

Vital Signs

Monitoring data, checking accuracy, and taking the temperature of paternity success

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Today we'll discuss:

- The vital partnership between child support & vital records
- Voluntary paternity establishment and impact on birth records
- Identifying & fixing birth records
- Data practices & data sharing
- Fees, certificates, & options
- Making changes to records
- What's next



A partnership serving Minnesota families



Minnesota Department of **Human Services**

- MDH Office of Vital Records maintains birth/death records
- Maintains the system that documents parentage
- Files and documents the parentage forms
- Updates birth records from parentage forms and court orders
- Wants accurate and complete birth records.
- DHS – CSD administers the child support program
- Parentage and birth records are essential to our services
- Provides and maintains the parentage forms
- Uses parentage information to maintain and enforce child support cases
- Needs accurate and complete birth records to provide services

MDH & DHS: a vital partnership

Laws require & solidify our child support/vital records relationship

Code of Federal Regulations (45 CFR 302.31)

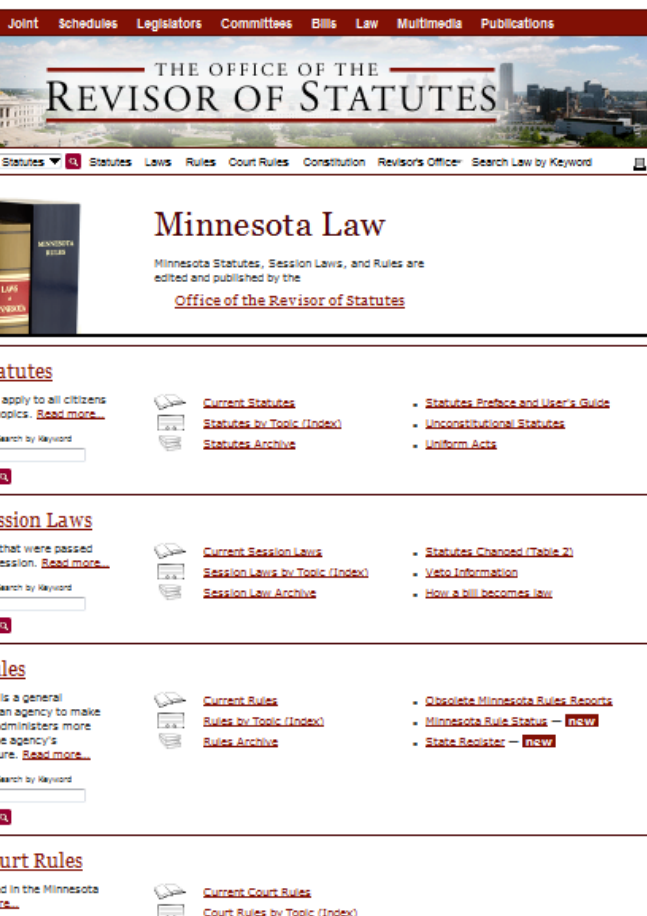
MN Statute sections 257.34, 52-55, 73, 75

MN Statute 144.2252, 144.226

DHS-MDH & CSD-OVR inter-agency agreement



MIN Statutes & Rules govern our work



The screenshot shows the homepage of the Minnesota Office of the Revisor of Statutes. At the top is a navigation bar with links: Joint, Schedules, Legislators, Committees, Bills, Law, Multimedia, and Publications. Below this is a banner with the text "THE OFFICE OF THE REVISOR OF STATUTES" and a cityscape image. A secondary navigation bar includes links for Statutes, Laws, Rules, Court Rules, Constitution, Revisor's Office, and a search function. The main content area is titled "Minnesota Law" and states that Minnesota Statutes, Session Laws, and Rules are edited and published by the Office of the Revisor of Statutes. It features three main sections: Statutes, Session Laws, and Rules, each with a brief description and a search bar. The Statutes section includes links for Current Statutes, Statutes by Topic (Index), Statutes Archive, Statutes Preface and User's Guide, Unconstitutional Statutes, and Uniform Acts. The Session Laws section includes links for Current Session Laws, Session Laws by Topic (Index), Session Law Archive, Statutes Changed (Table Z), Veto Information, and How a Bill becomes Law. The Rules section includes links for Current Rules, Rules by Topic (Index), Rules Archive, Obsolete Minnesota Rules Reports, Minnesota Rule Status (marked as new), and State Register (marked as new).

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www.revisor.mn.gov

ital Record contract & connections





Vital Records—IV-D Comparison

No federal law (unlike IV-D programs)

No system certification

Contracts encourage collection and reporting

MDH Center for Health Statistics analyzes vital records data and publishes reports

Data is important to public health/baseline for many programs

MN Data Practices limits data sharing

Data coded by CDC before considered final

CDC-National Center for Health Statistics compiles data from 57 jurisdictions

Standards and model law encourage uniformity among jurisdictions



IDH-DHS inter-agency agreement

Reviewing parentage documents

Filing parentage documents

Issuing certified documents

Sharing data

Integrating & maintaining functions within the system

Providing system access

Collaborating to educate key audiences

Minnesota Registration & Certification System (MR&C)

MN's electronic vital records system

- Registers births at hospital
- Registers deaths at funeral establishment
- Securely maintains vital records
- Allows for certificates issuance statewide
- Allows for corrections & amendments
- Creates a historical audit trail
- Is web-based, real-time
- Integrates images with data
- Automates reporting & data sharing



