# **Out of Institution Birth Packet**





Revised 6/2021



1. In any case where a birth occurs outside a hospital, or other recognized medical facility, without medical attendance and the birth certificate is filed by someone other than a health care provider, additional evidence in support of the facts of birth shall be completed and filed in the presence of the local Vital Records registrar in the county where the birth occurred. A birth certificate for a birth which occurs outside a recognized medical institution shall only be filed upon personal presentation of the following evidence by the individual(s) filing the certificate:

(a) Proof of pregnancy:

1. Prenatal records; or

2. Statement from a physician or other licensed health care provider who is qualified to determine pregnancy; or

3. Prenatal blood analysis or positive pregnancy test results from a laboratory.

(b) Proof of the mother's residence on the date of the out of institution birth:
 1. A valid driver's license, or a state-issued identification card, which includes the mother's current residence on the face of the license or card; or

2. A rent receipt which includes the mother's name and address, and the name, address, and signature of the mother's landlord.

3. A utility bill (e.g. electric bill, phone bill, or water bill) showing the address at child's birth.

(c) A copy of a bank statement showing the address at child's birth.

2. An identifying document, with photograph, for the individual(s) personally presenting the evidence required to file the certificate.

3. Affidavits:

1. Affidavits must be signed and notarized by persons present or in attendance at the birth, eighteen years or older; or

2. A signed affidavit from a licensed physician describing his or her knowledge of the mother prior to birth, and his or her knowledge of the newborn resulting from his or her first examination of the infant.

2. At the discretion of the State Registrar, the procedures contained in these regulations may be supplemented with additional requirements which may be

needed to verify the facts of birth. Such additional requirements may include, but are not limited to:

(a) Supplemental information; or

(b) A home visit by a public health nurse or other health professional.

3. The pregnant woman may appear before the local registrar, prior to giving birth to "pre-register" the birth. Completion of the birth certificate after the birth occurs is required before the birth shall be registered.

4. If the required evidence is not available and the registrar is unable to verify the facts of the birth, the out of institution birth may be registered only by order of a court of competent jurisdiction.

## <u>Credits</u>

Adopted Oct. 10, 2013.

Authority: O.C.G.A. Secs. 31-2A-6, 31-10-3, 31-10-9.

Current with amendments available through September 30, 2014.

Ga. Comp. R. & Regs. 511-1-3-.05, GA ADC 511-1-3-.05

# Out of Institution Birth Packet



# INSTRUCTIONS

**Note:** To receive a copy of the certificate once it's filed, please include a money order or certified check for the applicable amount. It is \$25.00 for one certificate, and \$5.00 for each copy if purchased during the same transaction. The U.S. money order or certified check should be made payable to the State Office of Vital Records. A valid copy of your Photo ID must accompany this request. Please do not send cash by mail.

- Complete and submit <u>two</u> Affidavit of Birth forms (ex: Mother completes Affidavit 1 as attendant/Father completes Affidavit 2 as attendant)
  - In the case of a same sex couple, the mother who gave birth should complete the "mother" information in the birth worksheet. The second parent, whether male or female, should complete the "father" portion of the worksheet. A gender neutral birth certificate will be provided to same-sex parents upon request.
- Complete the entire Birth Worksheet
- Submit entire packet to local vital records' office for review and assistance
- Mail entire packet to:

State Office of Vital Records 1680 Phoenix Blvd, Suite100, Atlanta, Georgia 30349

# Processing Time:

All packets/requests will be completed within the standard processing time for mail in requests. To check the status, please call 404-679-4702, two weeks after submission. Current processing times can be found at <a href="https://dph.georgia.gov/ways-request-vital-record">https://dph.georgia.gov/ways-request-vital-record</a>



AFFIDAVIT OF ATTENDANCE AT AN OUT OF INSTITUTION BIRTH • (REVISED 09/2017)

## **ATTENDANT 1**

To be completed by Mother, Father, Birth Attendant

# Section 1: AFFIANTS INFORMATION I, \_\_\_\_\_\_\_\_\_, being duly sworn, depose and say, that \_\_\_\_\_\_\_\_\_\_\_was pregnant and did deliver a live born (Please check one: □ male/ □ female) infant on \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_in \_\_\_\_\_\_Georgia; that I was present at said birth; that I am eighteen years old or older.

