

## How to Obtain Your Baby's Birth Certificate

You will NOT automatically receive a birth certificate for your baby. Parent(s) must apply for the birth certificate. The birthing facility may provide you with a record of your child's birth, however, this document is not an official certification of the original birth record. With electronic registration of Florida birth records, the birth certification is available as soon as the birth record is completed and filed with the Bureau of Vital Statistics. The following methods are available for purchasing a birth certificate:

- An official birth certification may be purchased from any county health department vital statistics office. Fees vary throughout the state, so it's a good idea to verify the fee prior to submitting the request. A list of county health departments can be found on the Florida Department of Health website: [www.floridahealth.gov](http://www.floridahealth.gov).
- Parents may also purchase an official birth certification from the Bureau of Vital Statistics. Information on how to order can be found on our website at: [www.floridahealth.gov/certificates](http://www.floridahealth.gov/certificates).
- Birth certifications may also be purchased online through VitalChek at [www.VitalChek.com](http://www.VitalChek.com). If you provided an email address on the birth certificate, the Bureau of Vital Statistics will send an email with ordering information and links to health and wellness programs shortly after the birth of your baby.

## What You Need to Know Before Signing Your Baby's Birth Record

- Naming Your Child
- When the Mother is Unmarried, How to List the Father
- Reviewing the Personal Information on the Record
- Healthy Start Program
- Social Security Number
- How to Obtain a Certification of Your Child's Birth Record

For more information, contact:

**Bureau of Vital Statistics**

**Post Office Box 210**

**Jacksonville, FL 32231-0042**

**904-359-6900**

[www.floridahealth.gov](http://www.floridahealth.gov)



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## What Parent(s) Need To Know Before Signing Your Baby's Birth Record



Florida Department of Health

Bureau of Vital Statistics

## Naming Your Child

The birth record is a legal document that will follow your child throughout his or her life. Naming your child is an important decision for both you and your child. Changes to the child's name can be made, prior to the child's first birthday, as long as each parent named on the birth record is in agreement to the change. After the child's first birthday, some corrections may require evidence or supporting documentation. If evidence and/or supporting documentation is required but are not available, a court order may be required directing the change. For more information on correcting the birth record, you may contact the Bureau of Vital Statistics Amendments unit at (904) 359-6900 ext. 9005.

## The Birth Record Review

Once the birth registration specialist at the birthing facility has gathered the required information from the medical records, you will be asked to review the personal information on the record to ensure it is correct. This information will be presented to you in the form of a "Hospital Review Sheet". Be sure to review this information very carefully, are the names spelled correctly, is your mailing address correct? Please note that after the record has been filed with the Bureau of Vital Statistics, changes to the record may require a \$20 amendment fee.



## How to List the Father When the Mother is Unmarried

If a mother is unmarried, the father of the baby may be added to the birth record if the father acknowledges paternity at the birthing facility or through a court order.

Unmarried parent(s) should be given a DH1568 form before acknowledging paternity. This form explains acknowledging paternity means both mother and father are attesting they are the biological parents of the baby and agree to be responsible for the baby's financial and medical support until he or she is an adult.

If the father is unavailable at the time of birth, his name can be added after the record has been filed, if both parents are willing to voluntarily acknowledge paternity. This process goes through the Bureau of Vital Statistics' Paternity Unit, which may be reached at (904) 359-6900 ext. 9004.



DEPARTMENT OF HEALTH

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

## Obtaining Your Baby's Social Security Number

The birth record is a means by which you, as a parent, may obtain a social security number for your newborn. By indicating "Yes" on your baby's birth record, the Social Security Administration (SSA) will issue a social security number for your baby and a new card will be mailed to you within two to four weeks. The social security number will be helpful to you in filing taxes, obtaining a passport for your child, admission to child care programs, school entrance and other programs.

At the birthing facility, the birth registration specialist will provide you with a copy of a receipt indicating you have applied for your baby's social security number. The bottom of this receipt contains the Department of Health's website along with important information regarding health information for your baby such as Florida Childhood Immunization—FLSHOTS, Florida KidCare Insurance, Florida Poison Information Network, and Child Support Enforcement.

## Infant Risk Screening

Healthy Start is a free home visiting program that provides education and care coordination to pregnant women and families of children under the age of three. The goal of the program is to lower risk factors associated with preterm birth, low birth weight, infant mortality and poor developmental outcomes. If your child is eligible for the program, with your consent, a Healthy Start representative will contact you regarding the services available to you.