



Information to Help Register Out-of-Hospital Births

Center for Health Statistics and Informatics – Vital Records

Upon request, this document will be made available in alternate formats. To obtain a copy in an alternate format, please call or write:

California Department of Public Health
Vital Records - M.S. 5103
P.O. Box 997410
Sacramento, CA 95899-7410
Telephone: (916) 445-2684
California Relay: 711/1-800-735-2929
Website address: <https://www.cdph.ca.gov>

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Information for Physicians and Professionally Licensed Midwives or Certified Nurse-Midwives

Dear Physician or Professionally Licensed Midwife or Certified Nurse-Midwife:

The California Department of Public Health-Vital Records (CDPH-VR) understands you recently attended the birth of a child outside of a hospital or state-licensed alternative birth center. Health and Safety Code Sections (HSC) 102400 and 102415 require that you register the birth of this child with the local registrar within twenty-one (21) days of the birth.

1. Please review this pamphlet and complete the enclosed worksheet documents. Share the worksheet with the parent(s) of the child so they can help gather the required information.
2. Contact the local registrar for information on their registration process. Many registrars require appointments. A list of the local registrars and their contact information is available at the following link:

[Directory of County Vital Records Offices](https://www.cdph.ca.gov/Programs/CHSI/Pages/County-Registrars-and-Recorders.aspx)

(<https://www.cdph.ca.gov/Programs/CHSI/Pages/County-Registrars-and-Recorders.aspx>)

3. Bring the worksheet documents to the local registrar's office so they can prepare the birth certificate and generate the birth certification page. You will sign the birth certification page as the attendant. You will be required to present valid government-issued photo identification and your current professional license number to the local registrar for verification. If you are not currently licensed as a physician, certified nurse-midwife, or licensed midwife, you cannot register the birth. Births attended by unlicensed individuals must be registered by the parents.
4. Please advise the parents that they need to visit the local registrar if they will sign the birth certificate as an informant. Parents will be required to present valid government-issued photo identification to the local registrar for verification. Although CDPH-VR suggests that the parents sign the certificate at the time of the appointment, the local registrar can make a separate appointment for the parents.
5. Please advise the child's parents that if they are not married to each other or in a State-Registered Domestic Partnership with each other, the non-birthing parent shall not be listed on the birth certificate unless the parents sign a Voluntary Declaration of Parentage before the birth certificate is registered. Local registrar staff are authorized witnesses for the Voluntary Declaration of Parentage. The birth certificate may be amended to add another parent's name at a later date only if parentage for the child has been established by a judgment of a court or by the filing of a voluntary declaration of parentage (HSC 102425). For information on the Parentage Opportunity Program, call (916) 464-1982, email askpop@dcss.ca.gov, or [visit their website](https://childsupport.ca.gov/establishing-legal-parentage/) (<https://childsupport.ca.gov/establishing-legal-parentage/>).

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Information for Parents

Dear Parents:

Congratulations on the birth of your new baby!

California Department of Public Health-Vital Records (CDPH-VR) wants you to have information on registering your baby's birth so you can obtain their birth certificate. CDPH-VR is providing this information because you did not give birth in a hospital or licensed birth center, where staff would have prepared the birth record and submitted it to the local registrar.

1. Determine who is responsible for registering your child's birth:
 - a. If a physician or professionally licensed midwife or certified nurse-midwife attended the birth of your child, they are responsible for registering the birth with the local registrar within twenty-one (21) days of birth. Please review this pamphlet and work with your birth attendant to complete the enclosed worksheet documents. Parents need to visit the local registrar if they will sign the birth certificate as an informant. Parents will be required to present valid government-issued photo identification to the local registrar for verification.
 - b. If your child's birth was not attended by a physician or professionally licensed midwife or certified nurse-midwife, you are responsible for registering the birth with the local registrar within twenty-one (21) days of birth. Births attended by unlicensed individuals must be registered by the parents. Please review this pamphlet, complete the enclosed worksheet documents to ensure your child's birth certificate is completed correctly, and contact the local registrar for information on their registration process. Many registrars require appointments. A list of the local registrars and their contact information is available at the following link:

