



# OUT-OF-HOSPITAL BIRTH REGISTRATION

## WHAT SHOULD I BRING?

**MAIL, EMAIL OR FAX ALL DOCUMENTS LISTED BELOW AND BRING ALL ORIGINALS TO YOUR APPOINTMENT**

- If parents are not married, Declaration of Paternity will have to be signed at our office. Otherwise, bring your Marriage Certificate or Marriage License.
- State ID or Driver License of the parents (passport ok)
- Diagnosis of pregnancy from the physician or midwife (letterhead with address & Midwife's License Number)
- Proof of presence in California at the time of the birth. It can be one of the following:
  - \* Utility bill covering the time of the birth including the mother/father's name on it;
  - \* An affidavit from someone who was with the mother at the time of the baby's birth (must contain address of the person and location of birth);
  - \* A **current** receipt or other similar document that shows the mother's name and current address;
  - \* A statement from a state or local government agency that requires proof of residence in California that the mother was receiving services on the date of the baby's birth (e.g. WIC or Medi-Cal)
- Newborn Screening Test (PKU) results (preferable) or pink slip.
- Worksheet and Affidavit for Out-of-Hospital Births (included in the home birth full package - pages 13 to 15);
- Notification of Registration of Birth which occurred out of a licensed health facility NBS-OH completed. **This form is available in our office.**
- Birth Certificate Application Form completed.

## WHO SHOULD BE PRESENT?

1. Mother
2. Father (It can be any person who witness the birth) or Midwife
3. Baby

**LOCATION:** (Check-in with security guard desk at the entrance lobby on the 1<sup>st</sup> floor)

**City of Berkeley**  
Health, Housing & Community Services Department  
Public Health Division  
Office of Vital Statistics  
1947 Center Street – 2<sup>nd</sup> Floor  
Berkeley, CA 94704

**Phone: (510) 981-5320 - Fax: (510) 981-5315**

## CONTACT INFORMATION :

Jose Ducos  
[jducos@ci.berkeley.ca.us](mailto:jducos@ci.berkeley.ca.us)  
(510) 981.5281

Andrea Bates  
[abates@ci.berkeley.ca.us](mailto:abates@ci.berkeley.ca.us)  
(510) 981.5279

Marcus Veloso  
[mveloso@ci.berkeley.ca.us](mailto:mveloso@ci.berkeley.ca.us)  
(510) 981.5277