



## **Birth Certificate Worksheet**

### **Register Your Newborn Today!**

**This document must be completed before you are discharged from the hospital (even if your baby is in the NICU).**

1. Please read carefully and complete the birth certificate worksheet; make sure to print legibly.
  2. The instructions will inform you:
    - How to fill out the important sections of the birth certificate worksheet.
    - How to request a certified copy of your baby's birth certificate.
    - How to add your baby to your insurance plan.
    - How to apply for a Social Security card for your baby.
    - How to contact hospital and governmental personnel for information.
  3. Upon completion, please return the birth certificate worksheet to the birth certificate clerk or to your nurse.
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The purpose of the birth certificate worksheet is to collect information requested by the Georgia Department of Public Health, Division of Vital Records. Your birth certificate clerk at this hospital will enter the information from the worksheet directly into GAVERS, Georgia Vital Events Registration System, which is the state's electronic birth registration system. We ask that you thoroughly and accurately complete the worksheet before you are discharged from the hospital.

### **Q: Will I receive a birth certificate from the hospital?**

**A:** No, the hospital does not provide certified copies of birth certificates. You will need to purchase a birth certificate. The Office of Vital Records in any county in the state will provide copies upon request; some county probate courts also provide copies. There is a \$25 fee for the first copy and \$5 for each additional copy. (This is only if you are requesting additional copies the same day for the same baby.) The hospital does provide a Confirmation of Birth, which is a non-legal document of your baby's birth. The birth certificate clerk will give it to you. The Confirmation of Birth is only valid for 30 days, beginning on the baby's date of birth. If this is lost or misplaced, the hospital cannot provide you with another Confirmation of Birth.

**Q: What should I consider when naming my baby?**

**A:** Please print your baby's first, middle and last name. In America, the last name is also called the "surname." A surname is the part of a person's name that identifies the family. For most Americans, the surname is the last name and, typically, the father's family name. For example, "Doe" is the surname or last name in "John Allen Doe." However, this may not be true for many Americans who practice other cultural traditions. Northeast Georgia Health System respects the cultural traditions of parents and will follow the wishes of the parents to name their child in accordance with relevant laws of the State of Georgia.

**Q: How does my marital status apply to naming my baby?**

**A:** For married couples, the parents designate the baby's name. For an unmarried couple, the parents may complete a Paternity Acknowledgment form (if the parents meet the criteria to complete it) to establish paternity and designate the baby's name. Please see later pages of this document for more information. If the mother is single and does not want to add the father of the baby, the baby will receive the mother's full legal surname.

**Q: What is Paternity Acknowledgement?**

**A:** The Paternity Acknowledgement is a document that has two main purposes. It is a document that, when signed by both parents and notarized, allows the father's name to be included on the child's birth certificate. It can also be used to document the mother's and father's permission for the child to be registered with the father's surname. See later pages of this document for more information.

As a courtesy to our patients, the Vital Records clerk provides free notary services to parents Monday through Friday from 8:00 a.m. – 3:30 p.m.

**Q: What if I am unable to complete the Paternity Acknowledgement before I am discharged?**

**A:** The notary services at this hospital are only a courtesy. The main overseer of the Paternity Acknowledgement Program for the State of Georgia is the Department of Public Health, Division of Vital Records. Parents may contact the Hall County Vital Records Office at 770-531-5674. Please note that this is not a walk-in service; it is by **appointment only**.

**Q: What if I do not complete and submit the birth certificate worksheet before I am discharged?**

**A:** We strongly encourage parents to complete the worksheets before discharge. However, if the worksheet is not completed before discharge, the hospital Vital Records clerk will make two (2) attempts to contact you using the contact information you supplied when you registered. All two (2) contacts will be documented and kept on record. If the Vital Records clerk is unsuccessful in reaching you, your baby's birth will be registered with the state, but the registration will be incomplete. As parents, you must complete the registration of your baby with the state. The Department of Public Health Division of Vital Records mandates that all infants born in the State of Georgia are registered with the state within five (5) days of the baby's birth.

**Q: How can I apply for Medicaid?**

**A:** A financial navigator will either call you on the hospital phone or visit you in your room if you are still admitted (Monday – Friday). If you are discharged during the weekend, the navigator will call you on the number listed on your contact list.

**Q: How do I add my baby to my insurance plan?**

**A:** Most health insurance plans have a 30-day maximum deadline to add your newborn baby. Your baby may need a Confirmation of Birth to be enrolled as a new member on your current insurance plan. Therefore, as new parents, it is especially important to complete the birth worksheet as soon as possible after the delivery of your baby and preferably before you are discharged from the hospital. When you have submitted a completed worksheet to the Vital Records clerk, a Confirmation of Birth document will be given to you prior to discharge or mailed to your home address. Your insurance plan may require a Social Security number for your newborn baby at some point in the future, so you should consider this topic when completing page 3 of the birth worksheet.

