

**STATE OF FLORIDA
DEPARTMENT OF HEALTH
OFFICE OF VITAL STATISTICS**

**INSTRUCTIONS TO APPLICANTS
FOR FILING A DELAYED CERTIFICATE OF BIRTH**

Section 382.019, Florida Statutes (F.S.), authorizes the filing of a delayed birth certificate. A delayed certificate may be filed for a non-recorded birth after one year from the date of birth PROVIDED THAT PROOF OF THE FACTS CAN BE ESTABLISHED.

WHERE TO APPLY

OFFICE OF VITAL STATISTICS
Post Office Box 210
Jacksonville, Florida 32231-0042
Telephone: (904) 359-6675

NOTE: The Delayed Certificate of Birth process can be time consuming, and if necessary documents cannot be obtained, it may not be possible for us to file a certificate. Persons with an immediate need for passports or social security benefits may apply directly to the passport or social security office using a "no-record" letter from this office before undergoing the process of filing a delayed birth record. In fact, in many instances, the social security agency will not accept a delayed certificate of a state vital statistics office if it was filed within five years of the application for benefits.

FACTS TO BE PROVEN

The following essential facts of birth must be established and documents furnished must interconnect them beyond any doubt before a delayed certificate can be filed:

- Name of child
- Place of birth
- (at time of birth)
- Father's name*
- Date of birth
- Mother's name
(including her maiden name)

*If the parents were not married at the time of birth the father's name shall not be entered on the delayed certificate except by acknowledgment of paternity by both parents or by court order.

(2)

REQUIREMENTS FOR ACCEPTABLE DOCUMENTS

All documents submitted must be in the form of an original record or duly certified copy thereof, or a signed and certified statement from the custodian of the records. Documents will be returned after examination.

Documents must show the date that the original was created, as well as the date of issuance if a certified copy is submitted.

Documents must be without type-overs, erasures, "white-out", or evidence of tampering.

Foreign language documents must be accompanied by certified translations.

All documents will be examined by qualified evidence technicians, and are subject to verification with the originating source.

INSUFFICIENT DOCUMENTATION

If sufficient documentation listed in (1) - (3) cannot be obtained, the applicant has the option of filing a delayed birth certificate under the provisions of Section 382.018, F.S., through a county court judge.

MINIMUM REQUIREMENTS FOR DOCUMENTARY EVIDENCE

(1) A statement by an official of the hospital where the delivery occurred or where the registrant was admitted immediately after delivery, or;

(2) If the registrant was not delivered in a hospital or admitted immediately after the delivery or if hospital records are not available, a statement, based on professional case records of the event, by a Florida licensed physician, certified nurse midwife, Florida licensed midwife, or a public health nurse employed by the department; who attended the delivery or was in attendance immediately after the delivery, or;

(3) Two supporting documents relating back to "FACTS TO BE PROVEN" may be submitted. Supporting records may include, but are not limited to:

- ◆ School record;
- ◆ Social security record;
- ◆ Military record of parent or guardian showing dependent data regarding the registrant
- ◆ Insurance policy application, personal history sheet;

(3)

MINIMUM REQUIREMENTS FOR DOCUMENTARY EVIDENCE (Continued)

- ◆ Census record;
- ◆ Other evidence on file in the Office of Vital Statistics taken from other registrations;
- ◆ Medical treatment record; or
- ◆ Records maintained by the Department of Health or other state agency within this state;
- ◆ Other records, except those noted below, showing the facts of birth which are verifiable.

NOTE: Self-serving affidavits, church records, baptismal certificates, photocopies of family bibles, and newspaper records are not acceptable as evidence of a birth, but may be used to further substantiate the facts of birth.

Documentation listed in (3) must have been established at least five years prior to filing unless applicant is under the age of 10. In such cases, the documents submitted must have been established at least one year prior to the date of filing for a delayed record.

WHO MAY SIGN

The Delayed Certificate of Birth, HD Form 520, must be signed by a registrant 18 years of age or older. If the registrant has not reached the age of majority, the form may be signed by a parent or legal guardian.

ABSTRACTION OF DOCUMENTARY EVIDENCE

The State Registrar, of his or her designated representative shall abstract on the delayed certificate a description of each document submitted to support the facts shown on the delayed certificate. This description shall include:

- ◆ The title or description of the document;
- ◆ The date of the original filing of the documents being abstracted; and
- ◆ The information regarding the birth facts contained in the document.

DELAYED BIRTH CERTIFICATES ISSUED PURSUANT TO SECTION 382.019, F. S., EXCEPT FOR CLERICAL ERRORS, CANNOT BE AMENDED WITHOUT A COURT ORDER. DELAYED BIRTH CERTIFICATES ISSUED PURSUANT TO SECTION 382.018, F.S., CANNOT BE AMENDED WITHOUT A COURT ORDER.

(4)

SOURCES OF DOCUMENTS

- ◆ Hospital or institution where the birth occurred.
- ◆ Florida-licensed physician, certified nurse midwife, Florida licensed midwife or public health nurse who attended the birth.
- ◆ Health department, clinic, or immunization office.
- ◆ Accredited school - elementary school preferred.
- ◆ Vital statistics offices.
- ◆ Social Security Administration, Office of Central Records Operations-EEU, P.O. Box 37, Baltimore, MD 21235 (No charge for computer verification).
- ◆ Insurance companies.
- ◆ Bureau of the Census, Division of Administrative Services, U.S. Department of Commerce, Pittsburg, Kansas 66762.
- ◆ County courthouse for marriage, marriage application, and dissolution (divorce) records.
- ◆ Military Records Center, 9700 Page Boulevard, St. Louis, MO 63132. Or telephone: (314) 263-3901.
- ◆ Employer's personnel offices.
- ◆ Office of Supervisor of Elections.
- ◆ Licensed Day Care Center records.