Birth Registration step by step

Hospital registers the birth (within 5 days of birth)

- Mother provides demographic information
- Hospital gathers medical information

ROP explained & offered to unmarried couples

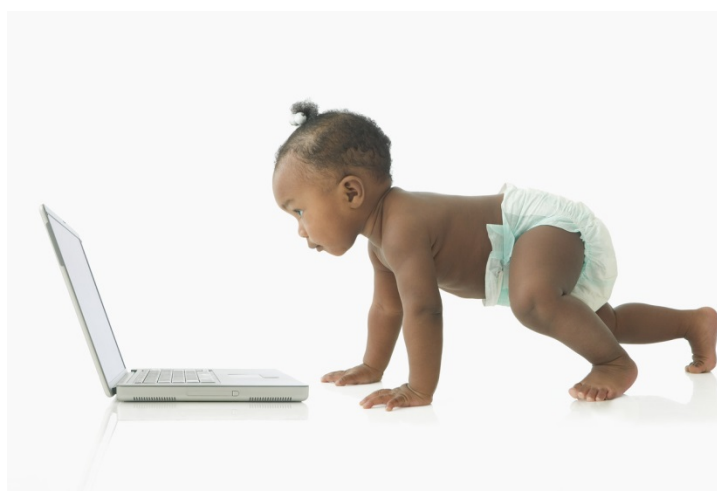
ROP printed from MR&C

Signed & notarized

Faxed to MDH

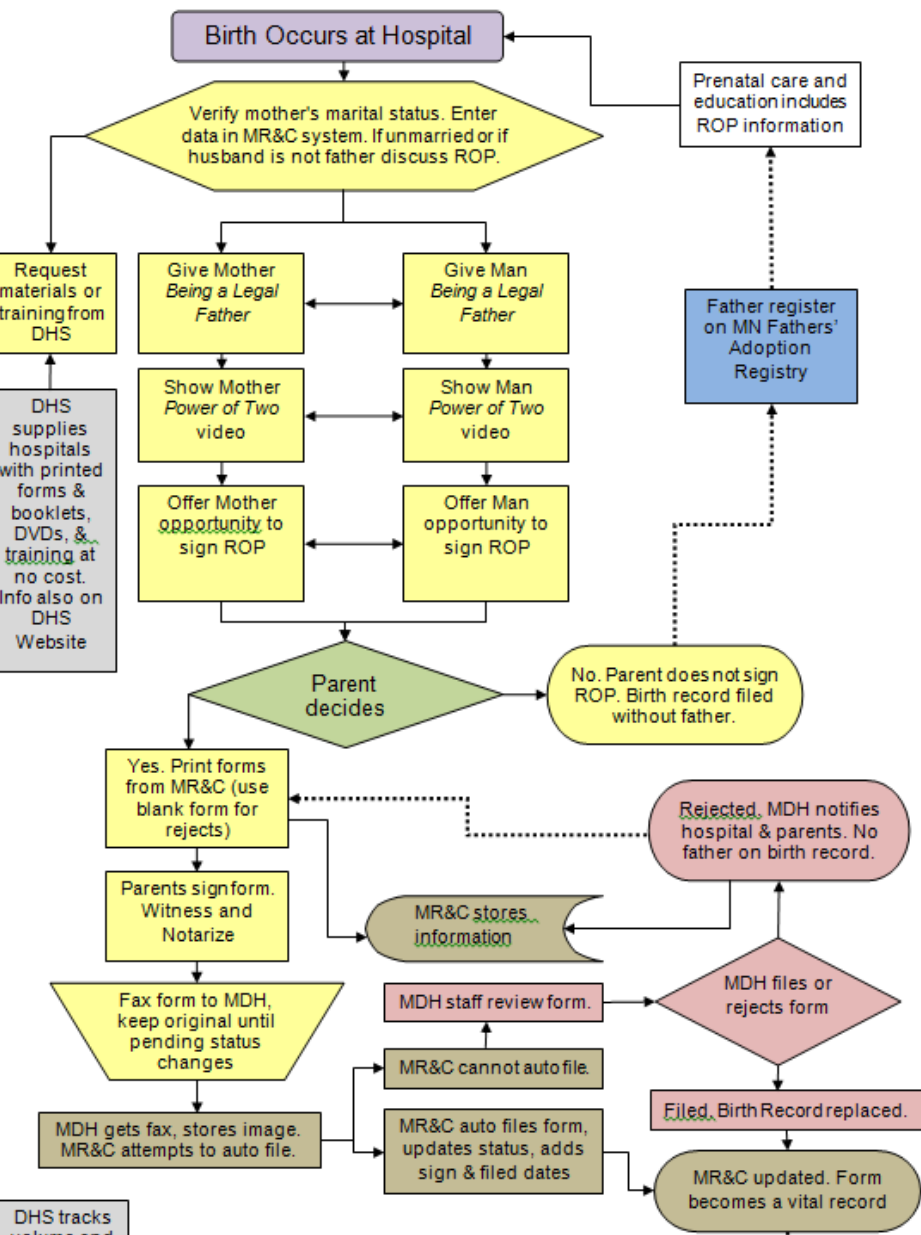
Imaged and filed at MDH

Linked to the birth record



Hospital ROP process

Handout available



Marital status

Mother reports her marital status; proof or documentation is not required

If married in another country before immigrating to US = Married

If married in US without a license/certificate = unmarried

Mother provides the information about the other parent



Same-sex Parents

Same-sex married couples receive same parentage benefits and responsibilities as heterosexual married couples

