

# Matters of Record



## Birth certificate news

October 2017

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## Letter from the State Registrar

Dear Birth Information Specialist:

The work you do completing birth records is essential in two primary ways. First, birth certificates are the most important document used to establish an individual’s identity. Second, the information collected on the birth record is used to evaluate the health of mothers and babies in our state. Birth records need to be processed timely and accurately. We need your continued help to do this.

One key way you can help is to respond to our requests for information. Parents who need to make legal changes to birth records must work with our office to make those changes. We often need to get evidence from you. We recently had situations where multiple requests for information were not answered over many weeks. The family needed to get corrected birth certificates for their children to receive health care and other services, and were not able to do so. The responsibility to provide a timely response is something we all share. Center for Health Statistics staff are expected to respond to your requests for information within two business days. We do our best to meet this expectation even during busy and vacation times. We welcome any input you have to improve or streamline communication.

A good resource for information on amending records is our website. We also have a generic email address for amendments questions: [chs.amendments@state.or.us](mailto:chs.amendments@state.or.us).

Improved response times lead to better customer service and faster resolutions to assist in clearing your workload.

Thank you for your hard work maintaining Oregon’s vital records system.

# Fees for additional copies of records increase Jan. 1, 2018

Effective January 1, 2018, additional copies of birth certificates will no longer be discounted. All birth certificates will be \$25.00 per copy. This is the second round of a two-step fee implementation process. The first round occurred on January 1, 2016, when the fee was increased from \$20 to \$25 for the first copy.

To prepare for the change, please do the following:

- Dispose of any customer order forms or other materials that have a separate charge for additional copies
- Make your customers aware of the change

Updated order forms will be available in mid-December at our website: [www.healthoregon.org/chs](http://www.healthoregon.org/chs). If you wish to order in bulk, please contact Mason Mohamed at 971-673-1173 or [mason.a.mohamed@state.or.us](mailto:mason.a.mohamed@state.or.us).

If you have any questions at this time, please contact Jennifer Woodward at 971-673-1185 or at [jennifer.a.woodward@state.or.us](mailto:jennifer.a.woodward@state.or.us).



The screenshot shows a notice from the Oregon Health Authority, Public Health Division, Center for Health Statistics. The notice is titled "Change in fees for vital records effective January 1, 2018". It states that the fee for a certificate will remain \$25, but fees for additional copies will now also be \$25. It provides a link to [www.healthoregon.org/feechanges](http://www.healthoregon.org/feechanges) for more information. The notice also includes contact information for the center: Phone: 971-673-1190, FAX: 971-673-1203.

## Changing a name by the Birth Information Specialist




A birth certificate is an extremely important vital record throughout a person's life. Therefore, all of the information on it needs to be accurate. The birth certificate is used for many purposes (for example, passports, insurance, and social security) and even a slight error can cause a multitude of problems for the child or parent(s). If an error occurs, the parent(s) must contact multiple agencies for corrections which takes up a lot of their time. Each item on the legal record can be amended only once without a court order unless it's a very minor misspelling. If an error is caught before the record is registered, however, the correction is much easier to make.

A Birth Information Specialist can change the child's or parents' names on the birth certificate if it has not been registered and the mother has not yet left the facility with her child. If the parents want to change the child's name while they are still at the facility with the child, the Birth Information Specialist should:

- locate the worksheet that the parent(s) filled out,
- have them line out the name they are changing, and
- write the name they want to change it to, initial and date it.

The Birth Information Specialist can then change the child's name to the new name as requested. Please do not change the birth record without updating the worksheet if the information is different.

*(Continued on page 3)*

		<b>Birth Record</b> <b>PARENT WORKSHEET</b>		Please print neatly	
(Page 1 of 2)					
<b>CHILD</b> Legal Name as you want it to appear on the birth certificate					
First <b>Jaime</b> <b>Jaime</b> <sup>(KS)</sup>		Middle <b>LORENZO</b>		Last <b>Smith</b>	
Date of Birth <b>09/12/2017</b> <small>MM DD YYYY</small>		Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Undetermined		Do you want to request a social security number for the child? (complete attached authorization to establish social security number at birth) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>BIRTH MOTHER (THE PERSON WHO HAD THE BABY)</b> Your Current Legal Name					
First <b>Tabitha</b>		Middle <b>Kaye</b>		Last <b>Smith</b>	
Your Legal Name at Birth <input type="checkbox"/> Check if same as Current Legal Name					

Once the record has been registered, any change to the child’s name will need to go through the Center for Health Statistics Office. In that situation, the parents can contact Amanda Vega at 971-673-1169 or email her at [amanda.l.vega@state.or.us](mailto:amanda.l.vega@state.or.us). Amanda will explain the process to change their child’s name. If the parent(s) contact the Center for Health Statistics prior to the child’s first birthday, they can change the child’s name by filling out an



Affidavit to Correct a Birth Certificate. If they wait until the child turns a year old, a Court Ordered Name Change will be required.

