

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/county-specific requirements on the client's birth **state/county's vital records webpage** 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.
 - **Note:** do not use websites like vitalcheck.com as they require payment online and the state RH Program cannot process requests using online payment.
- 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

Exhibit C-6