[Directory of County Vital Records Offices](https://www.cdph.ca.gov/Programs/CHSI/Pages/County-Registrars-and-Recorders.aspx)

(<https://www.cdph.ca.gov/Programs/CHSI/Pages/County-Registrars-and-Recorders.aspx>)

2. If a child's parents are not married to each other or in a State-Registered Domestic Partnership with each other, the non-birthing parent shall not be listed on the birth certificate unless the parents sign a Voluntary Declaration of Parentage before the birth certificate is registered. Local registrar staff are authorized witnesses for the Voluntary Declaration of Parentage. The birth certificate may be amended to add another parent's name at a later date only if parentage for the child has been established by a judgment of a court or by the filing of a voluntary declaration of parentage (HSC 102425). For information on the Parentage Opportunity Program, call (916) 464-1982, email

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Preparing for the Registration Appointment

Each local registrar has their own process and policies for registering out-of-hospital births. The information and evidence requirements below are suggestions provided to local registrars, parents, and attendants to out-of-hospital births. Please contact the local registrar in the jurisdiction of birth for information on their registration process. A list of local registrars and their contact information are available at the following link:

[Directory of County Vital Records Offices](https://www.cdph.ca.gov/Programs/CHSI/Pages/County-Registrars-and-Recorders.aspx)

(<https://www.cdph.ca.gov/Programs/CHSI/Pages/County-Registrars-and-Recorders.aspx>)

Complete the worksheet accurately with the facts of birth before the appointment with the local registrar. The information on the worksheet will be used to prepare the baby's birth certificate. HSC 102425 requires 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 professionally licensed midwife or certified nurse-midwife, they must complete form VS 10A, which provides supplemental medical information.

Evidence of Live Birth in California

If a physician or professionally licensed midwife or certified nurse-midwife attended the birth, they must register the birth, and the parents only need to provide proof to substantiate the identity of the parent(s). If the birth was not attended by a physician or professionally licensed midwife or certified nurse-midwife, the parents need to provide proof to substantiate all five facts.

Please bring to your appointment evidence to substantiate these five facts:

1. Identity of the parent(s)
2. Pregnancy of the person giving birth
3. Baby was born alive
4. Birth occurred in California
5. Identity of the witness (if applicable)

Fact 1: Identity of the Parents

A valid picture identification card issued to the parents by a government agency can 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.
- Permanent Resident 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 obtain identification verification from their consulate.)

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- If the birth occurred at the person giving birth'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 either parent who is listed on the birth certificate.
- An affidavit from someone who was with the person giving birth at the time of the baby's birth. The affidavit must contain the address of the person with the person giving birth, and the location of the birth.
- A current rent receipt or other similar document that shows the name of either parent and current address.
- A statement from a state or local government agency that requires proof of residency in California that the person giving birth was receiving services on the date of the baby's birth (e.g., WIC or Medi-Cal)

Fact 5: Identity of the Witness (if applicable)

It is not mandatory for the witness to accompany the parents to the appointment if there was no physician or certified nurse-midwife/licensed midwife that attended the birth. However, if the parents are using a witness to prove any of the other facts, then the witness needs to accompany the parents to the appointment to prove their identity. A witness may include any of the following:

- Spouse or other family member
- Friend
- Paramedic or fire department staff

If a paramedic or fire department staff was present at the birth, you can obtain 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 umbilical cord, or was present when the umbilical 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.
- Permanent Resident Card (Green Card).
- Other valid picture identification card issued by a foreign government. (If the witness is not in California legally, they may be able to get identification verification from their consulate.)

Information to Help Register Out-of-Hospital Births

Frequently Asked Questions

Who is required to register out-of-hospital births?

When a baby is born outside a hospital, the physician or certified nurse-midwife/licensed midwife who attended the birth is responsible for registering the birth with the local registrar in the county where the birth occurred (HSC 102415). If the out-of-hospital birth was not attended by a physician or professionally licensed midwife or certified nurse-midwife, either one of the parents is responsible for registering the birth.

When must out-of-hospital births be registered?

