

# Birth Certificate packet



## Congratulations on your baby!

East Jefferson General Hospital Birth Certificate Coordinators are here to help you file important paperwork with the Office of Vital Records to receive your baby's birth certificate and Social Security card. **A Birth Certificate Coordinator will call your hospital room phone or stop by your room with more information.**

Get a head start on your paperwork and complete the Birth Certificate Worksheet and Acknowledgment of Paternity (AOP) Form. The AOP form is needed to establish paternity for unmarried parents or to establish paternity outside of marriage.

Paperwork should be completed prior to discharge and given to a Birth Certificate Coordinator or nurse. **Do not take worksheets home.**



### East Jefferson General Hospital Birth Certificate Office

4th Floor  
Monday-Friday  
8 am-4 pm (Appointments are required)  
504.503.5031



### Women and newborn website



### Office of Vital Records

1450 Poydras St., Suite 400  
New Orleans, LA 70112  
504.593.5100  
[ldh.la.gov/index.cfm/subhome/21](http://ldh.la.gov/index.cfm/subhome/21)



### Social Security Office

400 Poydras St., Suite 500  
New Orleans, LA 70112  
1.800.772.1213  
[ssa.gov](http://ssa.gov)



### Louisiana Paternity Establishment Program

866.430.9569  
[la-paternity.com](http://la-paternity.com)



# Establishing paternity – what a difference a dad makes!

Learn more about **establishing paternity in Louisiana** by reading below information below, speaking with your Birth Certificate Coordinator and visiting the following websites.

## Louisiana Paternity Establishment Program

866.430.9569

[la-paternity.com](http://la-paternity.com)

## LDH – State Registrar and Vital Records:

504.593.5100

[ldh.la.gov/index.cfm/page/681](http://ldh.la.gov/index.cfm/page/681)

The Acknowledgment of Paternity (AOP) Affidavit is a legal document to establish paternity for the biological father of the child. This form is necessary to establish paternity for unmarried parents or parents wishing to establish paternity outside of marriage. The Hospital Birth Certificate Coordinator can help you file this form with the LDH – Office of Vital Records at no cost to you (genetic testing costs are the responsibility of the parents).

If you choose not to complete the AOP in the hospital, you may file an Acknowledgment of Paternity directly with the Louisiana Department of Health – Office of Vital Records and Statistics. There will be a fee for processing.

If either of you is not sure who is the biological father of this child, you should not sign this form. You should have a genetic test.

Any person signing an Acknowledgment of Paternity may, without cause, revoke their acknowledgment within 60-days of executing (signing) a form. The person must complete a Revocation of Acknowledgment of Paternity Affidavit and file it with Vital Records within the 60-day period. Call Office of Vitals record 504.593.5122 or visit website [ldh.la.gov/index.cfm/page/681](http://ldh.la.gov/index.cfm/page/681)

## Acknowledgment of paternity – child born outside of marriage (unmarried parents)

This Acknowledgment of Paternity Affidavit is used to add the biological father to a child's birth certificate if the mother was not married at the time of birth or within 300 days of the birth.

- Fill out sections I, II, III, and IV (if Father is under 18) on the "Acknowledgment of Paternity Worksheet"
- Mother, father, and father's guardian (if under 18) must sign the AOP and present a valid picture ID or passport.

## Acknowledgment of paternity – child born of marriage (biological father is different than husband)

This Acknowledgment of Paternity Affidavit is used to add the biological father to a child's birth certificate if the mother was married to someone other than the biological father at the time of the child's birth or if she had not been divorced at least 300 days prior to the child's birth.

- Fill out sections I, II, III, and V on the "Acknowledgment of Paternity Worksheet."
- This form requires the notarized signatures of the mother, the husband/ex-husband, and the biological father.
- Mother, father, and husband/ex-husband must sign the AOP and present a valid picture ID or passport.
- In order for this form to be accepted, it must accompany a DNA-based paternity test identifying the father with at least a 99.9% probability from a DNA testing laboratory. This needs to be a legal notarized DNA test. Contact Child Support Enforcement Services for lab locations. 1.888.LAHELP.U (1.888.524.3578).