### Section 2: NOTARY PUBLIC

ACKNOWLEDGED TO BE TRUE BEFORE ME ON (NOTARY'S SIGNATURE & DATE):	MY TERM EXPIRES ON (DATE):
ID TYPE PRESENTED BY BIRTH MOTHER/PARENT 1/ATTENDANT	ID TYPE PRESENTED BY FATHER/PARENT 2/ATTENDANT
ID NUMBER PRESENTED BY BIRTH MOTHER/PARENT 1	ID NUMBER PRESENTED BY FATHER/PARENT 2
PLEASE PLACE THE NOTARY SEAL BELOW.	



# ATTENDANT 2

To be completed by Mother, Father, Birth Attendant

## Section 1: AFFIANTS INFORMATION

Ι,	, being duly sworn, depos	e and say, that		
	was pregnant and did deliver a liv	e born (Please		
check one:   male/  female) infant on				
at	in	_Georgia; that		
I was present at said birth; that I am eighteen years old or older.				
SIGNATURE OF AFFIANT & DATE				

## Section 2: NOTARY PUBLIC

ACKNOWLEDGED TO BE TRUE BEFORE ME ON (NOTARY'S SIGNATURE & DATE):	MY TERM EXPIRES ON (DATE):			
ID TYPE PRESENTED BY BIRTH MOTHER/PARENT 1/ATTENDANT	ID TYPE PRESENTED BY FATHER/PARENT 2/ATTENDANT			
ID NUMBER PRESENTED BY BIRTH MOTHER/PARENT 1	ID NUMBER PRESENTED BY FATHER/PARENT 2			
PLEASE PLACE THE NOTARY SEAL BELOW.				

	STATE OF GEORG BIRTH WORKSHE		1. THIS BIRTH (	Single, Twin, Triplet, etc)	2. IF NOT SINGLE, SPECIFY (1st, 2nd, 3rd, 4th, etc.)			
<b>NEWBORN - DEMOGRAPHIC</b>	3. CHILD'S NAME: (FIRST	MIDDLE LAS	ST SUFI	FIX) 4. DATE OF BIRTH (1	nm/dd/yyyy) 5. TIME OF	BIRTH (AM/PM)	6. SEX	
RN - DEMC	7. HOSPITAL FACILITY NAME Hospital Birthing cent Other (specify)	E AND ADDRESS (if not Ho er Enroute/BOA Cli			R LOCATION OF BIRTH	9. FACILITY ID	(NPI)	
NEWBOF	10. SPECIFY BIRTHPLACE			11. COUNTY, STAT	E AND ZIP CODE OF BIF	RTH		
	12. MOTHER'S NAME (FIRST	MIDDLE L#	AST)	13. NAME PRIOR TO F	RST MARRIAGE (FIRST	MIDDLE	LAST )	
	14. DATE OF BIRTH (mm/dd/yy)	yy) 15. BIRTHPLACE (St	tate, Territory or Foreig	n Country)	16. MOTHER'S SSN			
	If not married, has an order of paternity or legitimation been issued by a court?			□ Yes □ No □ Un □ Yes □ No □ Un □ Yes □ No □ Un	known OR LEGIT	17b. DATE PATERNITY ACKNOWLEDGME OR LEGITIMATION SIGNED (mm/dd/y		
-	certification or have they both sign 18. NUMBER AND STREET OF F		ent?			20 RES	IDENCE STATE	
	10. NOMBER AND STREET OF T	CONDENCE		13. 0111, 10		20. 1120	DENCE STATE	
	Phone Number:	Residing at current resi			hits? 🗆 Yes 🗆 No 🗆 Ur			
MOTHER - DEMOGRAPHIC	21. COUNTY	22. ZIP CODE 2	3. MOTHER'S MAILING	ADDRESS (Street, City, S	tate, Zip, County)	Mailing address	same as above	
100	24. MOTHER'S EDUCATION LE	VEL (Choose <u>only one</u> opti	ion that represents the hig	ghest level of education atta	ned)			
DEI	Completed 1 st Grade		Completed 3 <sup>rd</sup> Grade	Completed 4 <sup>th</sup> Grade	Completed 5 <sup>th</sup> Gra	de 🛛 Comp	leted 6 <sup>th</sup> Grade	
THER -	Completed 7 <sup>th</sup> Grade Completed 8 <sup>th</sup> Grade Completed 9 <sup>th</sup> Grade Completed 10 <sup>th</sup> Grade Completed 11 <sup>th</sup> Grade							
МО	Some college credit leading	to an Associate degree but	did NOT Graduate	Associate degree (e.g	. AA, AS) 🛛 🗆 Bad	chelor's degree (e	e.g. BA, BS)	
				<ul><li>Master's degree (e.g.</li><li>Unknown</li></ul>	Master's degree (e.g. MA, MS) Doctorate (e.g. PhD, EdD, MD)			
	25. Primary Language spoken at H				uring last year		iown	
	<ul><li>27. Mother's Occupation</li><li>29. Employer's name/address:</li></ul>			28. Kind of bus	ness or industry			
-		Name	Street	City	State/Co	untry	Zip Code	
		No, not Spanish/Hispanic/La Yes, Puerto Rican		U 🛛 U ۱, American, Chicano 🗖 Ye	nknown es, Other Hispanic (Specify	/)		
-	31. MOTHER'S RACE (Check all	I that apply)						
	□ White	Chinese	Korean	🛛 Gua	manian or Chamorro			
	Black or African American	Filipino	Vietname					
	Asian Indian	Japanese	□ Native Ha		er (Specify )			
	<ul> <li>Other Pacific Islander (Spec</li> <li>American Indian or Alaska I</li> </ul>			ian (Specify)	Refused	Unknown		
2	32. FATHER'S NAME (FIRST M	NIDDLE LAST	r SUFF	IX) 33. DATE OF BIRTH (mm/dd/yyyy)	34. BIRTHPLACE (State, Territory or Foreign Country)		oreign Country)	
FATHER	35. FATHER'S SSN	36. FATHER'S RESIDENC	E ADDRESS (STREET	СІТҮ	STATE	ZIP C	OUNTY)	
				Address same as	mother's residence			