Birth mother must be registered as parent unless a court order instructs otherwise

Same-sex unmarried couples cannot sign an ROP

SNPS applies to all married couples (with ROP)





ame-sex Parents

Birth records have contained same-sex parents long before the 2013 marriage legislation

- Adoptions
- Surrogacies

In MR&C parent fields are labeled Mother & Father (viewable only to system users)

Certified birth certificates list both the Mother & Father as “Parent”

OPs filed at the hospital

ROP & SNPS (HNPS) forms are integrated in
TR&C System:

System auto-fills data on forms

Data on forms exactly matches birth record

Faxed to & imaged by MDH

DHS Bar-coded for form recognition

Sequenced to for automated filing

Allow 10-days to file

Erases father's information if ROP
not filed within 10-days





ROPs filed at the hospital

Hospital-generated ROPs result in the original birth record having a legal father.

Integrating the ROP & SNPS (HNPS) in MR&C:

- Eliminates data entry errors
- Reduces number of rejections
- Automatically file within minutes
- Engages fathers from birth
- Results in higher quality data



OPS filed after a birth record exists

Faxed to and imaged by MDH

Require MDH staff review

Require father's data to be entered by MDH

REPLACE original birth record



OP review at MDH

MDH staff review parentage documents and file or reject them. Staff check for:

- Completeness

- Alignment with birth record

- Notarized, dated signatures

- Cross-outs or corrections

≈ 2-4 day turnaround time





From Paper to Electronic Records

- Minnesota a leader among jurisdictions
- MDH implemented electronic birth registration in 2001 (VRV2000)
- MDH launched its current web-based system in 2011 (MR&C)
- Data elements differed over time
- Technology changed over time
- MDH has entered paper records into the electronic system back to 1935



ROP File Date Affects Data on Records

IN's vital records system has evolved over time.

Birth records are affected by how/when ROP files:

- ROP filed at the hospital

- ROP filed >10 days after birth

- ROP filed between 2001 – 2011

- ROP filed before 2001



OPs Pre-2001

Submitted to MDH by U.S. mail

Documents filed by staff

Documents associated with “paper” birth records

Images linked in MR&C

All data not viewable in MR&C

- Birth record history
- ROP sign dates



OPs 2001 - 2011

Submitted to MDH by U.S. mail and by fax

Documents imaged

Documents associated with electronic birth records

Images linked to birth records

Data viewable in the MR&C System varies

- Birth record history
- ROP sign dates



OPs 2011 - Current

Faxed to MDH

Imaged automatically from fax

Associated with electronic birth records

Linked to birth record in MR&C

Data is viewable

- Birth Record audit history
- ROP sign dates captured



Customer Service and Assistance

MDH works with the child support program to assist in case management:

- Online ordering for certified ROPs
- ROPS for out-of-state births forwarded
- Direct access to the MR&C system
- Data files sent to DHS for matching with PRISM
- Paternity documents integrated with MR&C
- Paternity document processing, filing, storage
- Parent/CSO/hospital follow up on rejections
- Support available via phone and e-mail



Coming soon! ROP Phone verification

CSD Policy change

Applies only to child support workers

Available after checking PRISM & MR&C

Call MDH Office of Vital Records for:

- Confirmation of ROP or SNPS
- ROP/SNPS sign and file dates
- Verification of revocations

AVAILABLE ONLY BY PHONE
NO E-MAIL INQUIRIES PLEASE





OP-Paternity Phone Assistance

- Verification of adjudications
- Follow up on problems
- Confirmation for receipt of faxed documents—
NOTE THE DATE AND TIME FAXED to assist in tracking
- Reporting of suspected fraud

MDH limits phone verifications to
child support workers only.



MDH Customer Assistance for Child
support workers.

Please call **Jim** first: **651-201-4981**

If he is unavailable, call **Maria**: **651-2015074**

Ordering certified ROP copies

Online MDH website

<1 week process time

No pre-payment
required

Invoice sent with ROP
to county contact

www.health.state.mn.us/divs/chs/osr/childsupport/index.html

MDH Minnesota
Department of
Health

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**Information for
County Child Support
Agencies**
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[Related Information Links](#)
[Request a certified copy of
a ROP form](#)

**Information about Adding the Father to a Birth
Record for County Child Support Agencies**
RECOGNITION OF PARENTAGE REQUEST FORM

The Recognition of Parentage program began in 1994. Parents may have completed a Declaration of Parentage form for births that occurred on or after August 1, 1995. Please note that we will not verify if an affidavit is on file. To verify this you must request a certified copy of a ROP form. To request a certified copy of a ROP form, please submit the following. Please note that there is a fee of \$10.00 for each request.

Requester's Name:	<input type="text"/>
Child's Last Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
County of Birth:	<input type="text"/>
Mother's First Name:	<input type="text"/>
Mother's Maiden Name:	<input type="text"/>
Father's First Name:	<input type="text"/>
Father's Last Name:	<input type="text"/>
Requester's First and Last Name:	<input type="text"/>
Requester's County IV-D Agency:	<input type="text" value="Select IV-D Agency"/>
Requester's email address:	<input type="text"/>
Requester's phone number:	<input type="text"/>



ata sharing

Daily file from MR&C to DHS

- Select data sent electronically
- Stored in the DHS data warehouse
- Includes all new birth records
- Includes updates/corrections/amendments to birth records
- PRISM looks for matches for children on IV-D cases

Data for child support use only

Child Support MR&C access



Provides direct and real-time information

Provides a view to all electronic birth records

- View-only access supplements PRISM interface
- User agreement and logon required
- Available only to child support workers for child support purposes

Access maintained & monitored by DHS

- Contact DHS security for access/password help
- (651) 431-4400



Birth Records and MR&C

System allows user to:

Search for current and replaced records

View summary data

See limited history of changes to records

Find info relevant for child support functions

- Locating parents
- Establishing paternity
- Verifying parentage
- Preparing court documents

Birth Record Summary—look for...

