



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.
4. A copy of a bank statement showing the address at child's birth.

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

(d) 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

Ga. Code Ann. § 31-10-9.1

Social Security Account Numbers of Child’s Mother and Father to be Entered on Birth Certificate

Disclosure Statement to Parents of Newborns Regarding Their Social Security Numbers Collected on Birth Certificates

“Any federal, state, or local government agency which requests an individual to disclose his (or her) Social Security Number (SSN) shall inform that individual whether that disclosure is mandatory or voluntary by what statutory or other authority such number is solicited, and what uses will be made of it.” (Public Law 93-579 (7) (b))

There are two mandatory, authorized uses of social security account numbers of parents of newborns collected on Georgia birth certificates 1) child support enforcement and 2) Internal Revenue Service purposes.

GEORGIA LAW

31-10-9.1. Social security account information of parents.

- (a) Social security account information of the mother and father, if paternity is acknowledged by the father, of a child born within this state shall be entered in the medical and health statistics section of the certificate of live birth at the time of filing the certificate of birth as provided in Code Section 31-10-9.
- (b) The state registrar shall make available the records of parent name and social security number to the Office of Child Support Recovery of the Department of Human Resources for its use in the establishment of paternity or the enforcement of child support orders.
- (c) Information obtained by the Office of Child Support Recovery of the Department of Human Resources pursuant to this Code section may be used in an action or proceeding before any court, administrative tribunal, or other body for the purpose of establishing a child support obligation, collecting child support, or locating individuals owing the obligation. (OCGA Sec. 31-10-9.1)

FEDERAL LAW

Section 1090 of the Revenue Reconciliation Act of 1997 requires each state to provide to the SSA the name of each parent shown on a birth certificate and their social security account number when the birth of a newborn is registered. Disclosure by parents is mandatory and is required by 42 USC 405(c) (2). Valid social security account numbers provided to the SSA by Georgia Vital Records will be furnished to the Internal Revenue Service by the SSA solely for the purpose of determining Earned Income Tax Credit compliance. Note: At least one parent must have a valid SSN for a newborn to receive an SSN.

- Questions regarding Georgia law may be directed to the State Office of Vital Records at (404) 679-4702.
- Questions regarding Federal Law may be directed to the Social Security Administration at 1-800-772-1213, a local SSA office or an office of the Internal Revenue Service.



**AFFIDAVIT OF ATTENDANCE AT AN OUT OF INSTITUTION BIRTH • (REVISED 09/2017)
AS STIPULATED IN SECTION 511-1-3-.05**

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.

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	ID TYPE PRESENTED BY FATHER/PARENT 2
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

1. THIS BIRTH (Single, Twin, Triplet, etc)

2. IF NOT SINGLE, SPECIFY (1st, 2nd, 3rd, 4th, etc.)

3. CHILD'S NAME: (FIRST MIDDLE LAST SUFFIX)

4. DATE OF BIRTH (mm/dd/yyyy)

5. TIME OF BIRTH (24 hr)

6. SEX

7. HOSPITAL FACILITY NAME AND ADDRESS (if not Hospital, give street and number)

- Hospital Birthing center Enroute/BOA Clinic/Doctor's Office ER
 Other (specify) _____

8. CITY, TOWN OR LOCATION OF BIRTH

9. FACILITY ID (NPI)

10. SPECIFY BIRTHPLACE

11. COUNTY, STATE AND ZIP CODE OF BIRTH

12. MOTHER'S NAME (FIRST MIDDLE LAST)

13. NAME PRIOR TO FIRST MARRIAGE (FIRST MIDDLE LAST)

14. DATE OF BIRTH (mm/dd/yyyy)

15. BIRTHPLACE (State, Territory or Foreign Country)

16. MOTHER'S SSN

17a. MOTHER'S MARITAL STATUS Married at the time of conception or time of birth?

If not married, has an order of paternity or legitimation been issued by a court?

Have both mother and father consented in writing to have father's name on the certification or have they both signed a paternity acknowledgment?

