

## Birth Certificate Frequently Asked Questions (FAQ's)

### ***Q: When will my child's birth certificate be filed with the state of Texas?***

A: The state of Texas requires that we file each child's birth certificate with-in 5 days of the birth. A MCA Birth Registrar will contact you shortly after the birth of your child to begin processing the Birth Certificate. It is our goal to have your child's Birth Certificate completed and filed with the state **PRIOR** to discharge. This keeps up compliant with the state and allows us to be available to complete the Birth Certificate process timely for all of our patients.

### ***Q: How will the Birth Registrar contact me?***

A: We recognize that the time following the birth of a child is an exciting and busy time that is typically followed by visits from family and friends, lactation consultants, nurses, physicians, photographers and SLEEP. The Birth Registrar will contact you by phone or they may come to your room to gather the information needed to complete your child's Birth Certificate.

### ***Q: When will the Birth Registrar contact me?***

A: This is most dependent on the type of delivery and your anticipated discharge date. You can expect to be contacted by the Birth Registrar the day of or the day following delivery. Please understand we may need to give priority for vaginal deliveries due to the shorter expected length of stay (LOS) for these moms.

### ***Q: Do we set appointments or accept walk-ins to complete the Birth Certificate process?***

A: We make every effort to complete the process prior to discharge. Please work with the Birth Registrar to provide the necessary information to process the Birth Certificate. However, we do recognize that there may be situations that arise which may delay the process. Please speak with the Birth Registrar if you have a specific need or reason that may delay this process.

### ***Q: Can the Birth Registrar file my birth certificate if I have not provided the birth registration staff with a name prior to discharge?***

A: Yes, if a name has not been provided prior to discharge **AND** arrangements have **NOT** been made with the Birth Registration staff to provide the information with-in 5 days of birth, the baby's birth certificate may be filed as Baby Boy or Baby Girl Smith (mother's maiden name). This does not occur often and is typically discussed only after repeated attempts by the Birth Registrar to gather the required information to process the Birth Certificate have failed. **PLEASE NOTE:** There will be fees incurred by the parent (s) to change the name after it has been filed with the state.

### ***Q: What is an Acknowledgment of Paternity and when is it required?***

A: An Acknowledgment of Paternity (AOP) is a legal document that must be completed by both parents if the mother is **NOT** married to the father of the child **BUT** you want them listed as the legal father on the birth certificate. Please refer to the AOP section of this booklet for complete details.

***Q: Can the Birth Certificate be filed without a completed AOP?***

A: Yes, a child's birth certificate can be filed without a completed AOP. However, our Birth Registration staff is certified by the State of Texas to complete this process with you. They will make every attempt to complete the AOP with you prior to discharge. If for some reason the AOP is not completed we can file the child's birth certificate without the father's name included. Please refer to the AOP section of this booklet for complete details and instructions on how to complete the AOP process at a later time.

***Q: How do I get a certified copy of my baby's birth certificate?***

A: You can request and purchase a certified copy of your child's birth certificate from the local registrar's office located in the city where the birth occurred or from the Vital Statistics office in Austin, Texas. Please allow 2-3 weeks after the birth of your child for processing of this request. A certified birth certificate is a permanent legal document filed in the State of Texas that establishes your child's identity for medical or government services, passports, school admissions, etc. You can find an Application for a Certified Copy of a Birth Certificate on page 9-11 of this booklet.

***Q. I need to add my child to my insurance, what can I submit?***

A: After the Birth Registration staff has entered your Birth Certificate information they will provide you with a form called the Verification of Birth Facts (VOB). Please review this form carefully and sign it; this is how the information will appear on your child's certified Birth Certificate. They will give you a copy of this form for your records. Most insurance carriers will allow you submit a copy of this form to add your child to your insurance. We suggest you contact your plan to determine what other information they may need or require.

***Q: When will I receive my baby's social security card?***

A: On your Birth Certificate worksheet, if you answered, "Yes" to the question. "Apply for a baby's Social Security Number?," the birth information will be forwarded to the Social Security Administration (SSA) as soon as the Texas Vital Statistics office receives data from the hospital. The SSA then requires 2- 3 weeks to process the information. A social security card will be mailed to the mother's mailing address as provided on your birth certificate worksheet. PLEASE NOTE: The entire process usually takes 4-6 weeks to complete.

***Q: It has been 6 weeks and I have not received my baby's Social Security Card, what should I do ?***

A: You can go to your local SSA office and request a copy of the social security card in person. You will have to have a Certified copy of the Birth Certificate to request a social security card. The number to the SSA is 1-800-772-1213.

***Q: When will I receive my baby's Medicaid number?***

A: If you provided an answer for the questions, "Mother's Medicaid Name?" and "Mother's Medicaid Number?," the birth information will be forwarded to the Medicaid office as soon as the Texas Vital

Statistic office receives the data from the hospital. Medicaid then requires 2-3 weeks to process the information. An infant Medicaid card will be mailed to the mother's mailing address as provided on the birth certificate worksheet. The entire process usually takes 4-6 weeks to complete.

***Q. What are some helpful contact numbers and information I may need when I leave the hospital?***

AOP Information	1-866-255-2006	<a href="http://www.oag.state.tx.us">www.oag.state.tx.us</a>
Passport Office	817-481-8190	<a href="http://www.tarrantcounty.com/eDistrictClerk">www.tarrantcounty.com/eDistrictClerk</a>
Tarrant County Clerk's Office	817-884-1550	<a href="http://www.tarrantcounty.com">www.tarrantcounty.com</a>
MCA- Birth Certificate Office	817-472-4836 ext. 1304	<a href="http://www.medicalcenter arlington.com">www.medicalcenter arlington.com</a>
Texas Vital Statistics	1-888-963-7111	<a href="http://www.dshs.state.tx.us/vs">www.dshs.state.tx.us/vs</a>