[Back to](#)

Record Summary

CONFIDENTIAL/RESTRICTED ACCESS***

Name:	ZIPPY ASTRO JETSON SR.	State File Number	2011-MN-600563
		Date filed:	04/05/2011
Event	01/19/2011	Time of birth:	0100 AM
	MALE	Birth weight:	7 pounds 2 ounces
Name:	METHODIST HOSPITAL	ROP Status:	2/8/2011
Street address:	6500 EXCELSIOR BLVD PO BOX 650	Associated Documents:	
City of birth:	SAINT LOUIS PARK		
County of birth:	HENNEPIN		
Gender:			
Full name:	JUDY EILEEN JETSON	Mother place of birth	BIG SKY, MONTANA, UNITED STATES
Maiden name:	JUDY EILEEN JETSON		
Date of birth:	06/18/1989		
Full name:	FREDERIC GEORGE FLINTSTONE	Father place of birth:	FLINT, MICHIGAN, UNITED STATES
Date of birth:	5/3/1972		

Summary

[Back to search](#)

Summary

TIAL/RESTRICTED ACCESS***

ZIPPY ASTRO JETSON SR.

State File Number

2011-MN-600563

Date filed:

04/05/2011

01/19/2011

Time of birth:

0100 AM

MALE

Birth weight:

7 pounds 2 ounces

METHODIST HOSPITAL

ROP Status:

2/8/2011

Address:

6500 EXCELSIOR BLVD PO BOX 650

Associated Documents:

SAINT LOUIS PARK

HENNEPIN

Line:

JUDY EILEEN JETSON

Mother place of birth

ANA, UNITED STATES

Line name:

JUDY EILEEN JETSON

Birth:

06/18/1989

Line:

FREDERIC GEORGE FLINTSTONE

Father place of birth

FLINT, MICHIGAN, UNITED STATES

Birth:

5/3/1972

"View birth record"

ROP sign dates

record

ZIPPY ASTRO JETSON SR.		State file number:		2011-MN-600563	
01/19/2011		Legal filing date:		04/05/2011	
FILED		Address verification status:		FAILED	

th
n

Child's Medical Information

Mother's Demographic Information I

Mother's Demographic Information II

Father's Demographic Information

Mother's Medical Information I

Mother's Medical Information II

Finalize Record

n

ed ROP form

ed ROP form

in Action

ind marital status

record

ZIPPY ASTRO JETSON SR. 01/19/2011 FILED		State file number: 2011-MN-600563 Legal filing date: 04/05/2011 Address verification status: FAILED				
Child's Medical Information	Mother's Demographic Information I	Mother's Demographic Information II	Father's Demographic Information	Mother's Medical Information I	Mother's Medical Information II	Finalize Record
at time of conception, birth or anytime in between?*		Will paternity form(s) be submitted with this birth registration?*				
<input type="text" value="NO"/>		<input type="text" value="YES"/>				

educational information

Marital Status Change Needed

Use MDH Request to amend marital status form

changing status not used to eliminate fathers

changes may affect what prints on the birth certificate certification items)

changes to certification items are amendments & \$40 fee applies



REQUEST TO AMEND MARITAL STATUS ON A BIRTH RECORD

This application must be notarized.

Please complete all information. If the parents are not married, return this application with a completed Recognition of Parentage form to add the father to the birth record.

To identify the birth record to be amended, enter the following information as it CURRENTLY appears on the record.

REGISTRANT'S FIRST NAME		MIDDLE NAME		LAST NAME ON BIRTH RECORD
BIRTH MONTH	BIRTH DAY	BIRTH YEAR	SEX	CITY AND COUNTY OF BIRTH
MOTHER'S FIRST NAME		MIDDLE NAME		MAIDEN NAME
FATHER'S FIRST NAME		MIDDLE NAME		LAST NAME

We are the parents named on the birth record identified above. Please change the marital status (check one):

- ☐ from "married" to "not married".
- ☐ from "not married" to "married".

PENALTIES: Any person who willfully and knowingly supplies false information used in the preparation of this amendment is guilty of a misdemeanor or a gross misdemeanor (Minnesota Statutes, section 144.227).