- Yes No Unknown
 Yes No Unknown

- Yes No Unknown

17b. DATE PATERNITY ACKNOWLEDGMENT OR LEGITIMATION SIGNED (mm/dd/yyyy)

18. NUMBER AND STREET OF RESIDENCE

19. CITY, TOWN OR LOCATION

20. RESIDENCE STATE

Phone Number: _____ Residing at current residence for: _____ Years _____ Months

Inside city limits? Yes No Unknown

21. COUNTY

22. ZIP CODE

23. MOTHER'S MAILING ADDRESS (Street, City, State, Zip, County) Mailing address same as above

24. MOTHER'S EDUCATION LEVEL (Choose **only one** option that represents the highest level of education attained)

- Completed 1st Grade Completed 2nd Grade Completed 3rd Grade Completed 4th Grade Completed 5th Grade Completed 6th Grade
 Completed 7th Grade Completed 8th Grade Completed 9th Grade Completed 10th Grade Completed 11th Grade
 Completed 12th Grade but did NOT Graduate High school graduate or GED completed
 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)
 None Unknown

25. Primary Language spoken at Home _____

26. Employed during last year Yes No Unknown

27. Mother's Occupation _____

28. Kind of business or industry _____

29. Employer's name/address: _____
Name Street City State/Country Zip Code

30. MOTHER'S ETHNICITY

- No, not Spanish/Hispanic/Latino Refused Unknown
 Yes, Cuban Yes, Puerto Rican Yes, Mexican, American, Chicano Yes, Other Hispanic (Specify) _____

31. MOTHER'S RACE (Check all that apply)

- White Chinese Korean Guamanian or Chamorro
 Black or African American Filipino Vietnamese Samoan
 Asian Indian Japanese Native Hawaiian Other (Specify) _____
 Other Pacific Islander (Specify) _____ Other Asian (Specify) _____
 American Indian or Alaska Native; *Specify enrolled or principal tribe _____ Refused Unknown

32. FATHER'S NAME (FIRST MIDDLE LAST SUFFIX)

33. DATE OF BIRTH (mm/dd/yyyy)

34. BIRTHPLACE (State, Territory or Foreign Country)

35. FATHER'S SSN

36. FATHER'S RESIDENCE ADDRESS (STREET CITY STATE ZIP COUNTY)

Address same as mother's residence

37. FATHER'S EDUCATION LEVEL (Check only one option that represents the highest level of education attained)

- Completed 1st Grade
 Completed 2nd Grade
 Completed 3rd Grade
 Completed 4th Grade
 Completed 5th Grade
 Completed 6th Grade
 Completed 7th Grade
 Completed 8th Grade
 Completed 9th Grade
 Completed 10th Grade
 Completed 11th Grade
 Completed 12th Grade but did NOT Graduate
 High school graduate or GED completed

 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)
 None
 Unknown

38. Father's Occupation _____ 39. Father's Industry _____ 40. Employed during last year Yes No Unknown

41. Employer's name/address: _____
 Name _____ Street _____ City _____ State/Country _____ Zip Code _____

42. **FATHER'S ETHNICITY** No, not Spanish/Hispanic/Latino
 Refused
 Unknown
 Yes, Cuban
 Yes, Puerto Rican
 Yes, Mexican, American, Chicano
 Yes, Other Hispanic (Specify) _____

43. FATHER'S RACE (Check all that apply)

- White
 Chinese
 Korean
 Guamanian or Chamorro
 Black or African American
 Filipino
 Vietnamese
 Samoan
 Asian Indian
 Japanese
 Native Hawaiian
 Other (Specify) _____
 Other Pacific Islander (Specify) _____
 Other Asian (Specify) _____
 American Indian or Alaska Native; *Specify enrolled or principal tribe _____
 Refused
 Unknown

44. Mother's Med Record #: _____ 45a. Mother's pre-pregnancy weight : _____ lbs Unknown 45b. Mother's weight at delivery _____ lbs Unknown

