

# What Parents Need to Know Before Signing the Birth Certificate.



## 1. What you need to know before signing your baby's birth record.

### a. Naming your child

- A birth certificate representative will call the day following the birth of your child to obtain the legal name to be registered for the baby, demographic information regarding both parents, and statistical information gathered by the State Office of Vital Statistics.

### b. When Mother/Parent is unmarried, how to list the Father/Parent on the birth certificate.

- In order to establish paternity, the father must be present with a government-issued ID, and sign the birth certificate in the presence of notary. If he does not have an ID, two witnesses must be present to attest and sign.
- If the father/parent is unavailable at the time of birth or during the birth certificate process, his name can be added after the record has been submitted by contacting the Bureau of Vital Statistics' Paternity Unit, at 904-359-6900, ext. 9004.

### c. Reviewing the personal information on the Birth Certificate Live Review Sheet.

- Once the birth certificate representative has gathered the required information from the medical records and parents interview, you will be asked to review and verify the information for accuracy.
- Once the record has been submitted to the State Office of Vital Statistics, changes to the record must be amended directly with the Bureau of Vital Statistics, and will require a \$20 amendment fee.

### d. Obtaining your baby's Social Security number.

- The birth record is a means by which you, as a parent, may obtain a Social Security number for your newborn. By indicating "Yes" on your baby's birth record, the Social Security Administration will issue a Social Security number for your newborn and a card will be mailed to you within four to six weeks.
- A birth certificate representative will provide you with a receipt indicating that you have applied for a SSN for your newborn. At the bottom of this receipt is the Department of Health's website along with important information.



## **2. How to receive a copy of your child's birth certificate.**

- a. Visit [flhealth.gov/certificates](https://flhealth.gov/certificates) to download applications to order certifications of Florida Vital Records by mail.
- b. You may order a copy of your child's birth certificate through VitalCheck <https://www.vitalchek.com/v/>
- c. Order from local county health departments. An application with details will be provided to you at time of review. You may also reach the bureau of Vital Statistics at 904-359-6900, ext. 9000.3.

## **3. For questions regarding the Certificate of Live Birth:**

- a. Please call 786-594-6400, and an agent will connect you with the birth certificate representative for the facility at which you delivered.



Please scan QR code for further information.