## If father is under 18 years of age.

If the father is under 18 years of age at the time the baby is born, then his legal guardian must also sign the AOP Affidavit.

- The father's legal guardian must have a valid ID or passport.
- The father must have a copy of his birth certificate.
- If the father's father is listed on the birth certificate, then he is considered the legal guardian.
- The father's mother can act as legal guardian if no father is listed on the birth certificate or she has sole legal custody. A court order signed by a judge that shows sole custody for mother may be required.



- Please complete ALL blanks.
- A Birth Certificate Coordinator will meet with you the morning after your baby is born. Please have worksheet completed.
- The Birth Certificate Office is closed on Sunday and Holidays. If we are unable to meet with you prior to discharge, **please leave completed packet with nurse** and our office will contact you after discharge.
- Both Mother and Father / Parent are required to have a valid ID, Driver's License or Passport.
- All unmarried parents or parents wishing to establish paternity outside of marriage must complete the separate "Acknowledgment of Paternity Worksheet" in order to establish paternity for the biological father.

<b>SECTION I. CHILD'S INFORMATION</b>		
Child's Last Name:	Child's First Name:	
Child's Middle Name:	Child's Suffix (Jr., Sr., II, III, etc.)	
Child's Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: (mm/dd/yyyy) _____ / _____ / _____	
Place of Baby's Birth: <input type="checkbox"/> East Jefferson <input type="checkbox"/> In route to hospital (in ambulance, etc.) <input type="checkbox"/> Outside of hospital (at home, etc.)		
Do you want a social security number for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you want to enroll your child in immunization reminder system? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SECTION II. MOTHER'S INFORMATION</b>		
Mother's <b>CURRENT</b> Legal Name:		
Mother's Current Last Name:	Mother's Current First Name:	
Mother's Current Middle / Second Name:	Mother's Current Suffix (Jr., Sr., II, III, etc.)	
Mother's name <b>PRIOR</b> to first marriage ( <b>MAIDEN NAME</b> ) <input type="checkbox"/> Check if same as current legal name		
Mother's Maiden Last Name:	Mother's Maiden First Name:	
Mother's Maiden Middle Name:	Mother's Maiden Suffix (Jr., Sr., II, III, Etc.)	
Social Security Number: <input type="checkbox"/> Mother does not have SS# _____ - _____ - _____	Date of Birth (mm/dd/yyyy) _____ / _____ / _____	
Mother's Email:	Mother's Cell Phone: (      )	Mother's Home Phone: (      )
<b>Mother's Place of Birth:</b> (Location of hospital, if born in a hospital)		
Country: _____	State: _____	City: _____
<b>Mother's Current Residence:</b>		
Address: _____	Apt. # _____	State: _____
Parish/County: _____	City: _____	Zip: _____
<b>Mother's Mailing Address:</b> <input type="checkbox"/> Same as current residence		
Address: _____	Apt. # _____	State: _____
Parish/County: _____	City: _____	Zip: _____

ENCOUNTER LEVEL

**BIRTH CERTIFICATE WORKSHEET**

LC-EJ9402-E | (11/25) New



\*EL118\*

**SECTION II. MOTHER'S INFORMATION - CONTINUED**

**Marriage / Divorce Information:**

Has mother ever been married (currently married or previously married)?

Yes, enter date married: \_\_\_\_\_  
 No (To add the biological father to the birth certificate, please complete the "Acknowledgment of Paternity Worksheet")

Is mother divorced?

Yes, enter date divorce was legally finalized: \_\_\_\_\_  
 No

If married at the time of conception (within 300 days of birth of child), Is the biological father different from husband / ex-husband?

