# Out of Institution Birth Packet





## 511-1-3-05. Registration of Out of Institution Births



- 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.

#### **Credits**

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 https://dph.georgia.gov/ways-request-vital-record

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

## **ATTENDANT 1**

To be completed by Mother, Father, Birth Attendant

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

#### ATTENDANT 2

To be completed by Mother, Father, Birth Attendant

Section 1: AFFIANTS INFORMATION		
Ι,		•
v	vas pregnant and did deliver a liv	ve born (Please
check one: □ male/ □ female) infant c	on	
at	in	_Georgia; that
I was present at said birth; that I am ei	ghteen 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 GEORGIA BIRTH WORKSHEET			IRTH (Singl	Jle, Twin, Triplet, etc)  2. IF NOT SINGLE, SPECIFY				l, 3rd, 4th, etc.)	
NEWBORN - DEMOGRAPHIC	3. CHILD'S NAME: (FIRST	MIDDLE LA	AST	SUFFIX)	4. DATE OF BIRTH (m	m/dd/yyyy)	5. TIME OF BIRTH (	AM/PM)	6. SEX	
SN - DEMC	7. HOSPITAL FACILITY NAM  Hospital Birthing cen  Other (specify)	E AND ADDRESS (if not H ter ☐ Enroute/BOA ☐ (	ospital, give street Clinic/Doctor's Office	t and numb	er) 8. CITY, TOWN OR	LOCATION	OF BIRTH 9. FAC	CILITY ID	(NPI)	
NEWBO	10. SPECIFY BIRTHPLACE		11. COUNTY, STATE AND ZIP CODE OF BIRTH							
	12. MOTHER'S NAME (FIRST	3. NAME PRIOR TO FIF	RST MARRIA	AGE (FIRST M	IIDDLE	LAST )				
	14. DATE OF BIRTH (mm/dd/yy	untry)	) 16. MOTHER'S SSN							
	17a. MOTHER'S MARITAL STA If not married, has an order of pai Have both mother and father con	Yes No Unki	nown	wn OR LEGITIMATION SIGNED (mm/dd/yyyy						
	certification or have they both sig  18. NUMBER AND STREET OF	19. CITY, TO		ATION	20. RES	SIDENCE STATE				
	Phone Number:	Residing at current re	sidence for:	Years	Months Inside city limi	ts? 🗆 Yes	□ No □ Unknown			
SAPHIC	21. COUNTY	22. ZIP CODE	23. MOTHER'S MA	AILING ADD	PRESS (Street, City, Sta	ate, Zip, Cou	u <b>nty)</b> $\square$ Mailing	g address	s same as above	
MOTHER - DEMOGRAPHIC	24. MOTHER'S EDUCATION LEVEL (Choose only one option that represents the highest level of education attained)  Completed 1 st Grade									
MOT	☐ Some college credit leading ☐ Some college credit leading ☐ None	Associate degree (e.g. AA, AS)  Bachelor's degree (e.g. BA, BS)  Master's degree (e.g. MA, MS)  Doctorate (e.g. PhD, EdD, MD)  Unknown								
	<ul><li>25. Primary Language spoken at I</li><li>27. Mother's Occupation</li></ul>	26. Employed during last year □ Yes □ No □ Unknown 28. Kind of business or industry								
		Name No, not Spanish/Hispanic/L Yes, Puerto Rican	City State/Country Zip Code  Unknown erican, Chicano Yes, Other Hispanic (Specify)							
	31. MOTHER'S RACE (Check a  White Black or African American Asian Indian Other Pacific Islander (Spe	☐ Samo	· · · · · · · · · · · · · · · · · · ·							
	☐ American Indian or Alaska			anci Asian (c		☐ Refused	☐ Unknov	vn		
~	32. FATHER'S NAME (FIRST	MIDDLE LAS	ST	SUFFIX)	33. DATE OF BIRTH (mm/dd/yyyy)	34. BIRTHP	PLACE (State, Terri	itory or F	oreign Country)	
FATHER	35. FATHER'S SSN	36. FATHER'S RESIDEN	CE ADDRESS (ST	REET	CITY	STATE	ZIP	C	COUNTY)	
					☐ Address same as m	nother's resid	dence			
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					neroconto the high						