If the parent(s) are not sure what name they want to give the child, please tell them the name can be blank when the record is registered. This will limit the usefulness of the legal record. However, the parent(s) can add a name by a Supplemental Affidavit during the first six years of the child’s life at the Center for Health Statistics.

If you have questions now or as situations arise, you can reach us by email at [chs.amendments@state.or.us](mailto:chs.amendments@state.or.us) or by phone:

- Amanda Vega, Amendment Specialist for births under one year: 971-673-1169
- Johanna Collins, Amendment Staff Lead: 971-673-1147
- Ryan Sanders, Amendment Manager: 971-673-1178

Information on changing or correcting birth records is available for parents at <http://www.oregon.gov/oha/PH/BirthDeathCertificates/ChangeVitalRecords/Pages/LegalAmendVR.aspx>.

# Creating parent/parent certificates

How do parents get a parent/parent birth certificate? Birth certifiers can indicate a “parent/parent” relationship from the OVERS drop-down list, on the marital information screen, for same-sex married couples\*, Oregon registered domestic partners\*, and opposite-sex married couples wishing to have non-gender-specific parental roles on certified copies of the birth record.

\* Oregon state law requires that the person who gives live birth must be listed on the birth record as the mother; therefore, ORDPs or married couples that use a surrogate or gestational carrier must go through a legal process to list both parents on the birth certificate. The parents should contact Debbie Draghia at 971-673-1152 or [deborah.l.draghia@state.or.us](mailto:deborah.l.draghia@state.or.us) at the Center for Health Statistics for instructions on how to get the birth record legally amended.

OREGON HEALTH AUTHORITY CENTER FOR HEALTH STATISTICS		CERTIFICATE OF LIVE BIRTH		136-2017-014613 STATE FILE NUMBER	
<b>CHILD</b>	1. Child's Name (First Middle Name(s) Last Name(s) Suffix)				
	Phoebe Sample				
	2. Sex	3a. Date of Birth	3b. Time of Birth	4a. County of Birth	
	Female	September 29, 2017	05:45 AM	Multnomah	
<b>PARENT</b>	4b. Facility Of Birth		4c. City, Town, or Location of Birth		
	OHSU Hospitals and Clinics		Portland		
	5a. Current Legal Name		5b. Name Prior to First Marriage		
	Courtney Sample		Courtney Example		
	5c. Residence — State		5d. County	5e. City, Town or Location	
	Oregon		Multnomah	Portland	
<b>PARENT</b>	5f. Street and Number			5g. Zip Code	
	123 S Burnside			97232	
	6a. Date of Birth	6b. Birthplace			
<b>PARENT</b>	7. Current Legal Name		8a. Date of Birth	8b. Birthplace	
	Corey Sample		September 30, 1985	Oregon	
<b>INFORMANT</b>	9. Informant's Name and Relationship to Child				
	Courtney Sample, Parent				
	10a. Name and Address of Certifier				

Remember as well, parents who want a parent/parent birth certificate most likely want other information on the birth certificate to indicate parent vs mother or father. Therefore, when creating a parent/parent birth certificate select “Other” on the Informant screen, then specify “Parent”, rather than selecting Mother or Father from the “Relationship of Informant to Baby” drop-down list. Please note that “Parent” refers to the parent of the *child* on the birth record, NOT the parent’s parent.

Our goal is to recognize gender neutrality and provide accurate certified copies that respect the wishes of parents.

For additional information and reference, please see the Training Corner article in the November 2016 newsletter regarding Parent/Parent birth records through OVERS: <http://public.health.oregon.gov/BirthDeathCertificates/RegisterVitalRecords/Pages/BirthNews.aspx>.

If you have any questions, please contact the OVERS Help Desk at 971-673-0279.



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## Why are we gathering information on race and ethnicity?

Race and ethnicity data collection on the birth record plays a big role in researching health disparities and planning public health programs. Encouraging parents who do not fill out the race and ethnicity section in the birth worksheet to provide this information can help improve data completeness. A follow up clarification with parents who listed “other” without specifying what other races they identify with can also improve data quality.



Complete and accurate information on self-reported race and ethnicity helps many public health programs to understand the racial and ethnic composition of communities and identify potential health disparities. This information helps public health programs to seek special or additional funding to strengthen resources available to all people. Having good quality data also helps programs to better understand the associations there may be between race and ethnicity and health outcomes. Programs are then able to prioritize education materials, public health interventions, and other resources towards populations most in need in order to improve health equity and outcomes.