Yes (To add the biological father to the birth certificate, please complete the "Acknowledgment of Paternity Worksheet")  
 No

**Mother's Education:**

Check the box that best describes the highest degree or level of school completed at the time of delivery:

8<sup>th</sup> grade or less  
 9<sup>th</sup> – 12<sup>th</sup> grade, no diploma  
 High School graduate or GED  
 Some college credit but no degree  
 Associate Degree (e.g. AA, AS)  
 Bachelor's Degree (e.g. BA, AB, BS)  
 Master's Degree (e.g. MA, MS, MEng, MED, MSW, MBA)  
 Doctorate (e.g. PhD, EdD) or Professional Degree (e.g. MD, DDS, DVM, LLB, JD)

**Is Mother of Hispanic Origin?**

Check the box that best describes whether the mother is Spanish / Hispanic /Latina. Check the "No" box if mother is not Spanish/ Hispanic/Latina:

No, not Spanish/Hispanic/Latina  
 Yes, Mexican, Mexican American, Chicana  
 Yes, Puerto Rican  
 Yes, Cuban  
 Yes, Other Spanish / Hispanic/ Latina  
Specify: \_\_\_\_\_

**Mother's Race:**

Check one or more races to indicate what the mother considers herself to be:

White  
 Black / African American  
 American Indian or Alaska Native (name of the enrolled or principal tribe)  
 Asian Indian  
 Chinese  
 Filipino  
 Japanese  
 Korean  
 Vietnamese  
 Other Asian (Specify): \_\_\_\_\_  
 Native Hawaiian  
 Guamanian or Chamorro  
 Samoan  
 Other Pacific Islander (Specify): \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

**SECTION III. MOTHER'S MEDICAL**

Did mother receive **prenatal care?** (Health care from a physician or midwife during pregnancy)  Yes  No Date of **first** prenatal visit: / / Date of **most recent** prenatal visit: / / Total # of prenatal visits:

Mother's Height: \_\_\_\_\_ ft \_\_\_\_\_ in Mother's Weight **BEFORE** pregnancy: \_\_\_\_\_ lbs. Mother's Weight **AT** Delivery: \_\_\_\_\_ lbs.

Is mother breastfeeding at discharge?  Yes  No

Did mother get WIC food for herself during the pregnancy?  Yes  No

Did mother drink alcohol during pregnancy?  Yes  No If Yes, # drinks per week on average? \_\_\_\_\_

Date of last normal menstrual cycle began (mm/dd/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Number of previous live births:**

Now living: \_\_\_\_\_ (NOT including this child)

Now dead: \_\_\_\_\_ (Born alive, now deceased)

Date of last live birth (mm/yyyy) \_\_\_\_\_ / \_\_\_\_\_

**Number of other pregnancy outcomes:** (spontaneous or induced abortion, stillborn, miscarriage, or ectopic pregnancy)

Number of other outcomes: \_\_\_\_\_

Date of last outcome (mm/yyyy) \_\_\_\_\_ / \_\_\_\_\_

**Cigarette smoking before or during pregnancy?** For each time period, enter number of cigarettes smoked per day. If none, enter "0".

All sources of payment for this delivery:

Medicaid  
**Medicaid Number (13 or 16 Digit)**

Three months before pregnancy.....# of cigarettes per day \_\_\_\_\_

Private Insurance

First three months of pregnancy.....# of cigarettes per day \_\_\_\_\_

Self-pay

Second three months of pregnancy.....# of cigarettes per day \_\_\_\_\_

CHAMPUS / TRICARE

Third trimester of pregnancy.....# of cigarettes per day \_\_\_\_\_

Other (specify): \_\_\_\_\_



**SECTION IV. FATHER'S / PARENT'S INFORMATION**

Sex:  Male  Female

Father's / Parent's name **PRIOR** to first marriage:

Father's / Parent's Last Name:

Father's / Parent's First Name:

Father's / Parent's Middle Name:

Father's / Parent's Suffix: (Jr., Sr., II, III, etc.)

