

# Instructions to register your child's birth

COMPLETE THE WORKSHEET. PROVIDE ACCURATE INFORMATION.

Registering your child's birth is important. Information you provide on the worksheet will register your child's birth and name and create your child's birth record. Some of this information will print on your child's legal birth certificate. Some information will be used to help mothers and babies get services they need and some information will become statistics to improve public health and birth outcomes. Follow the instructions. Fill it out carefully and completely. Turn the worksheet in when done.

## Child Information

Use this section to name your child and provide information to match the worksheet to the health record. The name you choose for your child must meet Minnesota's standards to ensure that your child's name will fit on the birth certificate and will be accepted by the many public services and programs in the United States. Names and words on birth certificates print in all capital letters.

### Use:

- Letters from the Modern English alphabet (A-Z) to spell the name; including spaces, hyphens (-) and apostrophes (') (e.g. GARCIA-OLSON, O'GARA).
- One, two, or three words to name your child (first, middle, and last name). If you give your child only one name, write it in the "last name" box on the worksheet.
- Up to 50 characters for each of the first, middle, and last names.
- Any word to name your child including either parent's last name.
- Optional suffixes (e.g., JR, SR, III).

### Do not use:

- Numbers (numeric characters). You may spell out a number as a name (e.g., TWELVE)
- Special characters (e.g., @, \*, \$) other than hyphens and apostrophes.
- Handwritten notes, comments, symbols, or drawings.
- Titles (e.g., KING, PRINCE, REVEREND) unless the word is used as the name.
- Academic honorific titles (e.g., PhD, MA) after the last name unless it is part of a name.

No name is required to register your child's birth. However, a temporary name (e.g., BABY GIRL or BABY BOY), or a birth record with no name, will require a change in the future. You may be required to supply supporting documents, pay a fee for the change, and get a new birth certificate.

As part of your child's birth registration, you may apply for a Social Security Number for your child. Checking YES authorizes the Minnesota Department of Health to send information to the Social Security Administration so you don't have to apply in person later. You must name your child before the Social Security Administration will assign a number.

## Mother or Gestational Carrier Information

Use this section to report information about yourself, the pregnancy, and the birth. Some information will be used to identify you as the parent. Some information is used without your name to track trends and collect data about birth outcomes to help public health. You must provide your Social Security Number if you have one. Please check all race and ethnicity boxes that apply to you.

## Single or Married

Marital status is important.

- If you are single, only your name as the mother or the gestational carriers name is listed as a parent on your child's birth record. To list a second parent on your child's birth record, you must establish parentage. Ask for information about establishing parentage now or later.
- If you are single, your child's birth record and birth certificate are confidential. You may make them public by checking YES when you complete the worksheet.
  - A **confidential** record restricts who can get birth record information and birth certificates to: you, the child at age 16, the child's legal guardian, an individual with a court order, or the Minnesota Department of Human Services.
  - A **public** record allows you and others who have a relationship to the child, e.g., grandparent, spouse, attorney to get information and the birth certificate.
- If you are married, your child's birth record is public.
- If you are married or were married when the child was conceived, or at any time up to the birth, your spouse's information will be registered as part of the birth record and your spouse's name will be listed as a parent on your child's birth record.

## Second Parent

Use this section to report information about the second parent. Some information will be used to identify that person as a second parent. Some information is used without the name to track trends and collect data to help public health. You must provide the second parent's Social Security Number if they have one. Please check all race and ethnicity boxes that apply to the second parent.

## Next steps

### Check the record

After you complete the worksheet, give it to the staff. They will enter the information into the vital records system to create your child's birth record. Ask to see the Parent Verification printout. Check the information carefully. Tell staff if you find mistakes.

### Getting a birth certificate

After the record is final, you can purchase your child's birth certificate at any Minnesota county vital records office or from the Minnesota Department of Health. Ask to check the record before you buy a certificate. A birth certificate is an identity document for your child. Keep the certificate safe.