

Instructions for Requesting Out-of-State Birth Certificates

Background:

To assist clinics in verifying citizenship of clients for the Family Planning Expansion Project (FPEP), the state Family Planning Program has undertaken a process to purchase birth certificates for Oregon residents born in another state. This will help clinics reduce the number of unresolved one-time only visits by clients who do not have access to their birth certificates. Below you will find more detailed information about the process.

Necessary Documents:

Document	Purpose
Flow chart	Describes request process
State matrix	Details state-specific request requirements
California county matrix	Details California county-specific request requirements
Authorization form	Authorizes client's release of birth certificate to state of Oregon
State-specific request form	Collects all pertinent client information necessary for request

Instructions:

1. When a client expresses interest in requesting an out-of-state birth certificate, determine if they are already in the FPEP eligibility database.
2. If the client is not yet in the database and will not be using a one-time exception visit that day, screen them for eligibility (informally, to ensure that they are FPEP eligible). Do not ask the client to complete an FPEP Enrollment Form until their citizenship documentation has been received or they choose to use a one-time only exception.
3. Determine which state the client was born in, and using the state matrix or California county matrix, download the appropriate birth certificate request form. Be sure to note any additional requirements listed for that state/county's vital records office.
4. Ask the client to complete state/county-specific request form. Review the request form to ensure that it has been filled out completely and correctly.
5. Ask the client to complete the authorization form to authorize the vital record's office to release the birth certificate to the state family planning office. Make sure that the client writes their *state of birth*, not Oregon, in

the blank space below their name. If notarization is required, use the space provided below the client's signature to notarize the document.

6. Use the box titled 'For Clinic Staff Use' to record your name, project number, clinic number, and client's FPEP number, if applicable. If the client does not yet have an FPEP number and will not be seen that day under an FPEP one-time only exception visit, write 'pending' in the space provided.
7. Make a copy of the client's identification, as most states/counties require a photocopy of the requestor's photo id.
8. If desired, record the request information in clinic's request log.
9. Gather the state/county-specific birth certificate request form, authorization form, and photocopy of photo id. Mail bundled requests to the state family planning program in the business-reply envelopes provided once per week at a minimum.
10. State family planning program mails request documents and application fees to state/county vital records offices.
11. Once received, state family planning program staff mails original birth certificates to requesting clinics.
12. Clinic staff updates citizenship verification documentation in FPEP eligibility database once original birth certificates are received from state office.
13. Clinic keeps client's birth certificate in chart or medical record. Release the birth certificate to the client only if client requests copy of medical records. Ask client to complete 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.
14. On a regular basis, state family planning program emails clinics status updates regarding birth certificate requests. Updates will include information about birth certificates received, sent to clinics, and/or reasons for request denials.

Key Points:

- 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. The column 'Additional Notes' of the matrix provides reminders about this.
- Some states require that birth certificate requests be notarized. If your clinic does not have any staff members certified as a notary public, please visit <http://www.filinginoregon.com/notary/becoming.htm> to obtain more information about becoming a notary public. A three-hour class, available as an on-line tutorial, is required before submitting an application. Generally, it takes about two-weeks for the application to be processed and to receive the materials.
- Be sure to review *all* state-specific requirements included in matrix before asking 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. These requirements will be listed in the 'Requirements' column of the matrix.
- Once the client has completed the authorization form and the state-specific request form, take a few moments to 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 in the 'Additional Notes' portion of the matrix. Allow for an additional 2 weeks while the request is processed at the family planning office.
- Clinics should keep original birth certificates filed within clients' medical records or charts. Birth certificates should only be released to clients requesting copies of their medical records. Clients should complete a clinic-specific release of medical information form in order to request their birth certificate. Once they have done so, you may offer them the original birth certificate after making a copy to file in the client's medical records.