	37. FATHER'S EDUCATION LEVEL (Check only one option that represents the highest level of education attained)			
	Completed 1 <sup>st</sup> Grade Completed 2 <sup>nd</sup> Grade Completed 3 <sup>rd</sup> Grade Completed 4 <sup>th</sup> Grade Completed 5 <sup>th</sup> Grade Completed 5 <sup>th</sup> Grade Completed 6 <sup>th</sup> Grade Completed 6 <sup>th</sup> Grade Completed 7 <sup>th</sup> Grade Completed 1 <sup>th</sup> Grade Completed 1 <sup>th</sup> Grade			
	Completed 12th Grade but did NOT Graduate High school graduate or GED completed 10 Grade Grade Grade			
	Some college credit leading to an Associate degree but did NOT Graduate       Associate degree (e.g. AA, AS)       Bachelor's degree (e.g. BA, BS)         Some college credit leading to a Bachelor's degree but did NOT Graduate       Master's degree (e.g. MA, MS)       Doctorate (e.g. PhD, EdD, MD)			
38. Father's Occupation				
ပ	41. Employer's name/address:			
IHA	Name         Street         City         State/Country         Zip Code			
FATHER - DEMOGRAPHIC	42. FATHER'S ETHNICITY       I       No, not Spanish/Hispanic/Latino       I       Refused       I       Unknown         I       Yes, Cuban       I       Yes, Maxican, American, Chicano       I       Yes, Other Hispanic (Specify)			
	43. FATHER'S RACE (Check all that apply)			
Ë	□ White □ Chinese □ Korean □ Guamanian or Chamorro			
ITA:	Black or African American   Filipino   Vietnamese   Samoan			
-	Asian Indian     Japanese     Native Hawaiian     Other (Specify)			
	Cher Pacific Islander (Specify) Cher Asian (Specify) American Indian or Alaska Native; *Specify enrolled or principal tribe Refused Unknown			
	44. Mother's Med Record #:lbs 🗌 Unknown 45b. Mother's weight at deliverylbs 🗌 Unknown			
	46. Mother's height :feetinches □ Unknown 47. Did Mother receive WIC during this pregnancy? □ Yes □ No □ Unknown			
	48a. Did mother use alcohol during pregnancy? Yes No Unknown 48b. If yes, how many drinks per week ?			
	49. Did Mother smoke cigarettes before OR during this pregnancy 🔲 Yes 🗌 No 📄 Unknown			
	# of cigarettes or # of packs Three months before pregnancy # of cigarettes or # of packs first trimester			
	# of cigarettes or # of packs second trimester # of cigarettes or # of packs third trimester			
	50. Principal Source of Payment       Tricare       Medicaid       Self Pay       Other Government (Federal, State, Local)       Indian Health Service         Private Insurance       Other :       Unknown			
	51. Vaccinations during pregnancy (Note trimester) 🔲 TDAP Trimester 🗌 Flu Trimester 🗋 Other Trimester 🗋 None			
Ļ	52. MOTHER PREGNANCY HISTORY			
- MEDICAI				
MEI	a. Is this the mother's first pregnancy?			
÷	<ul> <li>b. Number of previous live births now living(Do not include this child)</li> <li>c. Number of previous live births now dead</li> </ul>			
MOTHER				
Mo	d. Date of last live birth (mm/dd/yyyy)			
	e. Number of fetal deaths less than 20 weeks (including ectopic loss, induced terminations or miscarriages)			
	f. Number of previous fetal deaths 20 weeks or greater (including induced terminations, miscarriages or stillbirths)			
	g. Date of last other pregnancy outcome(mm/dd/yyyy)			
	53. MOTHER PRENATAL CARE			
	a. Did mother receive prenatal care?       Yes       No       Unknown       d. Date of last prenatal care visit       (mm/dd/yyyy)			
	b. Date of first prenatal care visit (mm/dd/yyyy) e. Total number of prenatal care visits (If none, enter '0')			
	c. Enter month prenatal care began(1st, 2nd, 3rd month of pregnancy) f. Date last normal menses began(mm/dd/yyyy)			
	54. Mother transferred for delivery? Yes No If yes, from what location :			