**Q: How can I request a Social Security number for my child?**

**A:** By checking "YES" on birth worksheet page 3, you are giving the hospital permission to share information with the Social Security Administration, which results in a Social Security number/card for your baby. The card will be mailed to your home address within two (2) to six (6) weeks at no cost to you.

**Q: How can I apply for WIC (Women, Infants and Children)?**

**A:** To apply for the Special Supplemental Nutrition Program for Women, Infants and Children, contact your local clinic to schedule an appointment or apply through the Georgia Gateway portal at <https://dph.georgia.gov/WIC>. For assistance in determining which WIC clinic to call, applicants may contact 1-800-228-9173.

**Recommendations:**

- It is highly recommended to bring a copy of your marriage certificate, if you have not changed your name on your photo ID.
- It is highly recommended to bring a copy of your divorce decree, if you are not re-married.

**To contact the Vital Records clerk at the hospital where you are or were currently admitted, please call:**

Northeast Georgia Medical Center Braselton: 770-848-0434

Northeast Georgia Medical Center Gainesville: 770-219-1306

Northeast Georgia Medical Center Habersham: 770-219-4190

Financial Navigator for Braselton and Gainesville: 770-219-6955

**Other contact information:**

Hall County Vital Records Office (inside the Hall County Health Department): 770-531-5674

Hall County Probate Court: 770-531-6921

Habersham County Probate Court: 706-839-0320

Georgia Vital Records Department: 404-679-4702

### **INFORMATION FOR UNMARRIED PARENTS ONLY**

#### **Completing the Paternity Acknowledgment Form**

This form must be completed in BLACK or BLUE unfading ink. (This will be typed by the Vital Record clerk once they have received your birth worksheet.) NO cross-outs and NO correction fluid (White-Out) are allowed when completing the Paternity Acknowledgment form.

#### **Parent's Responsibilities:**

- Both parents must sign the Paternity Acknowledgment (PA) form.
- Both parents must present a valid picture identification (ID) card that is not expired.

**Notary services are provided as a courtesy at no cost to parents Monday through Friday from 8:00 a.m. – 3:30 p.m.**

\*Paternity Acknowledgments can be completed at Hall County Vital Records Office by appointment only, if needed. There is no cost for the change if the child is under one (1) year.

**PARENTS, PLEASE READ CAREFULLY:** If the mother is not married to the father, the baby will receive the mother's legal last name. To use the father's last name or his information, a Paternity Acknowledgement (PA) form must be completed and notarized. The form is provided by the Vital Records clerk once they have received your written birth worksheet. For the parents' convenience, the PA form may be completed and notarized during the hospital stay. There is a mandatory deadline for hospitals to submit the birth registration to the state. Therefore, parents are strongly encouraged to complete and submit the birth worksheet to the Vital Records clerk before discharge. If the mother is discharged without completing a PA, the birth certificate will be submitted to the state with the mother's legal last name; the father will not be able to be added to the birth certificate at this time. To make changes or to add the father to the birth certificate, parents may call Hall County Vital Records Office to schedule an appointment to sign the PA and to update the birth certificate.

A valid photo ID is considered a proper form of identification; examples include a driver's license, state ID, passport and consular cards. There may be other IDs we can accept from other countries, but the identification card needs to have a legal full name, date of birth, date of issue and date of expiration. Both parents must show a valid picture ID. If either parent or both parents are under 18, they must have their legal guardian or parent sign; the parent/guardian must also show a valid ID.

It is important to remember that Paternity Acknowledgement is a voluntary program. Federal law mandates that both parents must provide a Social Security number to participate in this program. If the

parents are from another country and do not have a Social Security number, it is acceptable to write N/A or None in the Social Security number field. Please do not leave this blank.

When the Paternity Acknowledgement form is completed, the Vital Record clerk should give both parents a notarized copy. For future copies, parents are required to obtain copies from the State Office of Vital Records at 1680 Phoenix Boulevard, Suite 100, Atlanta, GA 30349 (office number: 404-679-3640).

Any change(s) that needs to be made or to add the baby's legal name after the Paternity Acknowledgement has been submitted to the state will require a court order. **It is very important that you proofread the typed Paternity Acknowledgement before signing it.**

The Paternity Acknowledgement must be completed and notarized pursuant to DHHR, Section 290-1-1-1. Hospitals must submit the birth registration to the state within five (5) days of the baby's birth. Day one starts as soon as the baby is delivered.