

Checklist for Registration of an Out of Institution Birth

Please utilize the following checklist to document evidence for all births occurring outside of an institution. Evidence from each section must be presented to completely fulfill the requirements of Rule 3701-5-16.* All evidence should be submitted via fax to 614-564-2514 for approval BEFORE a birth record shall be created for filing. A copy of all documentation should be clipped to the final birth record when submitted to ODH/VS for filing.

** Note: If an out of institution birth is filed eleven (11) days or more after the birth, but within one year, an affidavit is still required to affirm that the birth occurred at the time and place indicated on the certificate. See pages 8-9 for the "delayed birth registration" affidavit and a sample.*

Section 1: Evidence of pregnancy. Please select one (1) that applies and attach supporting documentation to this list:

- A prenatal record or postnatal medical record that is consistent with the date of delivery, **OR**
- A statement from a physician or other health care provider (e.g., a registered nurse, nurse practitioner, public health nurse, licensed midwife, or EMS employee) qualified to determine pregnancy. Statement shall include mother's name, mother's date of birth, date of health exam, provider's signature, provider's printed name, signature date, and license number, **OR**
- A home visit exam by a public health nurse or other health care provider, **OR**
- _____ other evidence as accepted by the State Registrar
(Please see listing on page 4)*

Section 2: Evidence that the infant was born alive. Please select one (1) that applies and attach supporting documentation to this list:

- A statement from the physician or other health care provider who saw or examined the infant, **OR**
- An observation of the infant during a home visit by a public health nurse or health care provider, **OR**
- _____ other evidence as accepted by the State Registrar
(Please see listing on page 4)*

Section 3: Evidence of the mother's presence in Ohio and proof of residence. If the birth occurred outside of the mother's place of residence, please skip Section 3 and provide documentation for Section 4. Please select one (1) that applies and attach supporting documentation to this list:

- A valid driver's license, or a state issued identification card, which includes the mother's current residence on the face of the license or card, **OR**
- A recent rent receipt of any type of utility, telephone or other bill that includes the mother's name and address, **OR**
- A social service record at the time of the child's birth if the mother was receiving public assistance (e.g. WIC, food stamps, child support record), **OR**
- A recent bank statement that includes the mother's name and address, **OR**

- _____ other evidence as accepted by the State Registrar
(Please see listing on page 5)*

Section 4: Evidence that the birth occurred outside of the mother's place of residence and proof of residence. See page 6 for "birth location" affidavit. *If Section 3 has been completed, please skip this section.* Please complete Part A and one (1) that applies in Part B and Part C and attach supporting documentation to this list:

- (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, **AND**
- (B) A valid driver's license, or a state issued identification card, which includes the affiant's current residence on the face of the license or card, **OR**
- A rent receipt of any type of utility, telephone or other bill that includes the affiant's name and address, **OR**
- A social service record at the time of the child's birth if the affiant was receiving public assistance (e.g. WIC, food stamps, child support record), **OR**
- A bank statement that includes the affiant's name and address, **OR**
- _____ other evidence as accepted by the state registrar,
- AND**
- (C) A driver's license, or a state issued identification card, which includes the mother's current residence on the face of the license or card, **OR**
- A rent receipt of any type of utility, telephone or other bill that includes the mother's name and address, **OR**
- A social service record at the time of the child's birth if the mother was receiving public assistance (e.g. WIC, food stamps, child support record), **OR**
- A bank statement that includes the mother's name and address, **OR**
- _____ other evidence as accepted by the State Registrar
(please see listing on page 5)

Please Note: At the discretion of the State Registrar, additional evidence may be required to verify the facts of birth. If the required evidence is not available and the Local Registrar is not able to verify the facts of birth, the out of institution birth may be registered only by a court of competent jurisdiction.