (Continued)

The Following is Confidential Information and Will be Used for Public Health Purposes Only

Medical Data	Did Mother Receive WIC (Womens, Infants & Children) Food While Pregnant?			
	Average Number of Cigarettes/Packs Per Day First Three Months Prior to Pregnancy		Average Number of Cigarettes/Packs Per Day First Trimester	
	Average Number of Cigarettes/Packs Per Day Second Trimester		Average Number of Cigarettes/Packs Per Day Third Trimester	
	Prepregnancy Weight in Pounds	Delivery Weight in Pounds	Height Feet	Height Inches
	APGAR Score at 1 Minute (00-10, Unknown, or Not Taken)	APGAR Score at 5 Minutes (00-10, Unknown, or Not Taken)	APGAR Score at 10 Minutes (00-10, Unknown, or Not Taken)	Date Last Normal Menses Began
	Date First Prenatal Care Visit	Month Prenatal Care Began	Date Last Prenatal Care Visit	Number of Prenatal Visits
	Obstetric Estimate of Gestation at Delivery (Completed Weeks)		Hearing Screening: (Pass (Both Ears); Refer (One Ear); Refer (Both Ears); Results Pending; Waived; Not Medically Indicated; Test Not Available)	
PREGNANCY HISTORY (Complete Each Section)				
Live Births (Do not count this child)		Other Terminations (Exclude induced abortions)		
Now Living	Now Dead	Before 20 Weeks	After 20 Weeks	
Date of Last Live Birth		Date of Last Other Termination		
Enter Appropriate Codes From Worksheets	Principal Source of Payment for Prenatal Care	Birthweight in Grams (See attached birth weight conversion table)	Method of Delivery (See attached VS 10A worksheet)	
	Principal Source of Payment for Delivery	* Complications and Procedures of Pregnancy and Concurrent Illnesses (See attached VS 10A worksheet) Enter 00 for NONE		
	* Complications and Procedures of Labor and Delivery (See attached VS 10A worksheet) Enter 00 for NONE		* Abnormal Conditions and Clinical Procedures Related to the Newborn (See attached VS 10A worksheet) Enter 00 for NONE	
	* The attending physician or midwife shall complete these three fields for physician- or midwife-attended out-of-hospital births. These three fields are optional for non-physician- or non-midwife-attended out-of-hospital births.			

Affidavit of Birth Information for Out-of-Hospital Births

This Affidavit is to be Completed at the Local Health Office

I swear or affirm that the information stated is true and correct to the best of my knowledge and belief. I certify that the child named herein was born alive to the stated mother at the place, date, and time shown on this worksheet.

This worksheet was completed with the understanding that the facts so stated herein afford a full, complete, and truthful representation of facts and what my testimony shall be should I be asked or directed to testify to the facts herein in a court of law. I realize that any false statement of facts or information made herein could subject me to the risk of criminal liability, including, but not limited to, prosecution for perjury.

Parent Verification	Printed Name		Written Signature ▶	
	Relationship to Child <input type="checkbox"/> Mother/Parent <input type="checkbox"/> Father/Parent	Date Signed	Phone Number ()	
Witness Verification	Printed Name		Written Signature ▶	
	Address – Street Name and Number		County	
	City	State	Zip	
	Relationship to Child	Date Signed	Phone Number ()	
Attendant Verification (Physician, Certified Nurse-Midwife, or Licensed Midwife)	Printed Name		Written Signature ▶	
	Address – Street Name and Number		County	
	City	State	Zip	
	State License Number	Date Signed	Phone Number ()	
Local Registration District Staff Verification	Printed Name		Written Signature ▶	
	Date Signed	<input type="checkbox"/> Registered	<input type="checkbox"/> Denied	Inventory Control Number _____

Privacy Notification

The information entered on the worksheet will be transferred to the Certificate of Live Birth (VS 10D) and will be collected by the State of California, Department of Public Health, Office of Vital Records, 1501 Capitol Avenue, M.S. 5103, P.O. Box 997410, Sacramento, CA 95899-7410, telephone number (916) 445-2684. This information is required by Division 102 of the Health and Safety Code. Every element on the worksheet is mandatory, except the items between the double bold lines on the first page of the worksheet. Failure to comply by every person, except a parent informant, is a misdemeanor. The Certificate of Live Birth is open to public access except where prohibited by statute. The principal purposes of this record are to: 1) Establish a legal record of each vital event, 2) Provide certified copies for personal use, 3) Furnish information for demographic and epidemiological studies, and 4) Supply data to the National Center for Health Statistics for federal reports. The father's and the mother's Social Security numbers are included pursuant to Section 102425 (b) (14) of the Health and Safety Code, and may be used for child support enforcement purposes.