By law, births must be registered with the local registrar within twenty-one (21) days of the birth (HSC 102400). There is no fee to register the birth with the local registrar within the first year.

Any birth registered on or after the child's first birthday must be processed by CDPH-VR as a Delayed Registration of Birth. If the requirements cannot be met for a Delayed Registration of Birth, another option is to apply to the local Superior Court for a Court Order Delayed Registration of Birth. More information on these processes is available at the following link:

[Delayed or Court Order Delayed Vital Events](https://www.cdph.ca.gov/Programs/CHSI/Pages/Delayed-or-Court-Order-Delayed-Vital-Events.aspx)

(<https://www.cdph.ca.gov/Programs/CHSI/Pages/Delayed-or-Court-Order-Delayed-Vital-Events.aspx>)

Why do births need to be registered?

All births need to be registered to comply with state law. The birth must be registered before a certified copy of the birth certificate can be obtained. During a child's life, they will need a certified copy of their birth certificate to:

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

Birth certificates are also valuable to establish:

- Proof of Parentage
- Inheritance Rights
- Identity
- Citizenship

How can I make sure the birth certificate is completed correctly?

Ensure that the worksheet documents are completed fully with accurate information, as this information is used to create the birth certificate. The local registrar will print a working copy of the birth certificate for you to review. Please review the entire working copy of the baby's birth certificate for accuracy before signing the Birth Certification Page. If there are any errors, inform the local registrar immediately. Once the record has been registered, any corrections, such as misspellings or omissions, must be made

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How can I obtain 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 purchase a certified copy of the birth certificate from the local registrar or County Recorder in the county where your child was born, or from CDPH-VR. The fees and processing times may vary between these offices.

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

The Social Security Administration guidance limits the Enumeration at Birth program to hospital births. You can request 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). You can also visit [Social Security's website](https://www.ssa.gov/) (<https://www.ssa.gov/>).

What You Need to Know about Your Child's Birth Certificate

Your child's birth certificate lasts forever. Please be certain the information on the certificate is accurate and complete before you sign it.

- The birth certificate is a legal document.
- You can obtain a certified copy of your newborn's birth certificate by visiting the County Registrars or Records Office in person.
- An amendment form is required to make corrections to the birth certificate once its been registered.
- 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 (SSN) for their child if the birth certificate is not true and correct.
- It can take several weeks to apply an amendment. The processing time for amendments can be located on the California Department of Public Health-Vital Records website (<https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx>).

Common mistakes that require amendments or court orders:

- Misspelled first, middle, or last names of child and/or parents
- Incorrect birth place or date of birth of parent(s)
- Reversed order of last names (surnames)
- Adding additional names to parent(s) or child later
- Incorrect sex of child
- Incorrect birth date

Errors on birth certificates **cannot** be corrected on the original certificate.

The **original** birth certificate **does not** change, but an amendment is attached to create a **two-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 may be obtained at the local health department or county recorder's office, or online (<https://www.cdph.ca.gov/Programs/CHSI/Pages/Amending-a-California-Birth-Record.aspx>).

Certificate of Live Birth Worksheet

FOR HOSPITAL OR ATTENDANT USE ONLY:

Please complete this information to prepare your child's birth certificate.

Name of Child: (If a name has not been determined at the time the birth certificate is created, a dash (-) can be entered for the first, middle and last name. The birth certificate can be amended later to add the child's name.)

Room: _____ MR: _____

Attendant: _____

Clerk Initial: _____

Date Given to Parent(s): _____

Date Completed: _____

1A. First Name: _____

1B. Middle Name: _____

1C. Last Name: _____

Suffix (Optional): I II III IV V VI VII VIII IX X JR SR

2. Sex: Male Female Unknown/Undetermined

3A. Plurality:

- Single Twin Triplet Quadruplet
 Quintuplet Sextuplet Septuplet Octuplet or More Unknown

3B. Birth Order: 1st 2nd 3rd 4th 5th 6th 7th 8th or more Unknown

4A. Date of Birth: _____ 4B. Time of Birth: _____

Planned Place of Birth:

Place of birth and planned place of birth refer to categories, and do not refer to specific addresses. Categories include: Hospital, Freestanding Birth Center, Home Delivery, Clinic/doctor's office, Other, and Unknown.