Signed or attested before me on:

_____ Date	_____ Signature of Mother
_____ Notary Public	_____ Name of Mother - Please print or type
My commission expires: _____	_____ Street Address
	_____ City, State, Zip
	_____ Telephone Number _____ Date of Birth

Signed or attested before me on:

_____ Date	_____ Signature of Father
_____ Notary Public	_____ Name of Father - Please print or type
My commission expires: _____	_____ Street Address
	_____ City, State, Zip



Marital Status Change Needed

Changing married to unmarried

- Allows for ROP filing
- ROP for same father—no change to certification item—not an amendment—no fee

Changing unmarried to married

- Adds a father—change to certification item—is an amendment—requires \$40 fee
- Requires:
 - notarized statement from both parties
 - Proof of marriage
 - Father's birth certificate to add his date & place of birth (optional)

Paternity Adjudications

Court order language varies

Inconsistent filing with MDH to replace birth records

- Courts do not notify MDH
- Child support office may or may not notify MDH
- Parents may or may not notify MDH
- No routine data sharing

MDH requires:

- Court order (certified copy)
- \$40 fee

MDH replaces birth record consistent with finding in the order





Paternity Adjudications Tips

When preparing court documents check MR&C for correct names, DOB, and parentage

Assure that child name on court documents matches the name in MR&C

Specify all data items that should be changed on the birth record—make sure that the findings are clear

File the certified court order with MDH to assure that the legal father is reflected on the child's birth record

Pay the fee



Secure the Data and the Paper

Birth Certificates are used to prove identity

Birth Certificates can give access to:

- Public benefits
- Driving privileges
- Citizenship
- Passports/travel
- Competitive sports (little league/hockey/etc. age verifications)
- Other legal and financial opportunities



Secure the Data and the Paper

Certificate and Security Paper must be secured
to prevent fraud

Assure documents are originals

- Security paper special features – raised printing, fibers, watermarks, etc.
- Secure storage, transport and handling

Tangible interest required to buy a certificate

Data Practices authorizes who can have the data



Secure the Data and the Paper

MDH makes securing data a priority

Birth/death record matching

User Agreements for System Access

Audit trails to track who looks up records, views records, and what specific data they view

Encrypted and secure e-mails

No verification of data over the phone (child support workers are an exception)

MN Fathers' Adoption Registry

Created in 1998, maintained by MDH
Allows putative father/possible putative father
to register to state his interest in a child



- Register any time after conception
- Register within 30 days of birth to preserve adoption notification

Required registry search for all MN adoptions
Provides a safety net for fathers and adoptive families
Used to notify possible fathers of pending adoptions
Can be used as a IV-D location tool
Free search for child support purposes

Who can get certificates & why

Intangible interest regulates certificate issuance

Public records

- Public viewing stations

Confidential records – unmarried records only

- If mother doesn't request public record – at birth – record will be confidential
- Limited access
- Father must be on record to get certificate





Tangible interest

Minnesota law determines who has tangible interest to get vital record certificates.

Representatives of DHS may have birth data for the following reasons:

- Child support enforcement

- Purposes of administering medical assistance, general assistance medical care, and the MinnesotaCare program

- Other public health purposes as determined by the Commissioner of Health (MDH)



Vital Record Documents & Fees

Birth certificates	\$26
▫ Additional copies	\$19
Certified ROPs	\$ 9
Non-certified birth transcripts	\$13
Birth verifications	\$ 9

Fees are in statute and required by MN Rule
601.0400

ital Records Fee Distribution

Birth Certificate	\$26	Fee		BC Additional Copy	\$19	Fee
certified copy		\$9		certified copy		\$2
OVR surcharge		\$4		OVR surcharge		\$4
Children's Trust Fund		\$3		DHS Children's Trust Fund		\$3
eral fund bc surcharge		\$10		general fund bc surcharge		\$10
		\$26				\$19
-Certified copy Birth Certificate	\$13	Fee		Certified Statement of No Birth Record Found	\$16	Fee
certified copy		\$9		certified copy		\$9
OVR surcharge		\$4		OVR surcharge		\$4
Children's Trust Fund		\$0		DHS Children's Trust Fund		\$3
eral fund bc surcharge		\$0		general fund bc surcharge		\$0
		\$13				\$16
Death Certificate	\$13			Death Additional Copy	\$6	
certified copy		\$9		certified copy		\$2
OVR surcharge		\$4		OVR surcharge		\$4
Children's Trust Fund		\$0		DHS Children's Trust Fund		\$0
eral fund dc surcharge		\$0		general fund dc surcharge		\$0

Birth Record Documents

Non-certified birth transcripts

Consider other documents
that will meet your needs

Full names

Dates of birth

Places of birth

Saves money—half the
cost of a birth certificate
(\$13)

Does NOT prevent
corrections like certificate
issuance does

NON-CERTIFIED RECORD OF BIRTH FOR ADMINISTRATIVE USE ONLY					
STATE FILE NUMBER	2011-MN-600563	DATE FILED	APRIL 05, 2011	PUBLIC RECORD	N
FIRST NAME	ZIPPY				
MIDDLE NAME	ASTRO				
LAST NAME	JETSON				
ALIAS					
DATE OF BIRTH	JANUARY 19, 2011	TIME OF BIRTH	01:00 AM		
SEX	MALE	BIRTH WEIGHT	7 pounds 2 ounces		
PLURALITY	SINGLE				
COUNTY OF BIRTH	HENNEPIN				
CITY OR TOWNSHIP OF BIRTH	SAINT LOUIS PARK				
PLACE OF BIRTH	HOSPITAL				
FACILITY/ADDRESS	METHODIST HOSPITAL 6500 EXCELSIOR BLVD PO BOX 650, SAINT LOUIS PARK, MINNESOTA, UNITED STATES				
ATTENDANT	ROGER W RHODES				
TITLE	M.D.				
MAILING ADDRESS	15111 TWELVE OAKS CTR DRV MINNETONKA, MINNESOTA, 55345				
PARENT/MOTHER'S NAME	JUDY EILEEN JETSON				
MAIDEN SURNAME	JUDY EILEEN JETSON	MARITAL STATUS	UNMARRIED		
DATE OF BIRTH	JUNE 16, 1969	BIRTH PLACE	MONTANA		
RESIDENCE	2450 RIVERSIDE AVE, MINNEAPOLIS, MINNESOTA, UNITED STATES 55435				
COUNTY	HENNEPIN	INSIDE CITY LIMITS	YES		
MAILING ADDRESS	3452 BOULDER CREEK RD, MINNETONKA, MINNESOTA, UNITED STATES 55435				
PARENT/FATHER'S NAME	FREDERIC GEORGE FLINTSTONE				
DATE OF BIRTH	MAY 03, 1972	BIRTH PLACE	MICHIGAN		



