

POLICY AND PROCEDURE

SUBJECT/TITLE:	Hold Status Removal for Birth Certificate
SCOPE:	Vital Statistics
CONTACT PERSON & DIVISION:	Olivia Roston, Vital Statistics Registrar
ORIGINAL DATE ADOPTED:	9/12/17
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PURPOSE

The intent of this document is to establish guidelines for properly removing the hold status on a birth record. Adherence to this standard will:

1. Ensure the hold status on a birth record is removed according to ODH guidelines;
2. Ensure required paperwork is complete and accurate.

POLICY

The Galion City Health Department assists mothers with the removal of a hold status on a birth record where the event occurred within the city limits of Galion.

BACKGROUND

The removal of a hold status on a birth record must be done in accordance with the Ohio Revised Code 3705.

GLOSSARY OF TERMS

The following definitions are relevant to this document.

ODH – Ohio Department of Health

PROCEDURES & STANDARD OPERATING GUIDELINES

4 Options (see below for process)

1. **Add husband/ex-husband to the record.** For this option, the mother must complete entirely the “Held Record Worksheet” attached to the [“Hold – Birth Certificate Letter”](#) with the husband's/ex-husband's information and return it. We can then get the record completed, register the birth certificate, and request a social security number if the child is less than 1 year old. A birth certificate can be purchased once the hospital certifies the new record. For births prior to 2016 the hospital must complete and send the new record to the health department then it must be registered. After the certificate has been certified/registered, the mother may then contact the Court of Domestic Relations in the county in which she resides to remove the husband/ex-husband from the certificate and if desired add the biological father by completing an Acknowledgement of Paternity (see [Acknowledgement of Paternity policy](#)).
2. **Complete the record leaving father blank.** For this option, the mother must have a certified copy of a divorce decree, dissolution, or Child Support Order that specifically states the husband/ex-husband is not the father of the child in question. She must bring the original, certified paperwork to us and we will send the paperwork to the state vital statistics office for approval. If approved, we can complete the record, certify/register the birth certificate, and request a social security number if the child is less than 1 year old. A birth certificate can be purchased once the record is certified/registered.

3. **Add a person other than husband/ex-husband as father.** For this option, the mother must have a certified copy of a divorce decree or dissolution that specifically states the husband/ex-husband is not the father of the child in question. If child support was approved, this option **cannot** be used as child support will be filing or will have filed the father's information with the state. The mother must bring the original paperwork to us and we will send the paperwork to the state vital statistics office for approval and the mother and the father must complete an Acknowledgement of Paternity. If the paperwork is approved, we can then get the record completed, certify/register the birth certificate, and request a social security number if the child is less than 1 year old. A birth certificate can be purchased once the hospital certifies the new record. For births prior to 2016 the hospital must complete and send the new record to the health department then it must be registered.

Process to remove **hold status from a birth record, do one** of the following:

1. **To add husband's/ex-husband's information to certificate**, the Held Record Worksheet must be fully completed.
 - a. In IPHIS on the Local Side, open the record from the "Birth Hold" Queue. On the "Mother 2" tab, select option #1 "yes, and husband is the father" for marital status in IPHIS.
 - b. Complete father tab with the information from the Held Record Worksheet.
 - c. If the child is less than 1 year old, you may request a SSN by completing the admin tab.
 - d. Save changes in IPHIS.
 - e. If the birth was prior to 2017, contact hospital to reprint certificate with husband's information and have physician resign certificate and send it to the health department prior to Registrar filing in IPHIS. Shred old certificate with blank father info. If the birth was 2017 or later and was not a home birth, contact the hospital to have them certify the record to move it to Registered status.

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File Search Requests Actions Work Queue Linking Tools Administration Help

Summary Mother Mother 2 Father Admin Facility Prenatal Preg Labor/Del Newborn Hep-B Hearing Flags

☐ Black or African American ☐ Korean ☐ Other Pacific Islander
☐ American Indian / Alaska Native ☐ Vietnamese (Specify)
☐ Asian Indian ☐ Other Asian (Specify)
☐ Chinese ☐ Native Hawaiian ☐ Other (Specify)
☐ Filipino ☐ Guamanian or Chamorro ☐ Unknown

Mother's History

Receive WIC? ☐

Height (feet) Height (inches)
 Prepregnancy Weight (lbs.)

How many cigarettes OR packs of cigarettes did you smoke on a typical day during each time period.

Three months before pregnancy - # Cigs (N,U) OR # packs (will calculate Cigs)
 First three months of pregnancy - # Cigs OR # packs (will calculate Cigs)
 Second three months of pregnancy - # Cigs OR # packs (will calculate Cigs)
 Third trimester of pregnancy - # Cigs OR # packs (will calculate Cigs)

How many alcoholic beverages did you consume on a typical day during the time periods indicated.

Three months before pregnancy
 First three months of pregnancy
 Second three months of pregnancy
 Third trimester of pregnancy

Marital Status

Were you married at the time you conceived this child, at the time of birth, or within last 300 days prior to birth.