37. F	ATHER'S EDUCATIO	N LEVEL (Che	eck only one o	ption that re	epresents the high	est level of educati	ion attained)				
	☐ Completed 1 st Grade ☐ Completed 2 nd Grade			☐ Com	pleted 3 rd Grade	☐ Completed				☐ Comple	eted 6 <sup>th</sup> Grad
	Completed 7 th Grade	☐ Comple	ted 8 Grade	☐ Com	pleted 9 <sup>th</sup> Grade	☐ Completed	th 10 Grade	□ Completed *	11 Grade		
	☐ Completed 12th Grade but did NOT Graduate ☐ High school graduate or GED completed										
$\geq$	☐ Some college credit leading to an Associate degree b		e but did <b>N</b> e	<b>OT</b> Graduate	☐ Associate of	☐ Associate degree (e.g. AA, AS)			☐ Bachelor's degree (e.g. BA, BS)		
	☐ Some college credit leading to a Bachelor's degree I			e but did <b>NC</b>	<b>DT</b> Graduate	☐ Master's de	☐ Master's degree (e.g. MA, MS)		☐ Doctorate (e.g. PhD, EdD, MD)		
$\Xi$	None					☐ Unknown	☐ Unknown				
<b>38.</b> Fa	38. Father's Occupation			39.	Father's Industry		40. Employed during last year ☐ Yes ☐ No ☐ Unknow				
<b>41.</b> Er	mployer's name/addres		Name		Street		City	Si	tate/Country		Zip Code
									- Country		Zip Code
	ATHER'S ETHNICITY			nic/Latino	☐ Refused	Ai Obi-	Un		Coosifu)		
	Yes, Cuban	Yes, Pue	erto Rican		☐ Yes, Maxica	an, American, Chic	cano 🔲 Yes	s, Other Hispanic (	Specify)		
	ATHER'S RACE (Che	ck all that app	oly)								
	White		Chinese		☐ Korean			nanian or Chamorr	0		
	Black or African Ameri		Filipino		☐ Vietnam		☐ Samo				
	Asian Indian		Japanese			ławaiian		(Specify)			
	Other Pacific Islander  American Indian or Ala					sian (Specify)			- I I I I I I I I I		
	American maian of Aic	aska Malive, C	pecity eritorie	a or principa	artiibe			L Keluseu	U Olikii	OWII	
48a. [	nother's height:  Did mother use alcohol  did Mother smoke cigare	during pregna	ncy? ☐ Yes	□ No □	] Unknown 4 □ Yes □ No [	<b>18b.</b> If yes, how ma	any drinks pe	er week ?			
46. M 48a. D 49. Di	Did mother use alcohol	during pregna ettes before Ol or # of pa	ncy? □ Yes R during this p	□ No □  pregnancy Three me	Unknown 4	<b>18b.</b> If yes, how ma	any drinks pe	er week ? or # of packs	3	_first trimest	er
46. M 48a. [ 49. Di	Did mother use alcohol  id Mother smoke cigare  # of cigarettes	ettes before Ol or # of pa or # of pa	ncy? Yes R during this p cks cks	No Coregnancy Three management is second to the management	Unknown 4  Yes No I  onths before pregr rimester	18b. If yes, how ma  ☐ Unknown  nancy # of cigar # of cigar	rettes	or # of packs or # of packs eral, State, Local)	ss	_first trimest third trimes an Health Ser	er ter
46. M 48a. [ 49. Di	Did mother use alcohol  Did Mother smoke cigare  # of cigarettes  # of cigarettes	ettes before Ol or # of pa or # of pa ment	rincy?    Yes  R during this p  cks  cks  are	No Coregnancy Three management of the second to the second	Unknown 4  Yes No I  onths before pregr rimester  Self Pay Other:	Unknown □ Unknown □ Unknown □ # of cigar # of cigar □ Other Gover	rettes	or # of packs or # of packs eral, State, Local)	India	_first trimest third trimes an Health Ser	er ter