The information collected for vital records is confidential. The information is used for analysis among partners within the public health division and externally, and only summary information can be published.

## Paternity establishment update

The measurement and reporting of the State Paternity Establishment Percentage (PEP) was established in 1995 under Title IV-D of the Social Security Act. Oregon is mandated to meet a 90 percent standard of paternity establishment for all children born to unmarried parents. While PEP standards are met in many ways, hospitals and birthing facilities contributed greatly with 12,667 acknowledgements of paternity (AOP) in 2016! Thank you for your valuable contribution to meeting Oregon’s PEP goals!

When discussing paternity establishment with parents, consider mentioning the benefits it has to children and families. It is important that children have knowledge of who their parents are, are aware of adverse parental medical history, and can access medical insurance through their parents. Named parents have legal rights to request custody or visitation and get legal acknowledgement of their financial responsibility.

Please keep these requirements in mind when completing and submitting paternity acknowledgement paperwork:

- Paperwork must be completed and signed by both parents within 5 days of the child’s birth and submitted to the state within 14 days.
- The form must include all required signatures and dates, parents’ signatures must be witnessed by hospital staff, and the “date witnessed” field must match the parent’s signature date.

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- Identify errors with strikethrough (like this) and your initials rather than using corrective tape or ink. Here is an example of an acceptable set of signatures with two corrections:

agency, and have not had my parental rights terminated, by I am signing this Acknowledgment for the purpose of establishing paternity of the child.		
<b>Do not sign until hospital witness is present.</b>		
EXAMPLE MOM	x Example Mom	9-14-17 <sup>EM</sup>
Mother's printed name	Mother's signature	<del>9-14-16</del>
JOHN DOE	x John Doe	9-14-17
Hospital witness' printed name	Hospital witness' signature	Date witnessed
EXAMPLE <del>MOM</del> <sup>ED</sup> DAD	x Example Dad	9-14-17
Father's printed name	Father's signature	Date signed
JANE DOE	x Jane Doe	9-14-17
Hospital witness' printed name	Hospital witness' signature	Date witnessed

Did you miss our AOP webinar in August? All of our recorded webinars are archived on our website at <http://www.oregon.gov/oha/PH/BIRTHDEATHCERTIFICATES/REGISTERVITALRECORDS/Pages/InstructionsBirth.aspx>. If you have any questions, please contact Debbie Gott at [debora.l.gott@state.or.us](mailto:debora.l.gott@state.or.us).

## January 2018: New fetal death worksheets coming

New fetal death worksheets will be available on January 1st, 2018. The new worksheets will provide better understanding of information for parents and Birth Information Specialists, as well as leave less room for errors when entering into OVERS. The process of registering fetal death records will be quicker and also help parents acquire certificates in a timely manner. Please make sure to discard the old fetal death worksheets and use the new ones by the given date.

The new fetal death worksheets will be available at the following link on January 1:

<http://www.oregon.gov/oha/PH/BIRTHDEATHCERTIFICATES/REGISTERVITALRECORDS/Pages/InstructionsFetalDeath.aspx>

If you have any questions, please contact Cody Wang at 971-673-1151 or by email at [Chenghan.Wang@state.or.us](mailto:Chenghan.Wang@state.or.us).

## Wanted – newsletter topics

Have a question or idea for a future newsletter article? Contact Judy Shioishi, at 971-673-1166 or [judy.shioishi@state.or.us](mailto:judy.shioishi@state.or.us). Judy collects ideas for articles and then shares them with the writing team.

## Thank you to the contributors of this newsletter:

Kelli Wasson, Vivian Siu, Mason Mohamed, Krista Markwardt, Megan Welter, Johanna Collins, Debbie Draghia, Ryan Sanders, Jennifer Woodward, Karen Rangan, Amanda Vega, Karen Hampton, Rosa Ramirez-Oropeza, Cody Wang, Kelly Stacey, JoAnn Jackson, Judy Shioishi, Melissa Alarcon-Evans, Krystalyn Salyer.

### Frequent contacts

**Paternities**

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971-673-1155

**Birth Corrections**

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971-673-1169  
1 year +, Vanessa Grayson  
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**Death Corrections**

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Karen Hampton  
971-673-1191

**Certification  
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Karen Rangan  
971-673-1182

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**Mailing address:** P.O. Box 14050

Portland, OR 97293-0050

**General information:** 971-673-1190

**Order vital records:** 1-888-896-4988

**Website:**

<http://public.health.oregon.gov/BirthDeathCertificates>

**OVERS website:**

<http://healthoregon.org/overs>

PUBLIC HEALTH DIVISION

Center for Public Health Practice/Center for Health Statistics

Oregon  
**Health**  
Authority

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Contact the Center for Health Statistics at 971-673-1173 or 711 for TTY.