Did the place of birth category match the planned place of birth category? Yes No Unknown

If place of birth category did not match planned place of birth category, where did you plan for this birth to take place?

- Hospital
 Freestanding Birth Center
 Home Delivery
 Clinic/doctor's office
 Other _____ (Please specify other category, do not put names of specific facilities, business names, other places)
 Unknown

Birth name of Parent Giving Birth (fields 9A, 9B, 9C, on child's birth certificate), unless a certified copy of a surrogate court order is presented. If only one parent is listed on the birth certificate, they must be listed in fields 9A, 9B, 9C.

9A. First Name: _____

9B. Middle Name: _____

9C. Last Name (Birth): _____

Suffix: I II III IV V VI VII VIII IX X JR SR

This question collects information on whether the person listed in Field 9a-c is the genetic mother of the child. This information is confidential and does not print on the birth certificate. Parents do not need to report this information; This information is voluntary.

Is this the Genetic Mother? Yes No Unknown

ScholarShare Contact Information for Parent Not Giving Birth or Intended Parent (Person listed in 6A-6C). This contact information is for ScholarShare use only. This information does not print on the birth certificate and is not included with any data collected on the birth certificate. If no parent is listed in fields 6A-6C, do not collect this information.

E-mail address: _____

Mobile Phone Number (Include area code and country code if applicable): _____

Names of Parent(s)/Informant(s) Signing the Birth Certificate:

12A. Printed Name of Parent/Informant 1 who will sign the Birth Certificate (Required)

Your name should be printed as you want it to appear in field 12A in lieu of an ink signature.

12B. Relationship of Parent/Informant 1:

- Mother
- Father
- Parent
- Other: _____

12A. Printed Name of Parent/Informant 2 who will sign the Birth Certificate (Optional)

Your name should be printed as you want it to appear in field 12A in lieu of an ink signature.

12B. Relationship of Parent/Informant 2:

- Mother
- Father
- Parent
- Other: _____

Page 5 Confidential Data Section

Unknown or Other

- Unknown
- Other
- Other
- Other

Withheld

- Withheld

Unknown or Other

- Unknown
- Other
- Other
- Other

Withheld

- Withheld

23A. Mother Usual Occupation:

Work done for the longest period of time. Do **not** enter company name.

23B. Mother Kind of Business/Industry:

Do **not** enter company name.

Sexual Orientation / Gender Identity. This information is optional and should only be provided by the parent identified in fields 9A-9C. **This information is confidential and does not print on the birth certificate.**

1. *What sex appears on your original birth certificate?*

- Male
- Female
- Unknown
- Decline to respond

2. *How do you describe your gender identity?*

- Male
- Female
- Female-to-Male (FTM)/Transgender Male/Trans Man
- Male-to-Female (MTF)/Transgender Female/Trans Woman
- Nonbinary, Genderqueer, neither exclusively male nor female
- Other gender category, please specify _____
- Do not know/Unsure
- Decline to respond

3. *How do you describe your sexual orientation? (if more than one orientation, select orientation with which you identify the most)*

- Lesbian, gay or homosexual
- Straight or heterosexual
- Bisexual
- Pansexual
- Other, please specify _____
- Do not know/Unsure
- Decline to respond

24A-E. Parent Giving Birth Residence Address (Required). P.O. Boxes Are Not Acceptable.

Street Number and Name: _____ Apt/Suite/Unit: _____

City: _____ State/Province: _____

Zip Code/Postal Code: _____ County/Country: _____

Medical and Health Data: Birth Parent and Newborn

Did the person giving birth receive Women, Infants and Children (WIC) food while pregnant?

- Yes No Unknown

Did the person giving birth smoke before or during the pregnancy? Enter number of cigarettes smoked per day as follows:

During the three months prior to becoming pregnant:

- Did not smoke
- Cigarettes. # per day _____
- Packs. # per day _____
- Unknown

Page 9 Confidential Data Section

27A. Number of Previous Live Births Now Living: _____ 27B. Number of Previous Live Births Now Dead: _____

27C. Date of Last Live Birth: _____ (Do not count this child.)