**CERTIFICATES OF LIVE BIRTH AND FETAL DEATH
MEDICAL DATA SUPPLEMENTAL WORKSHEET**

VS 10A (Rev. 1/2006)

Use the codes on this Worksheet to report the appropriate entry in items numbered 25D and 28A through 31 on the "Certificate of Live Birth" and for items 29D and 32B through 35 on the "Certificate of Fetal Death."

Item 25D. (Birth) PRINCIPAL SOURCE OF PAYMENT FOR PRENATAL CARE

Item 29D. (Fetal Death) (Enter only 1 code)

02 Medi-Cal, without CPSP Support Services	07 Private Insurance Company	99 Unknown
13 Medi-Cal, with CPSP Support Services	09 Self Pay	00 No Prenatal Care
05 Other Government Programs (Federal, State, Local)	14 Other	

Item 28A. (Birth) METHOD OF DELIVERY

Item 32A (Fetal Death) (Enter only 1 code/number under each section, separated by commas: A,B,C,D,E,F)

A. Final delivery route

01 Cesarean—primary
11 Cesarean—primary, with trial of labor attempted
21 Cesarean—primary, with vacuum
31 Cesarean—primary, with vacuum & trial of labor attempted
02 Cesarean—repeat
12 Cesarean—repeat, with trial of labor attempted
22 Cesarean—repeat, with vacuum
32 Cesarean—repeat, with vacuum & trial of labor attempted
03 Vaginal—spontaneous
04 Vaginal—spontaneous, after previous Cesarean
05 Vaginal—forceps
15 Vaginal—forceps, after previous Cesarean
06 Vaginal—vacuum
16 Vaginal—vacuum, after previous Cesarean
88 Not Delivered (Fetal Death Only)

B. If mother had a previous Cesarean—How many? _____

(Enter 0 – 9, or U if Unknown)

C. Fetal presentation at birth

20 Cephalic fetal presentation at delivery
30 Breech fetal presentation at delivery
40 Other fetal presentation at delivery
90 Unknown

D. Was vaginal delivery with forceps attempted, but unsuccessful?

50 Yes 58 No 59 Unknown

E. Was vaginal delivery with vacuum attempted, but unsuccessful?

60 Yes 68 No 69 Unknown

F. Hysterotomy/ Hysterectomy (Fetal Death Only)

70 Yes 78 No

Item 28B. (Birth) EXPECTED PRINCIPAL SOURCE OF PAYMENT FOR DELIVERY

Item 32B (Fetal Death) (Enter only 1 code)

02 Medi-Cal	05 Other Government Programs (Federal, State, Local)	14 Other
15 Indian Health Service	07 Private Insurance	99 Unknown
16 CHAMPUS/TRICARE	09 Self Pay	00 Medically Unattended Birth

Item 29. (Birth) COMPLI CATIONS AND PROCEDURES OF PREGNANCY AND CONCURRENT ILLNESSES

Item 33. (Fetal Death) (Enter up to 16 codes, separated by commas, for the most important complications/procedures.)

DI ABETES

09 Prepregnancy (Diagnosis prior to this pregnancy)
31 Gestational (Diagnosis in this pregnancy)

HYPERTENSI ON

03 Prepregnancy (Chronic)
01 Gestational (PIH, Preeclampsia)
02 Eclampsia

OTHER COMPLI CATIONS/ PREGNANC IES

32 Large fibroids
33 Asthma
34 Multiple pregnancy (more than 1 fetus this pregnancy)
35 Intrauterine growth restricted birth this pregnancy
23 Previous preterm birth (<37 weeks gestation)
36 Other previous poor pregnancy outcomes (Includes perinatal death, small-for-gestational age/intrauterine growth restricted birth, large for gestational age, etc.)

