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DC HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA

APPLICATION FOR OUT OF INSTITUTION BIRTH REGISTRATION

Center for Policy Planning and Evaluation

Vital Records Division

Today's date:

CERTIFICATE FEE: $23 **x QUANTITY** = 0 **+ REGISTRATION FEE:** $23

TOTAL PAYMENT= $23 ***** QUANTITY MUST BE POPULATED TO CALCULATE TOTAL FEE**

Upon approval, the preferred payment method is: CREDIT/DEBIT ☐ **CHECK/MONEY** ☐

NAME: FIRST MIDDLE LAST

DATE OF BIRTH: SEX:

PLACE OF BIRTH (HOSPITAL OR STREET ADDRES):

FATHER OF REGISTRANT: MOTHER OF REGISTRANT:

FATHER'S BIRTH PLACE: MOTHER'S BIRTH PLACE:

FATHER'S DATE OF BIRTH: MOTHER'S DATE OF BIRTH:

Applicant's Name:

Relationship to Registrant:

Email Address: Phone Number:

Address:

Signature: Date signed:

Accepted filing by: Date Filed:

REVISED: 12/07/2023

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DOCUMENTARY EVIDENCE AND OTHER REQUIREMENTS FOR OUT-OF-INSTITUTION BIRTHS

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1. Copy of Midwife's Professional License (Updated Copy Submitted on a Yearly Basis)

2. Completed Birth and Facility Worksheet (Must Maintain ALL Pre-Natal Record Information AND Support Documentation Included on Birth and Facility Worksheet Including Immunization Information)

3. Affirmation by the mid-wife that the Marriage Certificate and Government ID has been obtained and is included in the client record

4. Acknowledgement of Parentage (AOP) information for unwed parents filing an AOP

5. Evidence that the infant was born alive such as, but not limited to:

    a. A statement from the physician or other health care provider who saw or examined the infant;
    b. An observation of the infant during a home visit by a public health nurse (contact information for nurse must be provided; or
    c. Other evidence acceptable by the State Registrar to confirm that the child was born alive

6. Evidence of the mother's presence in the District of Columbia on the date of the birth, such as but not limited to:
    a. A driver's license, or a state issued identification card which includes the mother's current residence on the face of the license/card;
    b. A rent receipt that includes the mother's name and address;
    c. Any type of utility, telephone or other bill that includes the mother's name and address; or
    d. Other evidence acceptable to the State Registrar to establish that the child was born in the District of Columbia

7. If the birth occurred outside of the mother's place of residence, and the mother is a resident of the District of Columbia, such evidence shall consist of:
    a. An affidavit from the tenant of the premises where the birth occurred that the mother was present on those premises at the time of the birth;
    b. Evidence of the mother's residence in the District of Columbia similar to that required in paragraph (8); or
    c. Other evidence acceptable to the State Registrar to establish that mother is a resident of the District of Columbia

8. If the Mother is not a resident of the District of Columbia, such evidence must consist of clear and convincing evidence acceptable to the State Registrar