

# Important Birth Certificate Information

## Congratulations on the Birth of Your Baby!

We have compiled this information to help you most accurately fill out the forms required to receive your baby's birth certificate. If you have any questions regarding the birth certificate worksheet or paternity papers, please contact our birth registrars at **480.728.7417**. Office hours are Monday through Friday from 6 a.m. to 2:30 p.m.

### **BIRTH CERTIFICATE WORKSHEET**

Your baby's certificate will be sent electronically to the Bureau of Vital Statistics. In order to receive an official record of the birth certificate, you will need to complete and sign in ink the attached worksheet. Our birth registrar will review the information for accuracy and completion. Please list all legal information, such as full names.

### **PATERNITY ACKNOWLEDGMENT PAPERS**

If you are not married at the time of the birth, the father's information can only appear if an "Acknowledgement of Paternity" is submitted. Paternity papers must be completed prior to your discharge from the hospital or within 10 days of your baby's birth. If you complete the paternity papers after you are discharged, you can schedule an appointment with our birth registrar. Your baby can be given the father's last name if the mother so chooses.

After 10 days, a correction must be submitted in person to the Department of Economic Security and to the Corrections Department of the Bureau of Vital Statistics. You will be charged for a change or corrections to your baby's paternity paperwork. Therefore, it is very important that the paternity papers are complete and accurate.

### **SOCIAL SECURITY ASSIGNMENT ACKNOWLEDGMENT**

If you have given permission on the birth certificate worksheet to have a social security number assigned to your baby, you will be given an acknowledgment form. The birth registrar completes this form once the birth certificate worksheet has been reviewed for completeness and accuracy.

Mercy Gilbert Medical Center does not retain a copy of this acknowledgment. This form is very important for you to keep on file, as it is the only acknowledgment for the assignment of the social security number. Your baby's social security number can take from one month to 17 weeks to arrive from the Department of Social Security.

The birth of your baby is a happy occasion, but it can also be hectic and confusing. We would like to extend our assistance at any time regarding your baby's birth certificate. If you have questions, please contact us at **480.728.7417**.

If you need to contact the Bureau of Vital Statistics, they may be reached at **602.364.1300**.