hanging records - terminology

Correct* before 1 year or issuance

- Hospital or county issuance office

Amend* after certificate issuance/1 year from birth

- Only at MDH
- \$40 fee & documentation required

Replace by court order

\$40 fee & documentation required

Replace with ROP filed >10 days

laws changed 8/1/13



Information Sharing



What data do we get from MR&C?

How does information get from MR&C to PRISM?

How does PRISM use the data from MR&C?

What to do when the interface doesn't work.

Upcoming enhancements for the Child Support Division and the Office of Vital Records.

Data items sent from MDH to DHS

Interface Data:

Participant information

Birth records

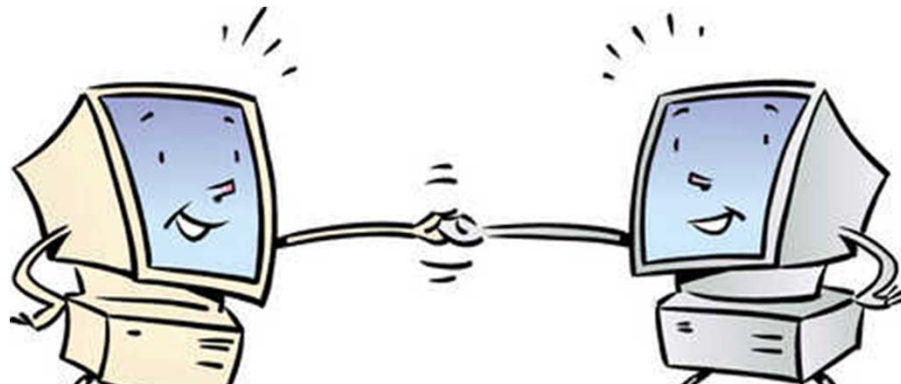
Recognition of Parentage

Spouse's Non-Parentage Statement

Modifications due to later filed ROP, SNPS, or
court adjudications

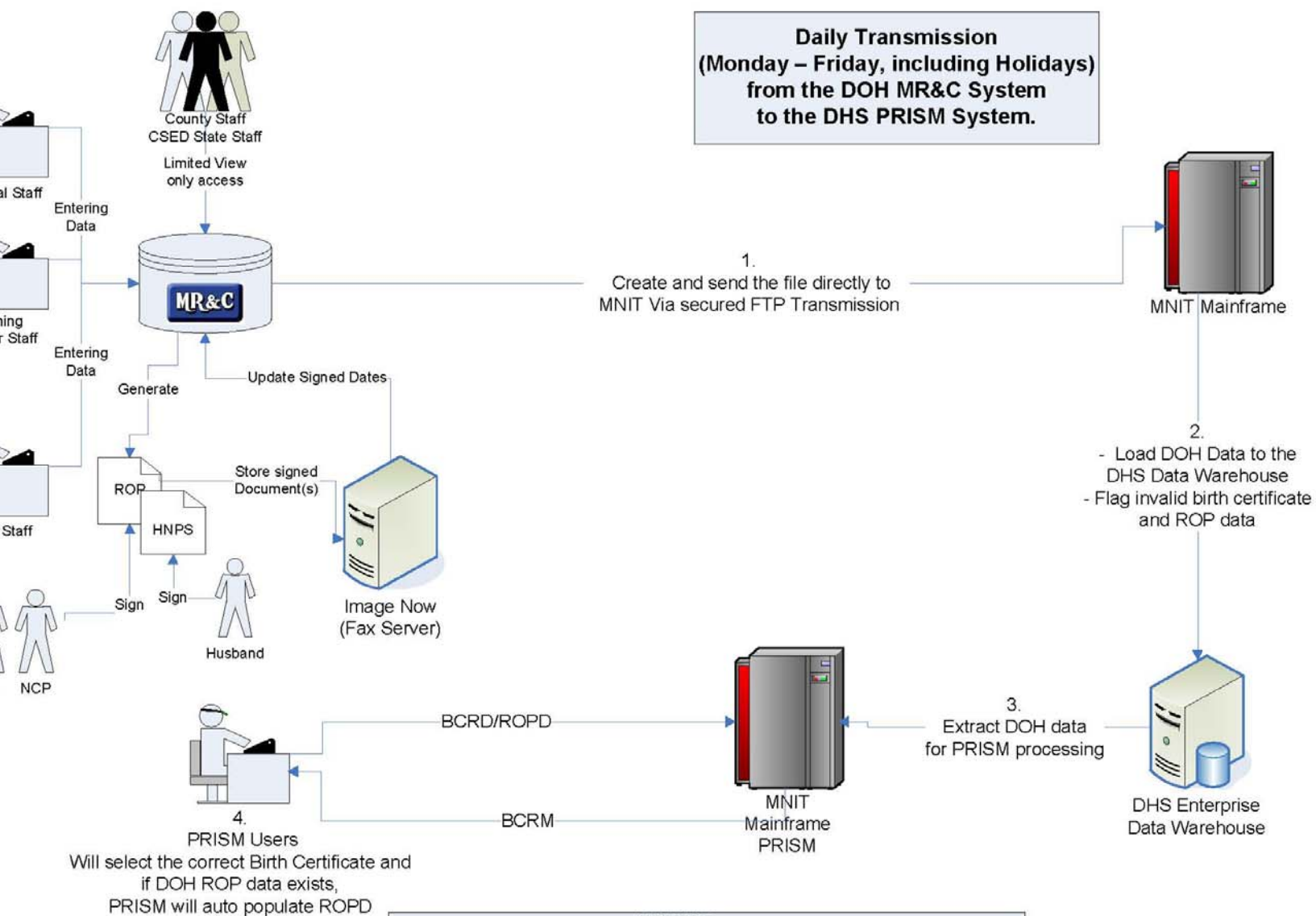
MR&C Read-Only Data

Viewing of records



How does information get from MR&C
to PRISM?





Vital Record Data and PRISM

PRISM searches for matches

- Child's first and last name and DOB
- First four of child's first/last name and DOB and mother's SSN
- 180 day search

BCRM / BCRD

More detail on BCRD

ROPD automatically updates

Subsequent modifications update automatically

- Alerting the CSO with worklists





What to do when the interface doesn't work?

Is the child born before 01/01/2001?

- If yes, than you won't receive data from the interface.
- If you have an ROP follow the new process to have the state add it to PRISM.

Check MR&C

- No record found, was the child born in Minnesota?
- Record found, check for accuracy.

Contact the CSD Help Desk

- Submit the “State Office Question – Child Support” use form for questions about birth records that haven't interfaced.
- To request an ROP be added manually added to PRISM submit the “ROPD Manual Update Request” use form.

New Developments from DHS:

CSD policy change and
process for adding ROP
records that did not
interface with PRISM
MDH phone verifications
Gender Neutral language
changes to the Husband's
Non-paternity Statement.



What's
new?



ew! Phone verification

Upcoming CSD policy will permit phone (verbal) verification of ROP file/sign dates

Policy will include directions on how and when to contact MDH.

New CAAD note for documenting contact with MN Vital Records.

Eliminating the need to order, pay for, & provide the CSD Help Desk with certified copies of MN ROP forms filed in MN.



Minnesota Voluntary Recognition of Parentage Spouse's Non-parentage Statement

Signing the Spouse's Non-parentage Statement (SNPS) ends the legal relationship between a presumed parent and a child when a Recognition of Parentage (ROP) form is also signed and filed with the Minnesota Department of Health, Office of Vital Records.