46. M 48a. [ 49. Di	Did mother use alcohol bid Mother smoke cigare # of cigarettes # of cigarettes  # rincipal Source of Payr	ettes before Ol or # of pa or # of pa ment	rincy?    Yes  R during this p  cks  cks  are	No Coregnancy Three management of the second to the second	Unknown 4  Yes No I  onths before pregr rimester  Self Pay Other:	Unknown □ Unknown □ # of cigar # of cigar □ Other Gover	rettes	or # of packs or # of packs eral, State, Local)	India	_first trimest _third trimes an Health Ser	er ter vice
46. M 48a. E 49. Di 50. Pr 51. Va	Did mother use alcohol Did Mother smoke cigare  # of cigarettes  # of cigarettes  Principal Source of Payr Caccinations during preg	ettes before Ol or # of pa or # of pa ment	R during this packs	Three me second to Medicaid	Unknown 4  Yes No I  onths before pregr rimester  Self Pay Other:	Unknown □ Unknown □ # of cigar # of cigar □ Other Gover	rettes	or # of packs or # of packs eral, State, Local)	India	_first trimest _third trimes an Health Ser	er ter vice
46. M 48a. E 49. Di 50. Pr 51. Va 52. Mr	# of cigarettes # of cigarettes # of cigarettes  # of cigarettes  Inincipal Source of Payr  faccinations during preg	ettes before Ol or # of pa or # of pa ment	R during this packs cks are	No Dregnancy Three me second to Medicaid	Unknown 4  Yes No I onths before pregr rimester Self Pay Other:	Unknown □ Unknown □ Unknown □ # of cigar  # of cigar □ Other Gover □ Flu Trimes	rettes	or # of packs or # of packs eral, State, Local)	India	_first trimest _third trimes an Health Ser	er ter vice
46. M 48a. E 49. Di 50. Pr 51. Va 52. M a. b.	Did mother use alcohol Did Mother smoke cigare  # of cigarettes  # of cigarettes  Principal Source of Payr Caccinations during preg	ettes before Ol or # of pa or # of pa or # of pa ment	R during this packs	No Dregnancy Three measurements second to Medicaid	Unknown 4  Yes No I onths before pregr rimester Self Pay Other:	Unknown □ Unknown □ Unknown □ # of cigar  # of cigar □ Other Gover □ Flu Trimes	rettes	or # of packs or # of packs eral, State, Local)	India	_first trimest _third trimes an Health Ser	er ter vice
46. M 48a. E 49. Di 50. Pr 51. Va 52. Mr a. b.	Did mother use alcohol  Did Mother smoke cigare  # of cigarettes  # of cigarettes  Principal Source of Payr  Caccinations during press  IOTHER PREGNANCY  Is this the mother's firs  Number of previous liv	ettes before Ol or # of pa or # of pa or # of pa ment	R during this packs  are are vate Insurance rimester)  Yes  ving ead	No Dregnancy Three measurements second to Medicaid	Unknown 4  Yes No I onths before pregr rimester Self Pay Other:	Unknown □ Unknown □ Unknown □ # of cigar  # of cigar □ Other Gover □ Flu Trimes	rettes	or # of packs or # of packs eral, State, Local)	India	_first trimest _third trimes an Health Ser	er ter vice
46. M 48a. E 49. Di 50. Pr 51. Va 52. Mr a. b. c.	Did mother use alcohol Did Mother smoke cigare # of cigarettes # of cigarettes  Principal Source of Payr Caccinations during preg	ettes before Ol or # of pa or # of pa or # of pa ment	rincy?	□ No □  pregnancy  Three means second to seco	Unknown 4  Yes No I onths before pregr rimester Self Pay Other: ester  nown Do not include this	Unknown □ Unknown □ Unknown □ # of cigar # of cigar □ Other Gover □ □ Flu Trimes:	rettes rettes renment (Fede	or # of packs or # of packs eral, State, Local)	India	_first trimest _third trimes an Health Ser	er ter vice