55. METHOD OF DELIVERY	
a. Was delivery with forceps attempted but unsuccessful?	Yes 🔲 No 🗍 Unknown
b. Was delivery with vacuum extraction attempted but unsuccessf	ul? 🛛 Yes 🔲 No 🗋 Unknown
c. Fetal presentation at birth?	Other Unknown
d. Final route and method of delivery?	🛛 Vaginal/Forceps 🔹 🗋 Vaginal/Vacuum 🖾 Cesarean 🔹 Unknown
e. If cesarean, was a trial labor attempted?	] Unknown
56. EXPOSURE/INFECTIONS PRESENT/ TREATED DURING	
PREGNANCY (Check all that apply)	_
☐ Bacterial meningitis	Congenital Toxoplasmosis
Carrier/suspected carrier or vital hepatitis	Gonorrhea Parvovirus
Chemotherapy	Group B streptococcus Syphilis
	Hepatitis B     Unknown
Congenital cytomegalovirus infection (CMV)	□ Hepatitis C □ None of the above
Congenital rubella	Herpes (active at the time of delivery)     Other (specify)
57. RISK FACTORS IN THIS PREGNANCY (Check all that apply)	
a. DIABETES (Select one of the following)	liagnosis prior to this pregnancy)
<b>b. HYPERTENSION</b> (Select one of the following)	
c.  Previous preterm birth	
<ul> <li>d. Pregnancy resulted from infertility treatment (Check all that approximation)</li> </ul>	yly):
Fertility enhancing drugs	al insemination
□ In vitro fertilization (IVF) □ Gamet	e intrafallopian transfer (GIFT)
e. Other poor pregnancy outcome	Small for gestational age
f. D Mother had a previous cesarean delivery? If selected, how	many?
g. D None of the above	
h. 🔲 Unknown	
58. OBSTETRIC PROCEDURES (Check all that apply)	59. ONSET OF LABOR (Check all that apply)
Cervical cerclage	Premature rupture of the membranes (prolonged > 18 hours)
	Precipitous labor (less than 3 hours)
External Cephalic Version Successful Failed	Prolonged labor (greater than 20 hours)
□ None of the Above	None of the above
Unknown	
60. CHARACTERISTICS OF LABOR AND DELIVERY (Check all that	apply) 61. MATERNAL MORBIDITY (Check all that apply)
Induction of labor	Maternal transfusion
Augmentation of labor	number of units 1 1 2 3 or more
Non-vertex presentation	Third or fourth degree perineal laceration
Steroids (glucocorticoids of fetal lung maturation received by th prior to delivery)  Partial Complete	
Antibiotics received by mother during labor	Unplanned hysterectomy
<ul> <li>Clinical chorioamnionitis diagnosed during labor or maternal te</li> </ul>	mperature
is >38 C (100.4 F)	Onplanned operating room procedure following delivery     None of the above
Moderate/heavy meconium staining of the amniotic fluid	
☐ Fetal intolerance of labor such that one or more of the following	actions was
taken: in utero resuscitative measures, further fetal assessmer	i or operative delivery
□ None of the above	
62. Infant's Medical Record #	
	nknown
64a. Apgar score (at 5 min)	64b. Apgar score (at 10 min) Unknown
<b>65.</b> Was infant transferred within 24 hours of delivery? □ Yes □	
66. Is infant living at time of report? ☐ Yes ☐ No ☐ Unknown	67. Is infant being breast fed, even partially? Yes No Unknown
68a. Weight unit 🔲 Grams 🔲 Pounds 🗌 Unknown	68b. Weight Grams Pounds Ounces Unknown

