



Important Information About Your Child's Birth Certificate

Health Information Management is responsible for the completion of your child's birth certificate. Attached is a copy of the Birth Certificate Worksheet to complete for your child's birth certificate. Please complete this information entirely and return to our office prior to the delivery of your child. The completed form can be emailed to BCSlidellmain@ochsner.org. If you have a MyOchsner account, then we have the capability of sending this form to you so that you can fill it out electronically and submit.

Completing this form allows the birth certificate process to be completed in a timely fashion.

- Office hours are **7:30AM to 4:00 PM - Monday - Friday**.
 - Newborns delivered Monday to Friday (excluding holidays) will be contacted the next morning to obtain your completed Birth Certificate Worksheet.
 - Newborns delivered on the weekend or holiday and are discharged before the birth certificate completion, are to call us within three business days to complete the birth certificate process.
- We have a firm state mandated deadline to interview, process and submit the birth certificate.
 - Day 1-3 from delivery, we extend the courtesy to not contact the Newborn parents. If the family feels they would like to complete immediately, our Birth Certificate clerks are available to assist in the completion of the Newborn Interview and Worksheet.
 - After Day 3, we will telephone and/or email to the family to conduct the Birth Certificate interview. We have a very short window of time to complete, to prepare for the Provider to review and certify. Added time is required for any newborns requiring paternity coordination.
 - The Louisiana State Department of Vital Records must have the full certification within the state mandated days. Missing the deadline due to any incomplete information can result in late processing fees to the family from Vital Records.
- Prior to the deadline, your child's birth certificate will be submitted to Vital Records by the hospital. Future follow-ups will be the family's responsibility directly with the Office of Louisiana Vital Records for birth certificate completion. **If not completed in hospital, a Vital Records fee of \$27.50 will be required, and payable to the Louisiana Office of Vital Records.**

Married Parents

- One parent (Mother or Father) is required to sign off on the completed birth certificate.

Non-Married Parents

- If the mother and father are not married upon delivery of a child, **the child must have the same last name as the mother's while in the hospital. (I.e., NICU Admits).**
- In addition, if the biological father of the child would like to claim paternity, **both parents must be present and have a valid, non-expired ID, Driver's License/Passport.** The parents are required to sign the Acknowledgment of Paternity Affidavit.
- If a mother is still married, but in separation, not divorced or divorced short of **300 days prior to conception**, a **third-party Acknowledgment of Paternity Affidavit** is required to be signed by the following: Mother, Biological Father, and Ex-Husband. **All parties must present a valid, non-expired ID, Driver's License/Passport.** Vital Records will not accept missing signatures of information. **(DNA resources and locations will be provided – Slidell Memorial Hospital | Ochsner Health does not provide DNA Testing.)**



Minor Parents

- If the mother and biological father are not married, and the father is a minor, an Acknowledgment of Paternity Affidavit must be signed in hospital. In addition, the parent/guardian of the biological father (minor) must sign a separate line of the affidavit. All parties must be present to complete processing. **Please call (985) 280-1707 for more information.**

Additional Information

If you have questions about establishing paternity or paternity genetic testing, please call the **Louisiana Paternity Establishment Program: 1(866)-430-9569.**

Acknowledgement of Paternity Affidavits are only completed after the birth of a child. If a paternity affidavit is not complete, the birth certificate will be completed with only the mother's information prior to discharge and the child will keep the mother's last name.

If you have any questions before completing the birth certificate worksheet and process, please call the **Birth Certificate Department: (985) 280-1707.**