

Instructions to register your child's birth

COMPLETE THE WORKSHEET. PROVIDE ACCURATE INFORMATION.

Registering your child's birth is important. Information you provide on the worksheet will register your child's birth and name and create your child's birth record. Some of this information will print on your child's legal birth certificate. Some information will be used to help mothers and babies get services they need and some information will become statistics to improve public health and birth outcomes. Follow the instructions. Fill it out carefully and completely. Turn the worksheet in when done.

Child Information

Use this section to name your child and provide information to match the worksheet to the health record. The name you choose for your child must meet Minnesota's standards to ensure that your child's name will fit on the birth certificate and will be accepted by the many public services and programs in the United States. Names and words on birth certificates print in all capital letters.

Use:

- Letters from the Modern English alphabet (A-Z) to spell the name; including spaces, hyphens (-) and apostrophes (') (e.g. GARCIA-OLSON, O'GARA).
- One, two, or three words to name your child (first, middle, and last name). If you give your child only one name, write it in the "last name" box on the worksheet.
- Up to 50 characters for each of the first, middle, and last names.
- Any word to name your child including either parent's last name.
- Optional suffixes (e.g., JR, SR, III).

Do not use:

- Numbers (numeric characters). You may spell out a number as a name (e.g., TWELVE)
- Special characters (e.g., @, *, \$) other than hyphens and apostrophes.
- Handwritten notes, comments, symbols, or drawings.
- Titles (e.g., KING, PRINCE, REVEREND) unless the word is used as the name.
- Academic honorific titles (e.g., PhD, MA) after the last name unless it is part of a name.

No name is required to register your child's birth. However, a temporary name (e.g., BABY GIRL or BABY BOY), or a birth record with no name, will require a change in the future. You may be required to supply supporting documents, pay a fee for the change, and get a new birth certificate.

As part of your child's birth registration, you may apply for a Social Security Number for your child. Checking YES authorizes the Minnesota Department of Health to send information to the Social Security Administration so you don't have to apply in person later. You must name your child before the Social Security Administration will assign a number.

Mother or Gestational Carrier Information

Use this section to report information about yourself, the pregnancy, and the birth. Some information will be used to identify you as the parent. Some information is used without your name to track trends and collect data about birth outcomes to help public health. You must provide your Social Security Number if you have one. Please check all race and ethnicity boxes that apply to you.

Single or Married

Marital status is important.

- If you are single, only your name as the mother or the gestational carriers name is listed as a parent on your child's birth record. To list a second parent on your child's birth record, you must establish parentage. Ask for information about establishing parentage now or later.
- If you are single, your child's birth record and birth certificate are confidential. You may make them public by checking YES when you complete the worksheet.
 - A **confidential** record restricts who can get birth record information and birth certificates to: you, the child at age 16, the child's legal guardian, an individual with a court order, or the Minnesota Department of Human Services.
 - A **public** record allows you and others who have a relationship to the child, e.g., grandparent, spouse, attorney to get information and the birth certificate.
- If you are married, your child's birth record is public.
- If you are married or were married when the child was conceived, or at any time up to the birth, your spouse's information will be registered as part of the birth record and your spouse's name will be listed as a parent on your child's birth record.

Second Parent

Use this section to report information about the second parent. Some information will be used to identify that person as a second parent. Some information is used without the name to track trends and collect data to help public health. You must provide the second parent's Social Security Number if they have one. Please check all race and ethnicity boxes that apply to the second parent.

Next steps

Check the record

After you complete the worksheet, give it to the staff. They will enter the information into the vital records system to create your child's birth record. Ask to see the Parent Verification printout. Check the information carefully. Tell staff if you find mistakes.

Getting a birth certificate

After the record is final, you can purchase your child's birth certificate at any Minnesota county vital records office or from the Minnesota Department of Health. Ask to check the record before you buy a certificate. A birth certificate is an identity document for your child. Keep the certificate safe.

Worksheet for creating your child's birth record

You are providing information to create your child's birth record and to improve public health. Some of this information prints on the birth certificate. Please complete this worksheet carefully and completely.