Notes:

SNPS is voluntary. This is a legal document. By signing the SNPS, in conjunction with a valid ROP, the presumed parent can be removed from the child's birth record and the biological father's name will be added to the child's birth record.

Read the form carefully or have someone read it to you. If you do not understand any part of the SNPS, ask for help or get answers to your questions before you sign this form.

The SNPS can only be signed by the presumed parent and you want to end your legal relationship with a child who was born during your marriage within 280 days after your divorce to the child's mother:

• The SNPS contains the information requested on the SNPS

• The SNPS contains names and information that match the child's birth record

• You must sign a new form if you make a mistake. Do not cross out words or make corrections

• You must sign the SNPS in front of a notary public

• You must file the SNPS with the Minnesota Department of Health within one year after the child's birth.

Completed form to 651-215-5834.

• To fax this form, mail it to:

Minnesota
Department of Health
Office of Vital Records

- The Husband's Non-paternity Statement (HNPS) is now "Spouse's Non-parentage Statement" (SNPS).
- In response to the same sex marriage legislation.
- Only the birth mother's husband or wife can sign it.





Forward Vision—MDH Next Steps

Solid Relationship between Agencies

Dedicated and industrious staff

Commitment to provide service to Minnesotans

Desire to help families

Many opportunities to overcome challenges

- Improved customer service
- Streamlined processes
- Value-added policies
- System enhancements



What's Next?

from MDH:

- Increased security

- Annual user agreement

- Improvements to the MR&C Birth Record Summary

- Fewer barriers to filing paternity adjudications

- Faster processing & fulfillment of customer requests

- Improved communication

- System changes and enhancements

- Automated password resets

- Targeted training

- Improved reporting & performance management tools

Record Summary

Name: XXXXXX X XXXXXX

State File Number XXXX-XX-XXXXXX

Date filed XX/XX/XXXX

Event XX/XX/XXXX

Time of birth XXXX XX

XXXXXX

Birth weight: XXXXXXXX

Name: XXXXXX

ROP Status:

Address:

Associated Documents:

h:

Death State File Number

Birth:

Security Indicator

r:

l name:

Mother place of birth

Maiden name:

te of birth:

name:

Father place of birth:

Summary

Death State File Number:

: XXXXXX X XXXXXX

t XX/XX/XXXX

XXXXXX

: XXXXXX

address:

th:

nt One full name:

nt One maiden name:

nt One date of birth: XX/XX/XXXX

nt One place of birth:

nt Two full name:

nt Two date of birth: XX/XX/XXXX

Security Indicator:

State File Number: XXXX-XX-XXXXXX

Date filed: XX/XX/XXXX

Time of birth XXXX XX

Birth weight: X pound XX ounces

ROP file date: XX/XX/XXXX

Mother sign date: XX/XX/XXXX

Father sign date: XX/XX/XXXX

SNPS file date: XX/XX/XXXX

SNPS husband sign date: XX/XX/XXX

ROP Rescind/Revoke date: XX/XX/XXXX

Mother/Parent One married: YES/NO

Paternity Adjudication #: XXXXXXXX

County filed: XXXXXXXX

File date: XX/XX/XXXX

Office of the State Registrar Minnesota Department of Health CERTIFICATE OF ADOPTION			
Information requested on this form is necessary to register a replacement birth record in the new name of the adopted child according to Minnesota Statutes, section 144.218.			
ADOPTIVE PARENTS Name, date of birth, and type. Do not leave blank. Provide all requested information for both parents. Write "Not applicable" for information. Please indicate type of adoption by appropriate box. Parent Parent Adoptive Parent	ADOPTIVE FATHER OR PARENT ONE INFORMATION		
	First	Middle	Last
	Date of Birth:	Birthplace (State or foreign Country):	
	ADOPTIVE MOTHER OR PARENT TWO INFORMATION		
	First	Middle	Maiden
	Date of Birth:	Birthplace (State or foreign Country):	
	Mother or Parent Two's address at time of child's birth		
	Street Address	City	State/Zip
BIRTH CERTIFICATE Information requested on this form is necessary to register a replacement birth record in the new name of the adopted child according to Minnesota Statutes, section 144.218.	FEES AND APPLICATION FOR A BIRTH CERTIFICATE		
	Minnesota Statutes, section 144.225, subdivision 1, require a \$40 fee for registering a replacement birth record. Submit the \$40 fee to register the replacement record with Certificate of Adoption. Minnesota Statutes, section 144.225, subdivision 1 and Minnesota Rules, part 4601.0400, subpart 2, require fees for birth certificates, \$26 for the first certificate and \$19 for each additional certified copy of the same record issued at the same time. A completed and notarized application for a birth certificate demonstrates tangible interest as required by Minnesota Statutes, section 144.225, subdivision 7, and Minnesota Rules, part 4601.2600. The application may be found on the Minnesota Department of Health's web site at www.health.state.mn.us . Click on Certificates and Records. You may submit the application for a certificate and required fees with the Certificate of Adoption.		
CHILD AND BIRTH Please print or type. Do not leave blank. Provide all information for both parents. If information is incomplete or missing information, the Department of Health may not be able to issue a birth record. Replacement record is original birth record is confidential and is subject to court order or Minnesota Statutes, section 144.225, subdivision 7.	INFORMATION ABOUT THE CHILD AT THE TIME OF THE BIRTH		
	First	Middle	Last
	Date of Birth	Sex	City or Township of Birth
	County of Birth	State or Foreign Country	
	NAME OF THE BIRTH MOTHER		
	First	Middle	Maiden
	NAME OF THE BIRTH FATHER (IF LISTED ON THE BIRTH RECORD)		
	First	Middle	Last
COURT The court of the county location proceedings completes this section the Certificate of Adoption. Signature, date, and type. Do not leave blank the court's seal.	CERTIFICATION		
	I certify that the child identified in part 3 was adopted by the parent(s) identified in part 1 and that the court has decreed the child's name to be:		
	First	Middle	Last
	Date of the Adoption:	Court File Number:	
Signature:		Date Signed:	

Pattern a
Certificate of
Adjudication
Form after the
successful
Certificate of
Adoption Form
for use by all MN
Courts



Out-of-state Vital Records

Consider using EVVE—Electronic Verification of Vital Events System

The National Association for Public Health Statistics & Information Systems maintains an online electronic system that allows immediate confirmation of data on a birth certificate anywhere in the U.S. irrespective of the place or date of issuance.

Authorized Federal and State agency users via a single interface can generate an electronic query to any participating vital records jurisdiction throughout the country to verify data on a birth certificate or to request an electronic certification (in lieu of the paper birth certificate).

An electronic response from the participating vital records jurisdiction either verifies or denies the match with official state or jurisdiction records.

EVVE flags positive responses where the person matched is now deceased.

Queries can be generated and matched against 250 million birth records nationwide.

EVVE also supports the electronic verification and/or electronic certification of death.

Contact MDH for more information on using EVVE

Get the results you need

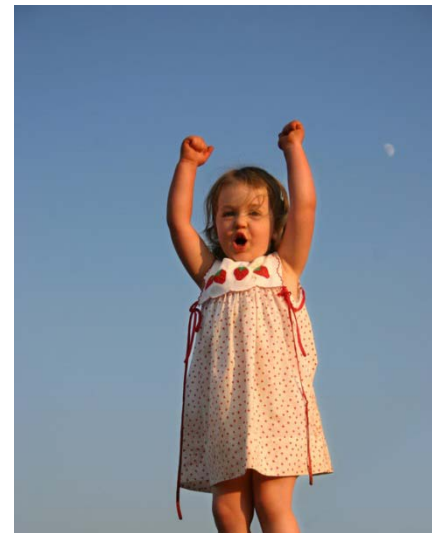
Understand legal & process limitations for records, data, certificates

Be clear about specific needs

“ROP” date = sign or file date

Follow CSD user documentation

Use your tools before contacting CSD and MDH





Thank you



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