OBSTETRI C PROCEDURES

24 Cervical cerclage
28 Tocolysis
37 External cephalic version—Successful
38 External cephalic version—Failed
39 Consultation with specialist for high risk obstetric services

PREGNANCY RESULTED FROM INFERTI LITY TREATMENT

40 Fertility-enhancing drugs, artificial insemination or intrauterine insemination
41 Assisted reproductive technology (e.g., in vitro fertilization (IVF), gamete intrafallopian transfer (GIFT))

I NFE CTI ONS PRESENT AND/ OR TREATED DURI NG THI S PREGNANCY

42 Chlamydia
43 Gonorrhoea
44 Group B streptococcus
18 Hepatitis B (acute infection or carrier)
45 Hepatitis C
16 Herpes simplex virus (HSV)
46 Syphilis
47 Cytomegalovirus (Fetal Death Only)
48 Listeria (Fetal Death Only)
49 Parvovirus (Fetal Death Only)
50 Toxoplasmosis (Fetal Death Only)

PRENATAL SCREENI NG DONE FOR I NFE CTI OUS DI SEASES

51 Chlamydia
52 Gonorrhoea
53 Group B streptococcal infection
54 Hepatitis B
55 Human immunodeficiency virus (offered)
56 Syphilis

NONE OR OTHER COMPLI CATIONS/ PROCEDURES NOT LI STED

00 None
30 Other Pregnancy Complications/Procedures not Listed

See reverse side for codes to Birth Items 30 and 31 and Fetal Death Items 34 and 35.

**Do not enter any identification by patient name or number on this worksheet. Discard after use.
Do not retain the worksheet in the medical records or submit with the "Certificates of Live Birth or Fetal Death."**

CERTIFICATES OF LIVE BIRTH AND FETAL DEATH—MEDICAL DATA SUPPLEMENTAL WORKSHEET (Continued)

Item 30 (Birth) COMPLICATIONS AND PROCEDURES OF LABOR AND DELIVERY
Item 34 (Fetal Death) (Enter up to 9 codes, separated by commas, for the most important complications/procedures.)

ONSET OF LABOR

- 10 Premature rupture of membranes (≥ 12 hours)
- 07 Precipitous labor (< 3 hours)
- 08 Prolonged labor (≥ 20 hours)

CHARACTERISTICS OF LABOR AND DELIVERY

- 11 Induction of labor
- 12 Augmentation of labor
- 32 Non-vertex presentation
- 33 Steroids (glucocorticoids) for fetal lung maturation received by the mother prior to delivery
- 34 Antibiotics received by the mother during labor
- 35 Clinical chorioamnionitis diagnosed during labor or maternal temperature $\geq 38^{\circ}\text{C}$ (100.4°F)
- 19 Moderate/heavy meconium staining of the amniotic fluid
- 36 Fetal intolerance of labor such that one or more of the following actions was taken: in-utero resuscitative measures, further fetal assessment, or operative delivery
- 37 Epidural or spinal anesthesia during labor
- 25 Mother transferred for delivery from another facility for maternal medical or fetal indications

COMPLICATIONS OF PLACENTA, CORD, AND MEMBRANES

- 38 Rupture of membranes prior to onset of labor
- 13 Abruptio placenta
- 39 Placental insufficiency
- 20 Prolapsed cord
- 17 Chorioamnionitis

MATERNAL MORBIDITY

- 24 Maternal blood transfusion
- 40 Third or fourth degree perineal laceration
- 41 Ruptured uterus
- 42 Unplanned hysterectomy
- 43 Admission to ICU
- 44 Unplanned operating room procedure following delivery

NONE OR OTHER COMPLICATIONS/ PROCEDURES NOT LISTED

- 00 None
- 31 Other Labor/Delivery Complications/Procedures not Listed

Item 31 (Birth) ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE NEWBORN
Item 35 (Fetal Death) ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE FETUS
(Enter up to 10 codes, separated by commas, for the most important conditions/procedures.)

