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REQUIREMENTS FOR REGISTERING OUT-OF-HOSPITAL BIRTHS OCCURRING IN LOS ANGELES COUNTY VITAL RECORDS JURISDICTION

There is no fee to register your baby’s birth if it is done within the first year. You will be charged a fee if you **do not** register within the child’s first year. Any birth registered on or after the child’s first birthday must be processed by State Office of Vital Records as a Delayed Registration of Birth. The fee is \$20.00. If you cannot meet the requirements for a Delayed Registration of Birth, you will have to apply to your local superior court for a Court Order Delayed Registration of Birth. Out of hospital births are harder to register the longer you wait after the date of birth.

The following information is required for registering a child who was born at home or in other non-hospital locations within one year from the date of birth.

If the parents are not married to each other, the father’s name shall not be listed on the birth certificate unless the father and the mother sign a voluntary “**Declaration of Paternity**” before the birth certificate is prepared.

To begin the registration process, please provide evidence to prove **five facts**:

1. Identity of the parent(s)
2. Pregnancy of the mother
3. Infant was born alive
4. Birth occurred in Los Angeles County
5. Identity of the witness

1. Identity of the Parent(s)

To prove the identity of the parent, a valid picture identification card issued to the parent(s) by a governmental agency is required. **Only the original or a certified copy** of one of the following documents is **acceptable**:

- California driver’s license or California identification card issued by the Department of Motor Vehicles
- U.S. Passport
- U.S. Military Identification Card, or
- Temporary Resident Identification Card (green card)
- Other valid picture identification card issued by a foreign government (If the mother gave birth in Los Angeles County but is not here legally, she might be able to get identification verification from her consulate.)

REFERENCE: Health and Safety Code Section 103450

Note: Both Mother and Child have to be present at the time of the appointment.

2. Pregnancy of the Mother

To prove the pregnancy of the mother, you must provide a signed pregnancy test verification letter or a signed “Affidavit of Birth Information for Out-of-Hospital Births” form that satisfies all of the following conditions:

- Written on the doctor’s, midwife’s or clinic’s official stationery (**not on a prescription pad**) or on the “Affidavit of Birth Information for Out-of-Hospital Births” form
- Signed (**electronic or stamped signature will not be accepted**) by a California doctor, midwife or clinic representative/nurse containing the current California-issued professional license number of the physician or midwife who signed the letter or affidavit
- Letter or affidavit **must include the following information:**
 - Mother’s complete name and address
 - Date the mother was first seen by the doctor or midwife (this date may be after the date of birth)
 - Results of the mother’s prenatal or postpartum examinations, pregnancy test, or by completing the medical data section on the affidavit (e.g. complications and procedures of pregnancy and concurrent illness, complications and procedures of labor and delivery, abnormal conditions and clinical procedures related to the newborn)
 - Date of the mother’s last menstrual period, and
 - Date the baby was expected to be born or was born

If the mother does not have a signed pregnancy test verification letter or has no medical proof of birth by a pediatrician or licensed physician (i.e. Hospital Discharge Summary) see the **Verification of Birth Registration** section on page 3.

3. Infant was Born Alive

To prove that your baby was born alive, you must bring to your appointment:

- A. Your Baby
- B. Hospital Discharge Summary or a letter on the pediatrician’s letterhead (**not on a prescription pad**) with the stated information from your baby’s pediatrician or licensed physician. This is a medical summary resulting from a visit to a pediatrician or licensed physician within thirty (30) days after the birth. The summary must state the following:
 - Date the child was born
 - Baby’s health conditions
 - Baby’s weight at the time of the visit
 - The child’s complete name and address

*The hospital discharge summary and pediatrician’s letter **must be signed by a Physician only**. An electronic or stamped signature of the Physician will **not** be accepted.

If the above information is not provided, the appointment will not be conducted.

PLEASE NOTE: If you cannot provide the Hospital Discharge Summary, your case will be referred to the Los Angeles County Public Health Investigation Office per Department of Health Services Policies and Procedures.