**NEWBORN - MEDICAL** 

**MOTHER - MEDICAL** 

	69. ABNORMAL CONDITIONS OF THE NEWBORN (Check all that a	pply)	70. CONG	ENITA	L ANA	MOLIES OF THE NEWBORN (Check all that apply)	
	69. ABNORMAL CONDITIONS OF THE NEWBORN (Check all that apply) <ul> <li>Assisted ventilation required immediately following delivery</li> <li>Assisted ventilation required for more than six hours</li> <li>NICU admission</li> <li>Newborn given surfactant replacement therapy</li> <li>Culture Positive Postnatal (Blood, CSF or other sources)</li> <li>Antibiotics received by newborn for suspected neonatal sepsis</li> <li>Seizure or serious neurologic dysfunction</li> <li>Significant birth injury (skeletal fracture(s), peripheral nerve injury, and/or soft tissue/solid organ hemorrhage requiring intervention)</li> <li>None of the above</li> <li>Unknown</li> </ul>		70. CONGENITAL ANAMOLIES OF THE NEWBORN (Check all that apply)         Anencephaly         Microcephaly         Meningomyelocele/Spina bifida         Cleft lip with cleft palate         Cleft lip with cleft palate         Cleft lip with cleft palate         Craniofacial anomalies         Cyanotic congenital heart disease         Congenital diaphragmatic hernia         Omphalocele         Gastroschisis         Limb reduction defect (not congenital amputation/dwarfing syndromes)         Down Syndrome         (Karyotype ] confirmed ] pending)         Syndromes associated with hearing loss (neurofibromatosis, osteopetrosis, Usher, Waardneburg, Alport, Pendred, and Jervell and Lange-Nielson)         Suspected chromosomal disorder       (Karyotype ] confirmed ] pending)         Hypospadias       None of the above         Other (specify)				
NEWBORN - MEDICAL	Congenital Hypothyroidism       He         Drug Withdrawal Syndrome in Newborn       His         Drug Use/Abuse/Withdrawal Syndrome in       HIV         Mother       Hy         Encephalitis       Hy	al Growth Res ad Trauma tory of Positiv / Present in in drocephaly perbilirubinem	wth Restriction (IUGR) uma Positive Drug Screen (newborn) ent in infant				
	2. HEPATITIS VACCINATION         a. Did the infant receive Hepatitis B vaccine?       Yes       No       Unknown       Refused       e. Hepatitis B vaccine Date         b. If infant received Hepatitis B vaccine, number of hours after birth						
	<ul> <li>h. Final Newborn Hearing Test Type (select one) AABR</li> <li>74. INFORMANT'S NAME (FIRST MIDDLE LAST)</li> </ul>		AABR	то сі	HILD	76. PARENTS AUTHORIZE RELEASE OF INFORMATION TO SOCIAL SECURITY ADMINISTRATION TO ISSUE CHILD A SOCIAL SECURITY NUMBER.	
CERTIFIER	77. I CERTIFY THAT THE ABOVE NAMED CHILD WAS BORN ALIVE.         THE PLACE AND TIME AND ON THE DATE STATED ABOVE (Signatur         80. CERTIFIER (Name and Title)         Certifier same as Attendant         MD       DO         Hospital Staff       CMN/CM         Other Midwife       O	e) (mm 81. PH' MEDIC	/dd/yyyy)	MD 82		NT AT BIRTH (OTHER THAN CERTIFIER (Name and Title))	
	83. REGISTRAR (Signature)				84. D	ATE RECEIVED BY STATE REGISTRAR (mm/dd/yyyy)	