

# Birth Certificate Information

## Frequently Asked Questions

Prior to your delivery, you should receive registration papers from your OB/GYN, containing a yellow worksheet that will aid the birth recorder in completing the Birth Certificate. Please return the yellow form in the envelope provided to Sequoia's Medical Records Office (Health Information Management) in advance should you have additional questions.

### **How do we get a birth certificate for our baby?**

On the day you deliver, or the day after, the birth recorder will visit your room to get the required information to make the birth certificate for your newborn.

### **Will we get the birth certificate while we are in the hospital?**

No. However, while you are in the hospital, the birth recorder will give you information about how to obtain the certified copy of the birth certificate. San Mateo County Vital Statistics Office maintains a certified copy of the birth certificate.

### **What if we haven't named our baby when the birth recorder comes to see us?**

Please make every effort to have the name ready when the birth recorder stops by your room. This will help ensure that the certificate can be signed before you leave. If this isn't possible, you should have it no later than when you are to be discharged; although in this case, you may need to return to the hospital to sign the prepared certificate.

### **Will we get a social security number for our newborn through the hospital?**

The birth recorder will apply for the social security number for you; and the Social Security Administration will mail the social security card to your home in a few weeks.

### **Will the birth be announced in the newspaper?**

The birth recorder will ask if you wish the birth to be announced in the local newspapers. If so, you will be asked to sign an authorization form to allow us to do this.

### **What if I have more specific questions for the birth recorder?**

You may contact the birth recorder at 650.367.5750.

**Process to obtain a birth certificate and social security number for your baby:**

- The birth recorder will visit your room on the day you deliver or the next day to get the required information to complete your newborn's birth certificate.
- You will be asked for your identifying information, the baby's name, and information the state of California requires to complete the birth certificate.
- The birth recorder will request a social security number for the newborn and the social security card will be mailed to your home in about three weeks.
- The birth recorder will also ask if you want the birth announced in the local newspapers.
- After obtaining your information, the birth recorder will make the birth certificate and bring it to your room for you to review and sign.
- The birth recorder will then send the birth certificate to the San Mateo County Vital Statistics Office, which is where you will go to get your certified copy.