

Check list for unattended birth parents.

The parent must provide proof that the child was born alive if the birth was unattended. Meaning there was no physician or professionally licensed midwife or certified nurse-midwife that attended the birth.

STEP 1: Email Birth.Desk9815140@ventura.org or fax to 805-981-5140 required paperwork (listed below) to our office. Include this checklist with your documents. After the paperwork is received, you will be notified within 48 hours to schedule an appointment.

Checklist of Required Documents:

- Out of Hospital Worksheet (Click [HERE](#) to complete form)** – The first six pages of the worksheet, fully completed and signed.
- Proof of Pregnancy** – Proof of pregnancy letter from a physician, licensed midwife or certified nurse-midwife, or clinic on a letterhead (not on a prescription pad or summary print out).
The letter must include:
 - Name of person giving birth
 - Date first seen by doctor or midwife.
 - Signed with wet signature (not stamped) by physician, midwife.
 - Pre-printed License number of the physician or midwife who signed the letter.
 - Prenatal or post-partum exams or pregnancy test.
 - Date of last menstrual period.
 - Date baby was born or expected due date.
- Hospital/Pediatrician's medical wellness exam letter on letterhead** (not on a prescription pad or summary print out).
The letter must include:
 - The baby's complete name and address
 - Baby's health conditions
 - Baby's weight at the time of the visit
 - Baby's date of birth
 - Pre-printed License number of the physician or midwife who signed the letter.
 - Letter dated within the first 30 days from DOB of the baby.
- Proof of PKU Test/California Newborn Screening.**
_____ Initial here if the California Newborn Screening was refused.
- Proof that Birth Occurred in Ventura County, California** – If the birth occurred at the mother's residence, proof of residency is required. Please provide a rental agreement or utility bill (electric, gas, or water, cable bill) for the period when the birth occurred.
- Proof of Mother's Identity** – Valid driver's license, ID card, U.S. Passport or Consulate Card. Note: If a physician or licensed midwife did not attend the birth, and a witness did attend, the witness should accompany you to the appointment. The witness must also present a valid driver's license, ID card, U.S. Passport or Consulate Card.

- Check List** – Include this document with name, phone and email completed at the end checklist.

STEP 2: On appointment day, bring the following to your appointment:

- All original documents** (listed above) - We will not be able to register the birth certificate for your child if the paperwork is not complete.
- Baby and Mother** must be present for unattended births.
- Witness must come in-person.** The witness must also present a valid driver’s license, ID card, U.S. Passport or Consulate Card.
- Father** – If the parents are not married, the father’s name will not be listed on the birth certificate unless the father and the mother sign a voluntary “Declaration of Paternity” before the birth certificate is prepared at the time of registration. If parents are married, this step is not necessary. Reference: Health and Safety Code Section 103450
- Payment** – If you wish to purchase a birth certificate the day of your appointment, each certificate is \$29.00, the birth certificate will be available 2-3 weeks from the date of registration.

Arrival time: Please try to arrive 15 minutes early to your appointment. If you are more than 15 minutes late, you may be asked to reschedule your appointment due to time constraints. When you arrive, notify the front desk window that you have an appointment to register an out of hospital birth.

Timeliness Registration of Births: Each live birth that occurs in California shall be registered with the local registrar for the district in which the birth occurred within 21 days following the date of the birth. The local registrar may accept birth certificates submitted for registration beyond the 10-day mandate, but these certificates must be properly registered within one year of the date of birth. REFERENCE: Health and Safety Code Section 102400. It is highly recommended that the birth be registered within the 21-day timeframe.

Registration after one year: Certificates registered on or after the child’s first birthday must be processed by the California Department of Public Health - Vital Records as a Delayed Registration of Birth. REFERENCE: Health and Safety Code Section 102525. For more information, visit the CDPH website at www.cdph.ca.gov.

For additional questions, email or call the Birth Registration Desk at Birth.Desk9815140@ventura.org (805) 981-5172.

PLEASE COMPLETE PRIOR TO SENDING INFORMATION:

Name: _____ Phone: _____

Email: _____

Local Registrar’s Duty to Register

There is no legal authority for the local registrar to refuse to register the birth certificate. However, the local registrar is allowed to request additional information until they are satisfied the record is suitable for registration. HSC 102305 states, “The local registrar of births and deaths shall carefully examine each certificate before acceptance for registration and, if any are not completed in a manner consistent with the policies established by the State Registrar, he or she shall require further information to be furnished as may be necessary to make the record consistent with those policies before acceptance for registration.”