CONGENITAL ANOMALIES (NEWBORN OR FETUS)

- 01 Anencephaly
- 02 Meningocele/Spina bifida
- 76 Cyanotic congenital heart disease
- 77 Congenital diaphragmatic hernia
- 78 Omphalocele
- 79 Gastroschisis
- 80 Limb reduction defect (excluding congenital amputation and dwarfing syndromes)
- 28 Cleft palate alone
- 29 Cleft lip alone
- 30 Cleft palate with cleft lip
- 57 Down's Syndrome—Karyotype confirmed
- 81 Down's Syndrome—Karyotype pending
- 82 Suspected chromosomal disorder—Karyotype confirmed
- 83 Suspected chromosomal disorder—Karyotype pending
- 35 Hypospadias
- 88 Aortic stenosis
- 89 Pulmonary stenosis
- 90 Atresia
- 62 Additional and unspecified congenital anomalies not listed above

ABNORMAL CONDITIONS (NEWBORN OR FETUS)

- 66 Significant birth injury (skeletal fracture(s), peripheral nerve injury, and/or soft tissue/solid organ hemorrhage which requires intervention)

ADDITIONAL ABNORMAL CONDITIONS/ PROCEDURES (NEWBORN ONLY)

- 71 Assisted ventilation required immediately following delivery
- 85 Assisted ventilation required for more than 6 hours
- 73 NICU admission
- 86 Newborn given surfactant replacement therapy
- 87 Antibiotics received by the newborn for suspected neonatal sepsis
- 70 Seizure or serious neurological dysfunction
- 74 Newborn transferred to another facility within 24 hours of delivery

NONE OR OTHER ABNORMAL CONDITIONS/ PROCEDURES NOT LISTED

- 00 None (Newborn or Fetus)
- 75 Other Conditions/Procedures not Listed (Newborn Only)
- 67 Other Conditions/Procedures not Listed (Fetal Death Only)

RACE/ETHNICITY AND EDUCATION WORKSHEET (For Reference Only)

RACE/ETHNICITY (FATHER/PARENT)	RACE/ETHNICITY (MOTHER/PARENT)				
<p>HISPANIC, LATINO, SPANISH (check 1 box). Enter specific origin on the certificate.</p> <p>Is the FATHER/ PARENT Hispanic/Latino/Spanish?</p> <p><input type="checkbox"/> No, not Hispanic/Latino/Spanish</p> <p><input type="checkbox"/> Yes, Mexican, Mexican American, Chicano</p> <p><input type="checkbox"/> Yes, Central American</p> <p><input type="checkbox"/> Yes, South American</p> <p><input type="checkbox"/> Yes, Cuban</p> <p><input type="checkbox"/> Yes, Puerto Rican</p> <p><input type="checkbox"/> Yes, Other Hispanic/Latino/Spanish (Specify): _____</p>	<p>HI SPANIC, LATINA, SPANISH (check 1 box). Enter specific origin on the certificate.</p> <p>Is the MOTHER/ PARENT Hispanic/Latina/Spanish?</p> <p><input type="checkbox"/> No, not Hispanic/Latina/Spanish</p> <p><input type="checkbox"/> Yes, Mexican, Mexican American, Chicana</p> <p><input type="checkbox"/> Yes, Central American</p> <p><input type="checkbox"/> Yes, South American</p> <p><input type="checkbox"/> Yes, Cuban</p> <p><input type="checkbox"/> Yes, Puerto Rican</p> <p><input type="checkbox"/> Yes, Other Hispanic/Latina/Spanish (Specify): _____</p>				
<p>RACE (check 1, 2 or 3 boxes). Enter up to 3 races on the certificate.</p> <p>The FATHER/ PARENT is:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (includes North, South, or Central American Indian, Aleut or Alaska Native) Specify Tribe(s): _____ <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify): _____ <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Other (Specify): _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Hmong <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Thai <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify): _____ </td> </tr> </table>	<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (includes North, South, or Central American Indian, Aleut or Alaska Native) Specify Tribe(s): _____ <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify): _____ <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Other (Specify): _____	<input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Hmong <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Thai <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify): _____	<p>RACE (check 1, 2 or 3 boxes). Enter up to 3 races on the certificate.</p> <p>The MOTHER/ PARENT is:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (includes North, South, or Central American Indian, Aleut or Alaska Native) Specify Tribe(s): _____ <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify): _____ <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Other (Specify): _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Hmong <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Thai <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify): _____ </td> </tr> </table>	<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (includes North, South, or Central American Indian, Aleut or Alaska Native) Specify Tribe(s): _____ <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify): _____ <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Other (Specify): _____ <input type="checkbox"/> Other (Specify): _____	<input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Hmong <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Thai <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify): _____
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<p style="text-align: center;">EDUCATION (FATHER/PARENT)</p> <p>Check 1 box that best describes the highest degree or level of school completed by the FATHER/PARENT at the time of the delivery. Enter education degree or level on the certificate.</p> <p><input type="checkbox"/> 0-11th grade. Enter highest year completed: _____</p> <p><input type="checkbox"/> 12th grade; no diploma. Enter 12 ND</p> <p><input type="checkbox"/> High school graduate or GED completed. Enter HS GRADUATE or GED</p> <p><input type="checkbox"/> Some college credit, but no degree. Enter SOME COLLEGE</p> <p><input type="checkbox"/> Associate degree (e.g., AA, AS). Enter ASSOCIATE</p> <p><input type="checkbox"/> Bachelor's degree (e.g., BA, AB, BS). Enter BACHELOR'S</p> <p><input type="checkbox"/> Master's degree (e.g., MA, MS, MEd, MSW, MBA). Enter MASTER'S</p> <p><input type="checkbox"/> Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DO, DDS, DVM, LLB, JD). Enter DOCTORATE or PROFESSIONAL: _____</p>	<p style="text-align: center;">EDUCATION (MOTHER/PARENT)</p> <p>Check 1 box that best describes the highest degree or level of school completed by the MOTHER/PARENT at the time of the delivery. Enter education degree or level on the certificate.</p> <p><input type="checkbox"/> 0-11th grade. Enter highest year completed: _____</p> <p><input type="checkbox"/> 12th grade; no diploma. Enter 12 ND</p> <p><input type="checkbox"/> High school graduate or GED completed. Enter HS GRADUATE or GED</p> <p><input type="checkbox"/> Some college credit, but no degree. Enter SOME COLLEGE</p> <p><input type="checkbox"/> Associate degree (e.g., AA, AS). Enter ASSOCIATE</p> <p><input type="checkbox"/> Bachelor's degree (e.g., BA, AB, BS). Enter BACHELOR'S</p> <p><input type="checkbox"/> Master's degree (e.g., MA, MS, MEd, MSW, MBA). Enter MASTER'S</p> <p><input type="checkbox"/> Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DO, DDS, DVM, LLB, JD). Enter DOCTORATE or PROFESSIONAL: _____</p>				

