Requesting Out of State Birth Certificates

To assist clinics in verifying citizenship, the Reproductive Health Program purchases birth certificates for clients who cannot be verified through the SSA and were born outside of Oregon.

Key Points:

- Be sure to review all state-specific requirements included in the matrix before asking the client to complete the request form. Most states require the client’s signature on the request form and a copy of their photo ID. Some states (e.g. California) require a notarized sworn statement. Other states (e.g. Arizona) require that individuals be at least 18 years of age to request a birth certificate.

- Many states' request forms include a space for the requestor to indicate a mailing address. Please be sure to remind the client not to complete this portion of the request. State staff will fill out this portion with the state mailing address.

- Once the client has completed the authorization form and the state-specific request form, review both documents to make sure they are complete. State Vital Records Offices will deny any request that does not have all of the required information. Therefore, it is essential that each request is carefully filled out and reviewed.

- Processing times for birth certificate requests vary widely by state. Some State Vital Records Offices take only 1-2 weeks to complete a request while others take as long as 12 weeks. Be sure to review the processing times listed for each state. Allow for an additional three weeks while the request is processed. Call the Reproductive Health Program to extend the client’s 45-day Reasonable Opportunity Period while documentation is being obtained.

- State staff will send the original birth certificates to the appropriate requesting clinics. Clinic staff must keep the client’s birth certificate in their chart or medical record. Release the birth certificate to the client only if client requests a copy of their medical records, in which case the client must complete a clinic-specific release of medical information form. Make a photocopy of the birth certificate to keep in the client’s medical records before releasing the original birth certificate to the client.
CCare Out-of-State Birth Certificate Request Flow Chart  

**Start**  
Client requests birth certificate.

**Was client born in Oregon?**  

Yes  
Oregon Birth Information Form is completed.

No  
Clinic reviews birth certificate request requirements for client’s state of birth using matrix posted on state website.

IF client doesn’t have CCare # yet and will not be using a CCare one-time only exception that day, write ‘pending’ in space provided for CCare # on the Authorization to Release Birth Certificate Form before sending to Oregon Reproductive Health Program.

If all requirements met, clinic downloads state-specific request form using link provided on the RH website.

Client completes state-specific request form and top portion of Authorization to Release Birth Certificate Form. Client also provides any necessary documents (e.g. photo ID).

Clinic collects state-specific request form and authorization form from client. Clinic makes photocopy of ID if necessary.

Clinic provides notary sworn statement if required. (On state-specific request form and in space provided in box on Authorization form.)

Clinic enters client’s birth certificate request information into log in case follow-up is needed.

Clinic gathers multiple client requests (originals) and mails to Oregon Reproductive Health Program.

Clinic keeps birth certificate in client’s chart/medical record and releases birth certificate to client only if client requests copy of medical records.

**Stop**

**Oregon Reproductive Health Program**  
Oregon Reproductive Health Program completes **For Clinic Staff** box on Authorization form.

Oregon Reproductive Health Program mails documents and application fee to state Vital Records Office. Oregon Reproductive Health Program receives certified birth certificate.

Oregon Reproductive Health Program mails original birth certificates to clinic. Clinic updates citizenship verification documentation for client in eligibility database.

December 2012

Section C-Exhibit 6