

**New Jersey Department of Health and Senior Services
Bureau of Vital Statistics
PO Box 370
Trenton, New Jersey 08625-0370
(609) 292-4087**

BIRTH CERTIFICATE WORKSHEET - INSTRUCTIONS FOR PARENTS

This worksheet helps the hospital to type a birth certificate for your child. The form contains a set of questions for you to complete. After you finish completing the form, a hospital representative will review it with you and ask you to sign it. Then, work on preparing your child's birth certificate can continue.

A birth certificate provides permanent proof of age, parentage and citizenship throughout your child's life. Starting school and getting a driver's license are two examples that require such proof.

The local registrar's office keeps a copy of the birth certificate. You can purchase a certified copy from that office, located in the municipality where your child was born. Or, you can call the Bureau of Vital Statistics at 609-292-4087 for information.

Birth certificates contain a few items to gather information on a range of health care issues. **These statistical items are confidential and are not available to the public.** The New Jersey Department of Health and Senior Services has very strict rules to protect the privacy of you and your child.

New Jersey has collected birth certificates since the late 1800's. Over the years, data gathered from these records have helped to plan many health services. These include programs to improve the health of mothers and babies.

LOCAL SCHOOL DISTRICT FUNDING

New Jersey funds a local school district based on the number of children that live there. Schools in your area must estimate the number of children who will be attending classes. Accurate birth statistics can help your municipality receive its fair share of money. Please carefully answer the questions on where the mother lives.

DISCLOSURE OF SOCIAL SECURITY NUMBER

Disclosure of your social security number is mandatory and is required by 42 USC §405(c)(2) as amended by Section 1090(b) of Public Law 105-34. The Social Security number(s) will be provided to the Internal Revenue Service (IRS) solely for the purpose of determining Earned Income Tax Credit compliance.

OFFICIAL MUNICIPALITY OF ACTUAL RESIDENCE

In New Jersey, the municipalities where people live may differ from the cities listed in their mailing addresses. This happens because several Post Offices in the state deliver mail to surrounding areas and sometimes need to change mailing addresses to speed up the mail. For example, a house with a mailing address in the 1200 block of South Broad Street (with Trenton as the city in the mailing address) is really in Hamilton Township.

Hospital staff will try to answer your questions, especially any about the official municipality of the mother's actual residence. Also, do not hesitate to ask any questions you might have about appropriate services for your child.

THANK YOU FOR YOUR VALUABLE ASSISTANCE

IMPORTANT

The designation of a child's name, including the surname (family name), is the right of the child's parent(s). The child may be given ANY surname EXCEPT that the state registrar may reject a name that contains an obscenity, numerals or a combination of letters and numerals, or a name that is illegible. The chosen name shall be printed on the back of the birth certificate and shall be signed by one or both parents, if available, before a hospital official as a witness.

[NOTE TO THE HOSPITAL'S DESIGNATED REPRESENTATIVE: IF UNABLE TO OBTAIN ALL NECESSARY SIGNATURES WITHIN THE PRESCRIBED FIVE (5) DAY TIME FRAME, THE BIRTH CERTIFICATE MUST BE COMPLETED AND FILED SHOWING THE HUSBAND BEING THE CHILD'S FATHER.]