46. Mother's height : _____ feet _____ inches 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

52. MOTHER PREGNANCY HISTORY

- a. Is this the mother's first pregnancy? Yes No Unknown
 b. Number of previous live births now living _____ (Do not include this child)
 c. Number of previous live births now dead _____
 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 unsuccessful? Yes No Unknown
- c. Fetal presentation at birth? Cephalic Breech Other Unknown
- d. Final route and method of delivery? Vaginal/Spontaneous Vaginal/Forceps Vaginal/Vacuum Cesarean Unknown
- e. If cesarean, was a trial labor attempted? Yes No Unknown

56. EXPOSURE/INFECTIONS PRESENT/ TREATED DURING PREGNANCY (Check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Bacterial meningitis | <input type="checkbox"/> Congenital Toxoplasmosis | <input type="checkbox"/> Listeria |
| <input type="checkbox"/> Carrier/suspected carrier or vital hepatitis | <input type="checkbox"/> Gonorrhea | <input type="checkbox"/> Parvovirus |
| <input type="checkbox"/> Chemotherapy | <input type="checkbox"/> Group B streptococcus | <input type="checkbox"/> Syphilis |
| <input type="checkbox"/> Chlamydia | <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Congenital cytomegalovirus infection (CMV) | <input type="checkbox"/> Hepatitis C | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Congenital rubella | <input type="checkbox"/> Herpes (active at the time of delivery) | <input type="checkbox"/> Other (specify) _____ |
| | <input type="checkbox"/> HIV | |

57. RISK FACTORS IN THIS PREGNANCY (Check all that apply)

- a. **DIABETES** (Select one of the following) Prepregnancy (diagnosis prior to this pregnancy) Gestational (diagnosis in this pregnancy)
- b. **HYPERTENSION** (Select one of the following) Prepregnancy (chronic) Gestational (PIH, preeclampsia) Eclampsia
- c. Previous preterm birth
- d. Pregnancy resulted from infertility treatment (Check all that apply):
 - Fertility enhancing drugs Artificial insemination Intrauterine insemination
 - In vitro fertilization (IVF) Gamete intrafallopian transfer (GIFT) Other (specify) _____
- e. Other poor pregnancy outcome Perinatal death Small for gestational age Intrauterine growth restriction Other (specify) _____
- f. Mother had a previous cesarean delivery? If selected, how many? _____
- g. None of the above
- h. Unknown

58. OBSTETRIC PROCEDURES (Check all that apply)

- Cervical cerclage
- Tocolysis
- External Cephalic Version Successful Failed
- None of the Above
- Unknown

59. ONSET OF LABOR (Check all that apply)

- Premature rupture of the membranes (prolonged > 18 hours)
- Precipitous labor (less than 3 hours)
- Prolonged labor (greater than 20 hours)
- None of the above
- Unknown

60. CHARACTERISTICS OF LABOR AND DELIVERY (Check all that apply)

- Induction of labor
- Augmentation of labor
- Non-vertex presentation
- Steroids (glucocorticoids of fetal lung maturation received by the mother prior to delivery) Partial Complete
- Antibiotics received by mother during labor
- Clinical chorioamnionitis diagnosed during labor or maternal temperature is >38 C (100.4 F)
- 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 assessment or operative delivery
- Epidural or spinal anesthesia during labor
- None of the above
- Unknown

61. MATERNAL MORBIDITY (Check all that apply)

- Maternal transfusion
number of units 1 2 3 or more
- Third or fourth degree perineal laceration
- Ruptured uterus
- Unplanned hysterectomy
- Admission to intensive care unit
- Unplanned operating room procedure following delivery
- None of the above
- Unknown