Birthweight Conversion Table

Converting Pounds and Ounces to Grams																	
OUNCES																	
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
P O U N D S	0	--	28	57	85	113	142	170	198	227	255	284	312	340	369	397	425
	1	454	482	510	539	567	595	624	652	680	709	737	765	794	822	851	879
	2	907	936	964	992	1021	1049	1077	1106	1134	1162	1191	1219	1247	1276	1304	1332
	3	1361	1389	1418	1446	1474	1503	1531	1559	1588	1616	1644	1673	1701	1729	1758	1786
	4	1814	1843	1871	1899	1928	1956	1985	2013	2041	2070	2098	2126	2155	2183	2211	2240
	5	2268	2296	2325	2353	2381	2410	2438	2466	2495	2523	2552	2580	2608	2637	2665	2693
	6	2722	2750	2778	2807	2835	2863	2892	2920	2948	2977	3005	3033	3062	3090	3119	3147
	7	3175	3204	3232	3260	3289	3317	3345	3374	3402	3430	3459	3487	3515	3544	3572	3600
	8	3629	3657	3686	3714	3742	3771	3799	3827	3856	3884	3912	3941	3969	3997	4026	4054
	9	4082	4111	4139	4167	4196	4224	4253	4281	4309	4338	4366	4394	4423	4451	4479	4508
	10	4536	4564	4593	4621	4649	4678	4706	4734	4763	4791	4820	4848	4876	4905	4933	4961
	11	4990	5018	5046	5075	5103	5131	5160	5188	5216	5245	5273	5301	5330	5358	5387	5415
	12	5443	5472	5500	5528	5557	5585	5613	5642	5670	5698	5727	5755	5783	5812	5840	5868
	13	5897	5925	5954	5982	6010	6039	6067	6095	6124	6152	6180	6209	6237	6265	6294	6322
	14	6350	6379	6407	6435	6464	6492	6521	6549	6577	6606	6634	6662	6691	6719	6747	6776
	15	6804	6832	6861	6889	6917	6946	6974	7002	7031	7059	7088	7116	7144	7173	7201	7229