1. Yes, and husband is the father
 2. Yes, but husband not the father
 3. Yes, but mother refuses to give the father's info.
 4. No, not married

Marital Status

Were you married at the time you conceived this child, at the time of birth, or within last 300 days prior to birth.

1. Yes, and husband is the father
 Do you intend to complete a Paternity Affidavit? ☐ Date of Paternity Acknowledgment

2. **Leave the father field blank and NOT add husband's/ex-husband's information to certificate.**
 - a. Send the original, certified divorce, dissolution decree or Child Support Order to ODH in the weekly VS shipment.
 - b. Once documentation has been received and approved, select option two, "Yes, but husband is not the father" for marital status in IPHIS. Type "N" in box "Do you intend to complete paternity..."
 - c. If the child is less than 1 year old, you may request a SSN by completing the admin tab.
 - d. Save changes in IPHIS.
 - e. For births 2017 or after that were not home births, contact the hospital to have them certify the record. For births prior to 2017, you may file the record, leaving father blank by registering the record on file in Safe 2. Paper clip a

copy of approval and decree or supporting documentation to birth certificate prior to sending to VS in the weekly shipment.

Do not use option 3 or 4, if child support was approved

3. Add a person other than the husband/ex-husband as father.

- Send the original, certified divorce, dissolution decree or Child Support Order to ODH in the weekly VS shipment.
- Once documentation has been received and approved, please select option two, "Yes, but husband is not the father" for marital status in IPHIS.
- Complete preprinted AOP (affidavit of paternity). In IPHIS place "Y" in box "Do you intend to complete paternity...", add date, and complete father tab with father's information.
- If the child is less than 1 year old, you may request a SSN by completing the admin tab.
- Save changes in IPHIS.
- Send AOP to CPR.
- For births 2017 or after that were not home births, contact the hospital to have them certify the record. For births prior to 2017, contact hospital to reprint certificate with father's information, have physician resign, and send new certificate here to the Registrar to file in IPHIS.
- Paperclip approved paperwork to birth certificate and mail to VS.

BIRTH - 2008 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

Summary Mother **Mother 2** Father Admin Facility Prenatal Preg Labor/Del Newborn Hep-B Hearing Flags

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☐ American Indian / Alaska Native ☐ Vietnamese (Specify)
☐ Asian Indian (Specify)
☐ Chinese ☐ Native Hawaiian ☐ Other (Specify)
☐ Filipino ☐ Guamanian or Chamorro ☐ Unknown

Mother's History
 Receive WIC? ☐
 Height (feet) Height (inches)
 Prepregnancy Weight (lbs.)

How many cigarettes OR packs of cigarettes did you smoke on a typical day during each time period.
 Three months before pregnancy - # Cigs (N,U) OR # packs (will calculate Cigs)
 First three months of pregnancy - # Cigs OR # packs (will calculate Cigs)
 Second three months of pregnancy - # Cigs OR # packs (will calculate Cigs)
 Third trimester of pregnancy - # Cigs OR # packs (will calculate Cigs)

How many alcoholic beverages did you consume on a typical day during the time periods indicated.
 Three months before pregnancy
 First three months of pregnancy
 Second three months of pregnancy
 Third trimester of pregnancy

Marital Status
 Were you married at the time you conceived this child, at the time of birth, or within last 300 days prior to birth.
 1. Yes, and husband is the father
 2. Yes, but husband not the father
 3. Yes, but mother refuses to give the father's info.
 4. No, not married

Marital Status
 Were you married at the time you conceived this child, at the time of birth, or within last 300 days prior to birth.
 1. Yes, and husband is the father
 Do you intend to complete a Paternity Affidavit? ☒ Date of Paternity Acknowledgment / /

4. Complete AOP and NOT add father.

- Send the original, certified divorce, dissolution decree or Child Support Order to ODH in the weekly VS shipment.
- Once documentation has been received and approved, please select option two, "Yes, but husband is not the father" for marital status in IPHIS.
- Complete preprinted AOP (affidavit of paternity) and send to CPR. In IPHIS, type "N" in box "Do you intend to complete paternity..." Father will be added by ODH Special Registration department.
- If the child is less than 1 year old, you may request a SSN by completing the admin tab.
- Save changes in IPHIS.
- For births 2017 or later, contact the hospital to certify the record. For births 2017 or after that were not home births, contact the hospital to have them certify the record. For births prior to 2017, you may file the record, leaving father blank by registering the record on file in Safe 2. Paper clip a copy of approval and decree or supporting documentation to birth certificate prior to sending to VS in the weekly shipment.

CITATIONS

Ohio Revised Code 3705

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Olivia Roston, primary author

REFERENCE FORMS

Acknowledgement of Paternity

[Held Record Worksheet](#)

[Hold – Birth Certificate Letter](#)

SIGNATURES

Andrea Barnes, RS
Interim Health Commissioner

____/____/____
Date