

## Checklist for Registration of an Out of Institution Birth

Please utilize the following checklist to document evidence for all births occurring outside of an institution. Evidence from section 1, section 2, and either section 3 or 4 must be presented to completely fulfill the requirements of Rule 3701-5-16.

### Section 1: Evidence of Pregnancy

Please select one (1) that applies and attach supporting documentation to this list:

- A prenatal record or postnatal medical record consistent with the date of delivery, **OR**
- A statement from a physician or other health care provider (e.g., a registered nurse, nurse practitioner, public health nurse, licensed midwife, or EMS employee) qualified to determine pregnancy. Statement shall include mother's name, mother's date of birth, date of health exam, provider's signature, provider's printed name, signature date, and license number, **OR**
- A home visit exam by a public health nurse or other health care provider, **OR**
- \_\_\_\_\_ other evidence as accepted by the State Registrar  
(Please see listing on page 4 or use form on page 5) \*

### Section 2: Evidence that the infant was born alive.

Please select one (1) that applies and attach supporting documentation to this list:

- A statement from the physician or other health care provider who saw or examined the infant, **OR**
- An observation of the infant during a home visit by a public health nurse or health care provider, **OR**
- \_\_\_\_\_ other evidence as accepted by the State Registrar  
(Please see listing on page 4 or use form on page 5) \*

### Section 3: Evidence of the mother's presence in Ohio and proof of residence.

If the birth occurred outside of the mother's place of residence, please skip Section 3 and provide documentation for Section 4. Please select one (1) that applies and attach supporting documentation to this list:

- A valid driver's license, or a state issued identification card, which includes the mother's current residence on the face of the license or card, **OR**
- A recent rent receipt of any type of utility, telephone or other bill that includes the mother's name and address, **OR**
- A social service record at the time of the child's birth if the mother was receiving public assistance (e.g. WIC, food stamps, child support record), **OR**
- A recent bank statement that includes the mother's name and address, **OR**
- SUMMIT CO** \_\_\_\_\_ other evidence as accepted by the State Registrar.  
(Please see listing on page 4) \*

**Section 4: Evidence that the birth occurred outside of the mother's place of residence and proof of residence. If Section 3 has been completed, skip this section.** Please complete Part A, select one option from Part B, and attach supporting documentation to this request:

(A) An affidavit from the property owner of the premises where the birth occurred that the mother was present on those premises at the time of the birth (See page 6 for affidavit form)

**AND**

(B) A valid driver's license, or a state issued identification card, which includes the affiant's current residence on the face of the license or card, **OR**

A rent receipt of any type of utility, telephone or other bill that includes the affiant's name and address, **OR**

A social service record at the time of the child's birth if the affiant was receiving public assistance (e.g. WIC, food stamps, child support record), **OR**

A bank statement that includes the affiant's name and address, **OR**

\_\_\_\_\_ other evidence as accepted by the state registrar,

***Please Note: At the discretion of the State Registrar, additional evidence may be required to verify the facts of birth. If the required evidence is not available and the Local Registrar is not able to verify the facts of birth, the out of institution birth may be registered only by a court of competent jurisdiction.***