46. M 48a. [ 49. Di 50. Pi 51. Va 52. M a. b. c.	Did mother use alcoholoid Mother smoke cigare  # of cigarettes  # of cigarettes  //rincipal Source of Payr  //accinations during preg  IOTHER PREGNANCY  Is this the mother's firs  Number of previous liv  Number of previous live  Date of last live birth	or # of pa  ment	rincy?	No Dregnancy Three management of the second to the second	Unknown 4  Yes No I  onths before pregratimester  Self Pay Other:  ester  nown  Do not include this  oss, induced terminates	Unknown  Hof cigar  Hof cigar  Other Gover  Flu Trimes:	rettes rettes rement (Fede	or # of packs or # of packs or # of packs eral, State, Local)	India	_first trimest _third trimes an Health Ser	er ter vice
46. M 48a. [ 49. Di 50. Pr 51. Va 52. M a. b. c. d. e. f.	Did mother use alcoholoid Mother smoke cigare  # of cigarettes  # of cigarettes  Principal Source of Payr  Accinations during pregulations are surple to the street of the	or # of pa  ment	rincy?	No Dregnancy Three management of the second to the second	Unknown 4  Yes No I  onths before pregratimester  Self Pay Other:  ester  nown  Do not include this  loss, induced terminal	Unknown  Hof cigar  Hof cigar  Other Gover  Flu Trimes:	rettes rettes rement (Fede	or # of packs or # of packs or # of packs eral, State, Local)	India	_first trimest _third trimes an Health Ser	er ter vice
46. M 48a. [ 49. Di 50. Pr 51. Va 52. Mr a. b. c. d. e. f.	# of cigarettes # of cigarettes # of cigarettes  # rincipal Source of Payr  Caccinations during preg  Number of previous liv  Number of previous liv  Date of last live birth  Number of previous fe	or # of pa	rincy?	No Dregnancy Three management of the second to the second	Unknown 4  Yes No I  onths before pregratimester  Self Pay Other:  ester  nown  Do not include this  loss, induced terminal	Unknown  Hof cigar  Hof cigar  Other Gover  Flu Trimes:	rettes rettes rement (Fede	or # of packs or # of packs or # of packs eral, State, Local)	India	_first trimest _third trimes an Health Ser	er ter vice
46. M 48a. E 49. Di 50. Pr 51. Va 52. Mr 6. c. d. e. f. g.	Did mother use alcoholoid Mother smoke cigare  # of cigarettes  # of cigarettes  Principal Source of Payr  Accinations during pregulations are some size of the second state of the second	ettes before Ol or # of pa or # of pa or # of pa ment	rincy?	□ No □  pregnancy  Three means second to seco	Unknown 4  Yes No I onths before pregratimester  Self Pay Other: ester  nown Do not include this oss, induced terminal ing induced terminal	Unknown  Hof cigar  Hof cigar  Other Gover  Flu Trimes:	rettes rettes rettes rement (Fede	or # of packs or # of packs or # of packs eral, State, Local) Other T	India	_first trimest _third trimes an Health Ser	er ter vice
46. M 48a. [ 49. Di 50. Pr 51. Va 52. M a. b. c. d. e. f. g. 53. M	# of cigarettes # of cigarettes # of cigarettes  # of cigarettes  //rincipal Source of Payr //accinations during preg //ac	or # of pa  ment	rincy?	No Dregnancy Three management of the second to the second	Unknown 4  Yes No I onths before pregratimester  Self Pay Other: ester  nown Do not include this oss, induced terminal ing induced terminal	Unknown  Hancy # of cigar  # of cigar  Other Gover  Flu Trimes  child)  inations or miscarr  ations, miscarriage	rettes	or # of packs or # of packs or # of packs eral, State, Local) Other T	India	_first trimest _third trimes an Health Set nown _ (mm/dd/yy	er ter vice None