4. Birth Occurred in Los Angeles County

To prove that the birth occurred in Los Angeles County, you must provide information showing that the mother was in Los Angeles County on the date that the birth occurred. One of the following is valid proof that will be accepted:

- Electric power, natural gas, or water bill for the statement period when the birth occurred if the birth occurred at the mother’s residence. The copy of the bill (or statement from the company) showing the name of the utility company, address of the residence where the birth occurred, and name of mother or father (if listed on the birth certificate).

- Confirmation from a person with the mother at the time of the infant's birth. The confirmation must contain the address of the person with the mother, and the location of the birth.
- Driver's license, current rent receipt, or other similar document that shows the mother's name and current address.
- Statement from an official of a state or local government agency that requires proof of residence in California that the mother was receiving services on the date of the child's birth.

5. Identity of the Witness

To verify the birth in the case of a non-physician or non-midwife attended birth, the witness who attended the birth should accompany the parent to the appointment (except for paramedic or fire department staff, see below).

A witness can be any one of the following persons:

- Husband or other family member
- Friend
- Child old enough to write his/her name, or
- Paramedic or fire department staff
 - If present at the birth, you can obtain a copy of the official report stating the treatment or service they provided you. You may be charged for a copy of the report.
 - If the paramedic arrived after the baby's birth, bring a copy of the 911-call or an official report of the contents of the 911-call, along with a copy of the paramedic's report.
 - You will need the Full Name and License Number of the Paramedic who delivered the baby, as well as the complete Name and Address of the Paramedic/Fire Department.

A witness must provide a valid picture identification card issued by a governmental agency. **Only the original or a certified copy** of one of the following:

- California driver's license or California identification card issued by the Department of Motor Vehicles
- U.S. Passport
- U.S. Military Identification Card, or
- Temporary Resident Identification Card (green card)

NOTE: The registration process will only proceed if the above five facts proving the birth of the baby are fulfilled.

RELATED TOPICS TO REGISTRATION OF OUT-OF-HOSPITAL BIRTHS

Registrar's Right to Refuse to Register Birth

If the requirements of the Health and Safety Code and the other bona fide evidence are not presented to the registrar, then the registrar must refuse to register birth certificate. In these cases, only the authority of a superior court may register the birth certificate, or the court may render a delayed certificate of birth.

REFERENCE: Health and Safety Code Section 103450

Verification of Birth Registration

The County Registrar may verify the accuracy of all information provided to register an out-of-hospital birth. As the local representative of the State of California, the County Registrar reserves the right to verify the accuracy of all information provided. Should there be any question of the documents provided the Registrar shall refer the case to the Los Angeles County Public Health Investigations (PHI) Office.

The following situations **will** be referred to Public Health Investigations:

1. No Medical proof of birth by pediatrician or licensed physician (i.e. Hospital Discharge Summary)
2. No proof of residence
3. No proof of mother's pregnancy

For cases referred to Public Health Investigations, the parent(s) **must submit three (3) notarized letters from friends and/or neighbors containing the following information:**

1. The name, address and the telephone number (day and evening) of the friends/or neighbors.
2. Statements indicating the friends/or neighbors live in Los Angeles County.
3. The name and address of the mother.
4. Attestation to the fact that they knew the mother when she was pregnant.

The Public Health Investigator will notify the parent of their decision in 8-10 weeks.

FEES (Check or Cash Only)

A fee is required for making a certified copy of a vital record for any public entity, e.g., the State, the Regents of the University of California, a county, city, district, public authority, public agency, and any other political subdivision or public corporation in the State.

Reference: health and Safety Code Section 103660

Appointments

To schedule an appointment, please call (213) 240-7812, Monday through Friday, 8:00 a.m. – 4:00 p.m. **You must have an appointment to register your child.** If you have any questions, please call before coming in.

We are located at:

LOS ANGELES COUNTY-DEPARTMENT OF HEALTH SERVICES
ADMINISTRATIVE HEADQUARTERS
VITAL RECORDS OFFICE
313 N. FIGUEROA ST., ROOM L-1
LOS ANGELES, CA 90012

Long Beach City and Pasadena City Out-of-Hospital Births

NOTE: If your baby was born in the city of **Long Beach** or **Pasadena**, you must register the birth at their city health department. Please call the numbers below for more information:

Pasadena	(626) 744-6009
Long Beach	(562) 570-4303