Single	<p>If you are single, your child's birth record is 'confidential' unless you make it 'public'.</p> <p>Do you want to make the birth record 'public'? <input type="checkbox"/> Yes <input type="checkbox"/> No, leave the birth record as a confidential record</p>			
	<p>If you are single and you want the biological father's information on your child's birth record, you must establish paternity. You and the biological father may sign a Voluntary Recognition of Parentage (ROP) form at the hospital or later. The biological father's information will be on the birth record after the ROP files at the Minnesota Department of Health. A court order can also establish paternity.</p> <p>Do you and the biological father want to sign a Voluntary Recognition of Parentage (ROP) now? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
Married	<p>Are you legally married now, or were you married when this child was conceived or any time up to the birth? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you are married now or were married at any time during your pregnancy, your spouse is the legal parent of your child.</p> <p>If you are married and your spouse is not the biological father of your child, your spouse can sign a Spouse's Non-Parentage Statement (SNPS), and you and the biological father can sign a Voluntary Recognition of Parentage (ROP) form. Upon receipt of the two forms at the Minnesota Department of Health, the biological father's information will replace your spouse's information on the birth record.</p> <p>Does your spouse want to complete the SNPS? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
Second Parent Information	Current first name	Current middle name	Current last name	Suffix
	First name before first marriage	Middle name before first marriage	Last name before first marriage	Suffix
	Date of birth (mm/dd/yyyy) ____/____/____	Birthplace – State or foreign country	Birthplace – City	
	Social Security Number ____-____-____	Mailing Address <input type="checkbox"/> Same as mother's address		
	<p>Education – Check the box that best describes the highest level of school you've completed at the time of this baby's birth.</p> <p><input type="checkbox"/> 8th grade or less <input type="checkbox"/> Associate degree (e.g. AA, AS)</p> <p><input type="checkbox"/> 9th – 12th grade, no diploma <input type="checkbox"/> Bachelor's degree (e.g. BA, AB, BS)</p> <p><input type="checkbox"/> High school graduate or GED finished <input type="checkbox"/> Master's degree (e.g. MA, MS, MEng, Med, MSW, MBA)</p> <p><input type="checkbox"/> Some college credit, but no degree <input type="checkbox"/> Doctorate (e.g. PhD, EdD) or Professional degree (e.g. MD, DDS, DVM, LLB, JD)</p>			
	<p>Hispanic – If you are not Spanish/Hispanic/Latino, check the "No" box.</p> <p><input type="checkbox"/> No, not Spanish/Hispanic /Latino <input type="checkbox"/> Yes, Cuban</p> <p><input type="checkbox"/> Yes, Mexican, Mexican American/Chicano <input type="checkbox"/> Yes, other Spanish/Hispanic /Latino (e.g. Salvadoran, Dominican, Colombian) (specify): _____</p> <p><input type="checkbox"/> Yes, Puerto Rican</p>			
	<p>Race/Ethnicity Check all that apply.</p> <p><input type="checkbox"/> White <input type="checkbox"/> American Indian / Alaska Native (name of enrolled or principal tribe) <input type="checkbox"/> Other Asian (specify) _____</p> <p><input type="checkbox"/> Black or African American _____ <input type="checkbox"/> Native Hawaiian</p> <p><input type="checkbox"/> Somali <input type="checkbox"/> Asian Indian <input type="checkbox"/> Guamanian or Chamorro</p> <p><input type="checkbox"/> Liberian <input type="checkbox"/> Chinese <input type="checkbox"/> Samoan</p> <p><input type="checkbox"/> Kenyan <input type="checkbox"/> Filipino <input type="checkbox"/> Other Pacific Islander (specify) _____</p> <p><input type="checkbox"/> Nigerian <input type="checkbox"/> Japanese <input type="checkbox"/> Other Race (specify) _____</p> <p><input type="checkbox"/> Ethiopian <input type="checkbox"/> Korean</p> <p><input type="checkbox"/> Sudanese <input type="checkbox"/> Cambodian</p> <p><input type="checkbox"/> Ghanaian <input type="checkbox"/> Hmong</p> <p><input type="checkbox"/> Other African (specify) _____ <input type="checkbox"/> Laotian</p> <p style="margin-left: 150px;"><input type="checkbox"/> Vietnamese</p>			

To purchase your child's legal birth certificate, visit a county vital records office to complete an application and pay the required fee.