

Where do we go for the appointment ?

The appointment is held across street from the Berkeley City Hall Building at 1947 Center Street, 2nd Floor.

Will the Social Security Number be automatically assigned to my baby ?

No. You must take a Certified Copy of the Birth Certificate to any Social Security Office located near you to apply for a number for your child.

They have their own hours, rules and regulations and we suggest you contact them prior to visit their location (contact information below).

HELPFUL INFORMATION

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

P.O.Box 997410
Sacramento, CA 95899
Phone: (916) 445-2684
www.cdph.ca.gov

SOCIAL SECURITY ADMINISTRATION OFFICE

2045 Allston Way
Berkeley, CA 94704
Phone: 1 (800) 772-1213
www.ssa.gov

1, 2, 3... PROCESS:

- Step 1 – Visit our website and download the full Home Birth (Out-of-Hospital) package. Or you may call us to request one to be sent by mail to you.
- Step 2 – Gather all the required documents for the registration (originals).
- Step 3 – Call us to schedule what we call a “Home Birth” Appointment.
(510) 981-5320 Mon-Fri (8AM-5PM)
- Step 4 – Fax/email/mail/drop-off copies of the required worksheets to our office at least 1 day prior to your appointment date in order to expedite the process of registration.
- Step 5 – At the date of the appointment, be on time (no later than 15 min delay) and bring all originals.
- Step 6 – Review the final Birth Certificate, sign it and receive a copy of the Certificate if you have applied and paid for one.



Vital Statistics Unit
1947 Center Street, 2nd Floor
Berkeley, CA 94704
Phone (510) 981-5320
Fax (510) 981-5315
www.cityofberkeley.info/vitalstatistics
Form COB-VS053 – Mar/2014

HOW TO ...



Use this guide only to:

- Register an Out-of-hospital birth that occurred in Berkeley city limits.
- Obtain a Social Security Number for your newborn child.

Form(s) to be used:

- Worksheet for Out-of-Hospital births
- Berkeley Application Request for a Birth Certificate.

QUICK GUIDE

REGISTER AN OUT-OF-HOSPITAL BIRTH

REGISTERING AN OUT-OF-HOSPITAL BIRTH

Why do I need to register my baby's birth?

There are many reasons why you need to register your baby's birth and one of them is to **comply with state law**.

During your child's life, they will need an official birth certificate in order to:

- Obtain a Social Security Number (SSN)
- Enroll in schools
- Obtain Driver's License or ID cards
- Travel or apply for passports
- Apply for various federal or state benefits

Birth certificates are also valuable to establish identity, proof of parentage, citizenship and inheritance rights.

When should I register my baby's birth?

Per Health & Safety Code Section 102-400, you must register the birth within 10 days of the birth.

Any birth registered on or after the child's 1st birthday must be processed by the California Department of Public Health as a **Delayed Registration of Birth** (\$23 Fee will apply).

If you cannot meet the requirements for a **Delayed Registration of Birth**, your child's birth will have to be registered by the court system through a Court Order Delayed Registration of Birth. Keep in mind, the longer you wait the harder the process will become.

Who is responsible for registering the birth?

The physician or midwife who attended the birth – or in their absence, either one of the parents.

Where should the baby's birth be registered?

At the local health department in the county where the birth occurred.

Who is responsible for making sure the certificate is completed correctly?

The parents.

You must review your child's birth certificate for accuracy before signing it. Just remember that any corrections (such as misspelling or omissions) after the certificate is registered by the local registrar, may only be made through the CA Department of Public Health using an Affidavit to Amend a Record (VS-24 Form) and the certificate will become a two page document.

Can I come in at anytime to register my baby's birth if he/she was born in Berkeley?

For all out-of-hospital births occurred within the city limits of Berkeley, an appointment must be made. Please contact us at (510) 981-5320 to schedule a convenient time for you. No walk-ins are taken.

Is there a fee to register my child's birth?

There is no fee for registering your child's birth. However, there is a fee if you wish to obtain a copy of the birth certificate.

The current fee is \$23. (Current fees may be subject to changes – check our website or call us for up to date fees)

What documents do I need to register my baby's birth?

The following documents are required:

- 1- Parent's IDs or Passports.
- 2- Proof pregnancy of the mother (letter from the physician or midwife)
- 3- Proof of address (utility bills, etc).
- 4- Identity of the witness to the birth (the witness can be any person who witness the birth event, such as father, midwife, friends, etc)
- 5- Copy of PKU (screening test) results or the TRF (Test Request Form) Form.
- 6- Completed Worksheets for Out-of-Hospital births (included in the full package – request one) and the Affidavit of Birth Information preferably signed the attending midwife or physician.
- 7- Marriage Certificate or Declaration of Paternity (POP) signed by the parents (POP available upon request)

Who should be present at the registration appointment?

The mother, the baby and one witness must be present (father, midwife, friends, or anyone who witness the child's birth).

How long does the appointment take?

The registration appointment last about 30 minutes. But, it can take longer if extra steps are needed.