

## **TRACING THE STEPS OF A BIRTH CERTIFICATE**

- ❖ Birth certificate information is created at hospital at the time of birth and entered into Automated Vital Statistics System. Data is electronically submitted; followed up with a hard copy signed by parents and physician/attendant to be registered at Vital Records office. The hospital is allowed 10 days to complete and submit the birth certificate.
  
- ❖ Once the Birth certificate is registered parents may come to the office or mail in an application to purchase certified copies. They are given an application at the hospital prior to discharge. If mailing the application it has to be notarized first.
  
- ❖ For Out of Hospital births the parents must register the birth in person. Parents contact the office, an instruction packet is sent to them informing them of the documents necessary to register and schedule an appointment to come in for registration.
  
- ❖ After registration the original is sent to the State Office of Vital Records. Certified copies are available in our office for the remainder of this year and all of next year. After that copies are available at the Records Office in the county in which the birth occurred.