1 Ounce = 28.35 Grams 1 Pound = 453.60 Grams EXAMPLE: 8 Pounds, 2 Ounces = 3,686 Grams

(Out-of-Hospital Birth Registration)

WHAT YOU NEED TO KNOW ABOUT YOUR CHILD'S BIRTH CERTIFICATE

From the State Office of Vital Records

Birth Certificates Last Forever

**Please be Certain the Information on the Certificate is
Accurate and Complete Before You Sign It**

- A birth certificate is a legal document.
- An amendment form is required to make corrections to the birth certificate.
- The birth certificate will become a two-page document if an amendment is requested after the original has been processed.
- Many changes on the birth certificate require the applicant to go to court for a court order, including reversing the order of last names (surnames).
- Parents may have problems receiving benefits, traveling on an airline, or obtaining a passport or social security number for their child if the birth certificate is not true and correct.
- It can take up to one year to apply an amendment.

Common mistakes that require amendments and/or court orders:

- Misspelled first, last, and middle names of child and/or parents
- Incorrect state, country, and/or birth date of parent(s)
- Reversed order of last (family) names
- Adding extra names to parent(s) or child later
- Incorrect gender (sex) of child
- Incorrect birth date

Any errors on birth certificates
cannot be corrected on the original certificate.

The **original** birth certificate **does not** change, but, in most cases,
an amendment is attached to create a **2-page** document.

Parents:

- ✓ Please review the information on the birth certificate carefully before you sign it.
- ✓ Your signature confirms that you have reviewed the information and that the facts are correct.

Amendment forms can be obtained at local health departments or county recorder's offices.

LO QUE USTED NECESITA SABER ACERCA DEL CERTIFICADO de NACIMIENTO DE SU NIÑO

De la Oficina del Estado de Registros Vitales

**Los Certificados del Nacimiento Duran Para Siempre
Por Favor Revise la Información en el Certificado
Sea Seguro Que la Información es Correcto y Completo Antes de Firmar**

- Un certificado de nacimiento es un documento legal.
- Una forma de la enmienda se requiere para hacer las correcciones al certificado de nacimiento.
- El certificado de nacimiento llegará a ser un documento de dos páginas si una enmienda se solicita después que la original sea procesado.
- Muchos cambios en el certificado de nacimiento requieren al solicitante ir a la corte, es necesario hacer un Cambio de Nombre por Orden de la Corte cuando uno cambia el orden de los nombres y apellidos o agregan mas nombres.
- Padres pueden tener problemas obteniendo beneficios, viajando en una linea aérea, obteniendo un pasaporte o el número del seguro social para su niño si el certificado de nacimiento no es verdad y correcto.
- Puede tomar hasta un año para aplicar una enmienda.

Los errores que requieren una enmienda o un Orden de la Corte:

- Nombres escrito incorrecto; el primero, segundo y apellido del niño o de los padres.
- El estado o país o la fecha del nacimiento de los padres si esta incorrecto.
- Cambio de orden de los nombres y apellidos.
- Agregando mas nombres y apellidos a los nombres de los padres o del niño después que la original sea procesado.
- El género (sexo) del niño incorrecto.
- La fecha de nacimiento del niño incorrecto.

Cualquier errores en certificados de nacimiento
no se puede corregir en el certificado original.

El certificado **original** de nacimiento **no cambia**, pero, en la mayoría de casos, una enmienda se conecta para crear un documento de **2 páginas**.

Los Padres:

- ✓ Revisen por favor la información en el certificado del nacimiento con cuidado antes de firmar.
- ✓ Su firma confirma que usted ha revisado la información y que los hechos son correctos.

Las formas de la enmienda se pueden obtener en departamentos locales de salud o las oficinas de grabadora de condado.



APPLICATION FORM FOR CERTIFIED COPY OF BIRTH RECORDS BERKELEY BIRTHS ONLY

PLEASE CHECK THE APPROPRIATE BOX:

The fee per copy is \$ 16.00

- I would like a **Certified Copy** of the Birth record.
- I would like a certified **Informational Copy**.

OFFICIAL USE ONLY	
BANKNOTE PAPER #:	
LOCAL REGISTRAR #:	

BIRTH CERTIFICATE INFORMATION (PRINT OR TYPE)

Name on Certificate – First Name	Middle Name	Last Name	Date of Birth
City of Birth	Sex	Mother's Full Maiden Name	No. of Copies
Name of Person Requesting Record	Your Relationship to person named on the application.		Telephone Number ()
Address – Number, Street		City	State Zip Code
Today's Date			

SWORN STATEMENT

I, _____, swear under penalty of perjury under the laws of the State of California, that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the record of the individual named above:

Sworn this _____ day of _____, 20____, at _____, _____.

