

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	
LATEST EFFECTIVE DATE:	07/13/2021	
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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)

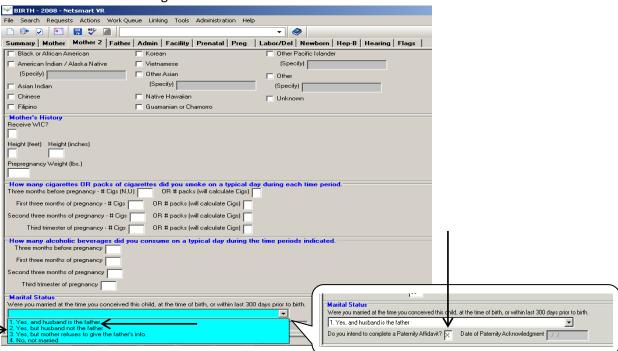
- 1. Add husband/ex-husband to the record. For this option, the mother must complete entirely the "Held Record Worksheet" attached to the "Hold Birth Certificate Letter" with the husband's/ex-husband's information and return it. We can then get the record completed, register the birth certificate, and 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.



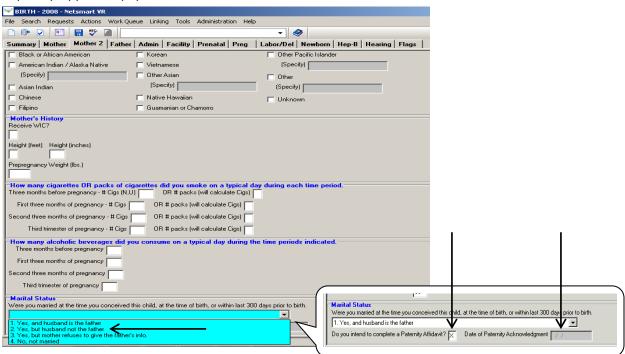
- Leave the father field blank and NOT add husband's/ex-husband's information to certificate.
 - a. Send the original, certified divorce, dissolution decree or Child Support Order to ODH in the weekly VS shipment.
 - b. Once documentation has been received and approved, select option two, "Yes, but husband 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.
 - 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, please select option two, "Yes, but husband is not the father" for marital status in IPHIS.
 - c. 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.
 - d. If the child is less than 1 year old, you may request a SSN by completing the admin tab.
 - e. Save changes in IPHIS.
 - f. Send AOP to CPR.
 - g. 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.
 - h. Paperclip approved paperwork to birth certificate and mail to VS.



4. Complete AOP and NOT add father.

- 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, please select option two, "Yes, but husband is not the father" for marital status in IPHIS.
- c. 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.
- d. If the child is less than 1 year old, you may request a SSN by completing the admin tab.
- e. Save changes in IPHIS.
- f. 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	Date		
Interim Health Commissioner			