Social Security Number:  Father / Parent does not have SS#

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth (mm/dd/yyyy)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Father's / Parent's Email:

Father's / Parent's Cell Phone:

(        )

**Father's / Parent's Place of Birth:** (Location of hospital, if born in a hospital)

Country: \_\_\_\_\_ State: \_\_\_\_\_ City: \_\_\_\_\_

**Father's / Parent's Education:**  
 (check the box that best describes the highest degree or level of school completed at the time of delivery)

- 8<sup>th</sup> grade or less
- 9<sup>th</sup> – 12<sup>th</sup> grade, no diploma
- High School graduate or GED
- Some college credit but no degree
- Associate Degree (e.g. AA, AS)
- Bachelor's Degree (e.g. BA, AB, BS)
- Master's Degree (e.g. MA, MS, MEng, MED, MSW, MBA)
- Doctorate (e.g. PhD, EdD) or Professional Degree (e.g. MD, DDS, DVM, LLB, JD)

**Is Father / Parent of Hispanic Origin?**

(check the box that best describes whether the father/parent is Spanish / Hispanic / Latino. Check the "No" box if Father/ Parent is not Spanish/ Hispanic/ Latino)

- No, not Spanish/Hispanic/Latino
- Yes, Mexican, Mexican American, Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, Other Spanish / Hispanic / Latino

Specify: \_\_\_\_\_

**Father's / Parent's Race:**

(check one or more races to indicate what the Father / Parent considers himself to be)

- White
- Black / African American
- American Indian or Alaska Native (name of the enrolled or principal tribe)
- Asian Indian
- Chinese
- Filipino
- Japanese
- Korean
- Vietnamese
- Other Asian (Specify): \_\_\_\_\_
- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander (Specify) \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

***I, the undersigned, certify that the above stated information is true and correct to the best of my knowledge***

Printed Name of Person Completing Worksheet:

Relationship to Child:

- Mother
- Father / Parent
- Other: \_\_\_\_\_

Mother or Father / Parent signature:

**X**

Date:

**NOTE:** All unmarried parents or parents wishing to establish paternity outside of marriage must also complete the separate **"Acknowledgment of Paternity Worksheet"** in order to establish paternity for the biological father.



**NOTE:** Married parents **DO NOT** complete this form unless you are establishing paternity outside of marriage. Refer to "establish paternity" information sheet or speak with a Birth Certificate Coordinator (504) 503-5031 for more details about establishing paternity.

**SECTION I. CHILD'S INFORMATION** (As it appears on the Birth Certificate Worksheet)

Child's Last Name:	Child's First Name:
Child's Middle Name:	Child's Suffix (Jr., Sr., II, III, etc.)

**SECTION II. MOTHER'S INFORMATION**

Mother's Employer's Name: <input type="checkbox"/> Currently Unemployed	Mother's Occupation / Job Title:
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<b>Mother's Employer's Address:</b> Address: _____ Suite # _____ State: _____	
Parish/County: _____ City: _____ Zip: _____	

Does mother have <b>private</b> health insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, Name of Insurance Company: _____	Policy Number: _____
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**SECTION III. BIOLOGICAL FATHER'S INFORMATION**

<b>Father's Home Address:</b> Address: _____ Apt. # _____ State: _____		
Parish/County: _____ City: _____ Zip: _____		
Father's Employer's Name: <input type="checkbox"/> Currently Unemployed	Father's Occupation / Job title: _____	

<b>Father's Employer's Address:</b> Address: _____ Suite # _____ State: _____		
Parish/County: _____ City: _____ Zip: _____		
Does Father have <b>private</b> health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, Name of Insurance Company: _____	Policy Number: _____

**SECTION IV. FATHER'S GUARDIAN\* (If father is under 18 years of age at time of baby's birth)**

Father's Guardian's Last Name:	Father's Guardian First Name:
Father's Guardian's Middle Name:	Father's Guardian's Suffix: (Jr., Sr., II, III, etc.)

<b>Father's Guardian's Address:</b> Address: _____ Apt. # _____ State: _____		
Parish/County: _____ City: _____ Zip: _____		

**SECTION V. HUSBAND / EX-HUSBAND (If Mother was married at time of conception (within 300 days))**

Husband / Ex-Husband's Last Name:	Husband / Ex-Husband's First Name:
Husband / Ex-Husband's Middle Name	Husband / Ex-Husband's Suffix: (Jr., Sr., II, III, etc.)

<b>Husband's Address:</b> Address: _____ Apt. # _____ State: _____		
Parish/County: _____ City: _____ Zip: _____		