62. Infant's Medical Record # _____

63. OB Estimated Gestation (completed weeks) _____ Unknown

64a. Apgar score (at 5 min) _____ Unknown

64b. Apgar score (at 10 min) _____ Unknown

65. Was infant transferred within 24 hours of delivery? Yes No Unknown

If yes, where? _____

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

69. ABNORMAL CONDITIONS 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

70. CONGENITAL ANAMOLIES OF THE NEWBORN (Check all that apply)

- 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 POSTNATAL (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Caregiver concern related to hearing loss | <input type="checkbox"/> Fetal Growth Restriction (IUGR) | <input type="checkbox"/> Neonatal intensive care of > 5 days |
| <input type="checkbox"/> Congenital Hypothyroidism | <input type="checkbox"/> Head Trauma | <input type="checkbox"/> Neurodegenerative disorders |
| <input type="checkbox"/> Drug Withdrawal Syndrome in Newborn | <input type="checkbox"/> History of Positive Drug Screen (newborn) | <input type="checkbox"/> Neuromuscular Disorder |
| <input type="checkbox"/> Drug Use/Abuse/Withdrawal Syndrome in Mother | <input type="checkbox"/> HIV Present in infant | <input type="checkbox"/> Prenatal jaundice d/t hepatocellular damage |
| <input type="checkbox"/> Encephalitis | <input type="checkbox"/> Hydrocephaly | <input type="checkbox"/> Stage III necrotizing enterocolitis in newborn |
| <input type="checkbox"/> Exposure to ototoxic medications or loop diuretics | <input type="checkbox"/> Hyperbilirubinemia requiring exchange transfusion | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Extracorporeal Membrane Oxygenation (ECMO) or Assisted Mechanical Ventilation >48 hours | <input type="checkbox"/> Intraventricular hemorrhage (IVH), Grade III or IV | <input type="checkbox"/> Other (specify) _____ |

72. HEPATITIS VACCINATION

- | | |
|---|---|
| a. Did the infant receive Hepatitis B vaccine? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Refused | e. Hepatitis B vaccine Date _____ |
| b. If infant received Hepatitis B vaccine, number of hours after birth _____ | f. Hepatitis B vaccine Lot Number _____ |
| c. Did the infant receive Hepatitis B Immune Globulin (HBIG)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | g. HBIG Lot Number _____ |
| d. If infant received HBIG, number of hours after birth _____ | h. If infant received HBIG, date administered _____ |

73. NEWBORN SCREENING

- a. Was a metabolic screening performed for this infant? Yes No – Missed (transferred) No – Parent refusal No – Other _____ Unknown
- b. Newborn Metabolic screening number _____
- c. Was Hearing Screening performed for this infant? Yes Unable to screen in NICU No- Missed (Transfer) No- Missed (equipment down) No- parent refusal No- Missed (Other reason) _____ Unknown
- d. Final Hearing Screening Completed Date _____ (mm/dd/yyyy) Unknown
- e. Final Hearing Screening Right Ear Result Pass Refer Unknown Unable to test
- f. Final Hearing Screening Left Ear Result Pass Refer Unknown Unable to test
- g. Family History of Permanent childhood hearing loss? Yes No Unknown
- h. Final Newborn Hearing Test Type (select one) AABR AOAE AABR and AOAE

74. INFORMANT'S NAME (FIRST MIDDLE LAST)	75. RELATION TO CHILD	76. PARENTS AUTHORIZE RELEASE OF INFORMATION TO SOCIAL SECURITY ADMINISTRATION TO ISSUE CHILD A SOCIAL SECURITY NUMBER. <input type="checkbox"/> Yes <input type="checkbox"/> No
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77. I CERTIFY THAT THE ABOVE NAMED CHILD WAS BORN ALIVE AT THE PLACE AND TIME AND ON THE DATE STATED ABOVE (Signature)	78. DATE CERTIFIED (mm/dd/yyyy)	79. ATTENDANT AT BIRTH (OTHER THAN CERTIFIER (Name and Title)) <input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Hospital Staff <input type="checkbox"/> CMN/CM <input type="checkbox"/> Other Midwife <input type="checkbox"/> Other
80. CERTIFIER (Name and Title) <input type="checkbox"/> Certifier same as Attendant <input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Hospital Staff <input type="checkbox"/> CMN/CM <input type="checkbox"/> Other Midwife <input type="checkbox"/> Other	81. PHYSICIAN'S MEDICAL LICENSE NO.	82. CERTIFIER'S MAILING ADDRESS (street, city, state, zip)
83. REGISTRAR (Signature)		84. DATE RECEIVED BY STATE REGISTRAR (mm/dd/yyyy)