27D. Number of Miscarriages Before 20 Weeks: (Do not count abortions) _____ 27E. After 20 Weeks: _____

27F. Date of Last Miscarriage: _____

28A. Method of Delivery

28AA. Final Delivery Route: _____

28AB. Number of Previous Cesarean(s): _____

28AC. Fetal Presentation: _____

28AD. Forceps Attempted, But Unsuccessful:

- Yes
- No
- Unknown

28AE. Vacuum Attempted, But Unsuccessful:

- Yes
- No
- Unknown

28B. Expected Source of Payment for Delivery:

- Medi-Cal (02)
- Other Governmental Programs (Federal, State, Local) (05)
- Private Insurance (07)
- Self Pay (09)
- Other (14)
- Private Insurance – Covered California (17)
- Private Insurance – Individual Plan (18)
- Unknown (99)

HOSPITAL OR ATTENDANT USE ONLY

29. Complications and Procedures of Pregnancy and Concurrent Illnesses:

Codes to Enter? Yes No Unknown

(If Yes, Hospital Staff or Attendant Circle the Appropriate Codes on VS 10A)

30. Complications and Procedures of Labor and Delivery:

Codes to Enter? Yes No Unknown

(If Yes, Hospital Staff or Attendant Circle the Appropriate Codes on VS 10A)

31. Abnormal Conditions and Clinical Procedures Relating to the Newborn:

Codes to Enter? Yes No Unknown

(If Yes, Hospital Staff or Attendant Circle the Appropriate Codes on VS 10A)

REQUESTING THE CHILD'S SOCIAL SECURITY NUMBER THROUGH THE BIRTH CERTIFICATE PROCESS

NOTICE TO PARENTS: The Social Security Administration guidance limits the Enumeration at Birth program to hospital births. Completion of this form in the hospital will enable you to receive a valuable service from the federal government. Federal law requires that a Social Security Number be provided for all dependents listed on federal tax forms. A Social Security Number is also necessary when applying for welfare or other public assistance benefits for your child. By completing this form and requesting a Social Security Number for your new baby, the California Department of Public Health will transmit your request to the Social Security Administration, and a card will be mailed to you usually within six weeks, eliminating the need for you to personally visit a Social Security office with evidence of your child's identity, birth date, and citizenship.

For certified copies of your child's birth certificate, contact the health department or the recorder's office of the county where the birth occurred. You may also obtain an application for a certified copy through the California Department of Public Health by calling (916) 445-2684 or by visiting the [website](https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records.aspx) (<https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records.aspx>).

NEWBORN AUTOMATIC NUMBER ASSIGNMENT

(NANA)

Baby's Name as Reported on Birth Certificate:

(A SOCIAL SECURITY NUMBER CANNOT BE ISSUED FOR A CHILD THAT HAS NOT BEEN NAMED.)

1. Do you want a Social Security Number (SSN) for your new baby?

Yes No

Please contact the Social Security Administration at 1-800-772-1213 or [online](http://www.ssa.gov) at www.ssa.gov for questions or concerns regarding the issuance of your child's Social Security number or Social Security card.

I acknowledge that I am responsible for reviewing my child's birth certificate for accuracy and that the birth certificate worksheet is only retained for a limited time period. Beyond that, it will not be the responsibility of the hospital to amend the birth certificate for anything other than an incorrect date of birth, time of birth, sex of infant, or hospital error. All other amendments to the birth certificate are the responsibility of the parent.

Parent's Signature

Date

Parent's Printed Name

This form should be completed and signed by the child's parent(s).

**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 35 (Fetal Death)

(Enter up to 9 codes, separated by commas, for the most important complications/procedures.)

ONSET OF LABOR

- 10 Premature rupture of membranes (greater than or equal to 12 hours)
- 07 Precipitous labor (less than 3 hours)
- 08 Prolonged labor (greater than or equal to 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 greater than or equal to 38°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 prior to 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