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68b. Weight Grams \_\_\_\_\_ Pounds \_\_\_\_ Ounces \_\_\_\_

**68a.** Weight unit ☐ Grams ☐ Pounds ☐ Unknown

	69. ABNORMAL CONDITIONS OF THE NEWBORN (Check all that a	70. CON	70. CONGENITAL ANAMOLIES OF THE NEWBORN (Check all that apply)				
	Assisted ventilation required immediately following delivery  Assisted ventilation required for more than six hours  NICU admission  Newborn given surfactant replacement therapy  Culture Positive Postnatal (Blood, CSF or other sources)  Antibiotics received by newborn for suspected neonatal sepsis  Seizure or serious neurologic dysfunction  Significant birth injury (skeletal fracture(s), peripheral nerve injury and/or soft tissue/solid organ hemorrhage requiring intervention)  None of the above  Unknown	Anencephaly   Microcephaly   Meningomyelocele/Spina bifida   Cleft lip with cleft palate   Cleft lip alone   Cleft palate alone   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)					
	71. OTHER EXPOSURES/CONDITIONS PRESENT IN UTERO OR PO	STNATAL (	Check all that	apply)	1		
NEWBORN - MEDICAL	□ Caregiver concern related to hearing loss       □ Fe         □ Congenital Hypothyroidism       □ He         □ Drug Withdrawal Syndrome in Newborn       □ His         □ Drug Use/Abuse/Withdrawal Syndrome in Mother       □ HI         □ Encephalitis       □ Hy	estriction (IUGR ve Drug Screen nfant nia requiring ex	Neurodegenerative disorders  Drug Screen (newborn)  Neuromuscular Disorder				
	<ul> <li>a. Did the infant receive Hepatitis B vaccine?  Yes  No </li> <li>b. If infant received Hepatitis B vaccine, number of hours after birth</li> <li>c. Did the infant receive Hepatitis B Immune Globulin (HBIG)? </li> <li>d. If infant received HBIG, number of hours after birth</li> </ul>	. HEPATITIS VACCINATION  a. Did the infant receive Hepatitis B vaccine? ☐ Yes ☐ No ☐ Unknown ☐  b. If infant received Hepatitis B vaccine, number of hours after birth  c. Did the infant receive Hepatitis B Immune Globulin (HBIG)? ☐ Yes ☐ No ☐  d. If infant received HBIG, number of hours after birth			f. Hepatitis B vaccine Lot Number		
	□ No-p	☐ Unable arent refusal _(mm/dd/yyy   Unknown ] Unknown	to screen in NI  y)	ICU   //n rest	 ] No-	rent refusal	
	h. Final Newborn Hearing Test Type (select one)	☐ AOAE	☐ AABI	☐ AABR and AOAE			
	74. INFORMANT'S NAME (FIRST MIDDLE LAST)	NFORMANT'S NAME (FIRST MIDDLE LAST)			RELATION TO CHILD  76. PARENTS AUTHORIZE RELEASE OF INFORTO SOCIAL SECURITY ADMINISTRATION TO IS CHILD A SOCIAL SECURITY NUMBER.  Yes No		
	77. I CERTIFY THAT THE ABOVE NAMED CHILD WAS BORN ALIVE THE PLACE AND TIME AND ON THE DATE STATED ABOVE (Signature)		re CERTIFIED n/dd/yyyy)			ANT AT BIRTH (OTHER THAN CERTIFIER (Name and Title))  OO	
ш -	80. CERTIFIER (Name and Title) Certifier same as Attendant	MEDI	IYSICIAN'S CAL LICENSE N	8		RTIFIER'S MAILING ADDRESS (street, city, state, zip)	
-	MD       DO       ☐ Hospital Staff       ☐ CMN/CM       ☐ Other Midwife       ☐ CMN/CM         83. REGISTRAR (Signature)	uiel			84.	DATE RECEIVED BY STATE REGISTRAR (mm/dd/yyyy)	

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