

INSTRUCTIONS FOR FILING A HOME BIRTH

A *Certificate of Live Birth* is to be completed for all live born infants. The certificate must be completed and filed with Vital Statistics within 15 days of the date of birth; this includes all babies born outside a hospital or freestanding birthing facility. For complete instructions by item, refer to the "Idaho Certificate of Birth-How to Complete" which is available from Vital Statistics.

A Homebirth Worksheet may be completed to collect the birth information prior to completing the blank birth certificate form.

Original Signatures that must be on the certificate are:

- 1) Physician or other person in attendance at or immediately after the birth – **Certifier**
- 2) Parent or legal guardian – **Informant**

Documentation to substantiate the fact of this birth is required unless the certifier is a *midwife/helper* who is on the Vital Statistics approved list or is a *physician*.

The required document must be dated close to the date of birth and must establish the following:

- 1) **Proof of residence** in Idaho at the time of birth or proof that the birth occurred in Idaho.
- 2) **Proof of birth** or proof of pregnancy.

A list of possible documents is available. Please contact Vital Statistics for this information at (208) 334-5983.

An authorization for issuance of a Social Security number form must be signed by the parent to allow Vital Statistics to provide to the Social Security Administration information from the birth certificate which is needed to assign a number. (The form must be completed for the answer to item #15 of the birth certificate to be checked as "yes.")

The Immunization Reminder Information System (IRIS) will automatically enroll the child in the Immunization Registry. Mark "yes" on #18 for all birth certificates.

If the parent *does not* want the child to be enrolled in the Immunization Reminder Information System (IRIS), they will receive a letter with the abstract of birth that has the info needed to "opt-out" of the program.

Please note: - If the mother was married at birth, conception, or any time during this pregnancy, her husband is the legal father and must be listed on the child's birth certificate.

- If the mother was not married at birth, conception, or any time during this pregnancy, the legal father's information must be left blank.

The above applies unless the following steps are taken regarding the paternity.

An Acknowledgement of Paternity Affidavit must be completed (or a certified copy of a court determination established prior to this birth must be provided) and filed **with** the birth certificate when the natural (biological) father is to be listed on the birth certificate and the mother was either:

- 1) not married at birth, conception, or any time during this pregnancy (mother and natural father must sign paternity affidavit), or
- 2) married to someone other than the natural father at birth, conception, or any time during this pregnancy (mother, natural father and husband must sign three-party affidavit).

Any questions on filing a birth certificate should be referred to the Birth Registration Specialist at Vital Statistics (208) 334-5983.

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