(Day) (Month) (Year) (City) (State)

(Signature)

Note: If submitting your order by mail, and would like a certified copy you must have your sworn statement notarized using the Certificate of Acknowledgment below.

CERTIFICATE OF ACKNOWLEDGMENT

State of _____ County of _____

On ___/___/___ before me, _____ (Officer's name), personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(VISIBLE NOTARY SEAL)

NOTARY SIGNATURE

For Mail Requests Only

Credit Card #: _____ - _____ - _____ - _____ Exp date: ____/____

Credit Card Holder's Name: _____

NOTES: 1- CREDIT CARDS are accepted ONLY for MAIL/INTERNET orders and a \$6.00 Credit Card Transaction Fee will be added to the order.

- Regular Mail** (2-3 weeks)
No extra fees apply
- Fedex** (3-5 busin.days) - \$17.50 Fee (US)
All the copies requested **MUST** be charged on Credit Card. **DO NOT** mail in separate check! Credit Card transaction fee will be added (\$6.00)

The California Health and Safety Code, Section 103526, permits only authorized persons as defined below to receive certified copies of birth records. Those who are not authorized by law to receive a certified copy will receive a certified copy marked "**INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY.**" Please indicate whether you would like a Certified Copy or a certified Informational Copy.

- The registrant or a parent or legal guardian of the registrant
- A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code.
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business.
- A child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.
- An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate.

INFORMATION: Birth records have been maintained in the City of Berkeley Office of Vital Statistics since 1895.

INSTRUCTIONS

1. If you are requesting a certified **Informational Copy**, complete the Birth Certificate Information portions of this form only. If you are requesting a regular **Certified Copy**, complete the entire form.
2. If you submit your order in person, you must sign a sworn statement. If you submit your request by mail, you must complete the attached statement and sign it in the presence of a Notary Public. **PLEASE NOTE: Only one notarized sworn statement is required for multiple certificates requested at the same time; however, the sworn statement must include the name of each individual whose birth certificate you wish to obtain and your relationship to that individual.**
3. Use a separate application form for each different record of birth for which you are requesting a certified copy (if submitting your request by mail, remember to identify each certificate requested on the sworn statement).
4. Complete the **Birth Certificate Information** section and provide your signature where indicated. Give all the information you have available to identify the record of the registrant. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record. **If the registrant has been adopted, please make the request in the adopted name.**
5. Submit **\$16 for each** certified copy requested. **If no record of the birth is found, the \$16 fee will be retained for searching as required by statute and a Certificate of No Public Record will be issued.** If you are mailing your request, indicate the number of certified copies you wish and include sufficient money with this application, in the form of a personal check, postal or bank money order (International Money Order only for out-of-country requests) made payable to the **City of Berkeley**. Mail this application with the fee(s) to the Berkeley City Health Department, Office of Vital Records, 1947 Center Street 1st floor, Berkeley, CA 94704.

Your newborn's birth certificate will be available at the Vital Statistics office, of the City of Berkeley, anytime **AFTER TWO (2) WEEKS FROM THE DATE OF BIRTH.** It is **never** automatically sent to you.

Important Notice: Before you are discharged from the hospital, be sure you have given your baby a complete name (first, middle, and last). Carefully review the birth certificate to ensure all information is correct before signing the certificate. The Vital Statistics office is not responsible for (nor will they make) corrections or additions to birth certificates. Should you notice an error within the first 3 days after the baby's birth, contact the Birth Clerk at the hospital. After that time, any modifications to the certificate must be filed with the Office of State Registrar, Sacramento, and will take six (6) to eight (8) months to process. You may contact our office, (510) 981-5320, for the forms required by the State, or clarification of instructions. **A Social Security number (SSN) will not be automatically issued to your baby if the birth certificate does not contain a first and/or last name.** If you require information regarding your baby's SSN, call the Social Security office at (800) 772-1213.

City of Berkeley
Office of Vital Records
1947 Center Street - 1st Floor
Berkeley, CA 94704

BIRTH