

Birth Certificate Instructions

Your midwife will provide you with the original copy of the birth certificate worksheet and an envelope addressed to the Missouri Department of Health and Senior Services, Bureau of Vital Records.

Before mailing the birth certificate please complete the following steps.

1. **Review the information** on the birth certificate worksheet to see that the information is correct. Please contact your midwife of any mistakes and she will send you a corrected version.
2. Decide if you would like an official “sealed” copy of the birth certificate for your records. This is the type that is needed for school enrollment, passports, etc. The cost for each copy is \$15. If you want one or more copies, fill out the form which will be provided by your midwife and have it notarized along with the birth certificate. Note, a copy can always be obtained later by contacting the Vital Records division of the Missouri Department of Health and Senior Services or in person at a local Missouri Health Department location.
3. **Notarize** the birth certificate worksheet on the bottom of the 1st page. This can be done at many locations. Many families have this completed at their bank, where the service is often free.
 - The signatures of TWO adults are required in the presence of a notary. These adults can be friends, family members, co-workers, etc. They do not need to have witnessed the birth. Please note: the parents of the baby CANNOT sign the birth certificate.
 - It is not typically required for the parents of the baby or the baby to be in the presence of the notary when it is signed, although we do recommend that one of the parents be available to go with the witnesses in case the notary has questions.
 - The birth certificate form is not to be signed by the witnesses until they are instructed to do so by the notary public. The witnesses will also be required to write in their full address.
 - The witnesses and the notary are required to use black ink. All information must be legible. And the notary’s stamp/commission must be current.

Please note, the birth certificate will not be filed by vital records if there is any use of “white out”, if any information has been crossed out (even if it is initialed), or if anything other than black ink has been used on the document. If there is an error made on the document in any step of the process please notify your midwife and she will send you a newly filled out birth certificate.

4. Consider making a photocopy or scanning the notarized birth certificate worksheet incase you need verification of the birth for your insurance company or other purposes.
5. Place the Birth Certificate Worksheet in the addressed envelope. If your are ordering a copy or copies of the birth certificate you can also include the Application for a Vital Record Form and a check for the copies you are ordering in the same envelope.
6. Mark your calendar with the date you mailed the form(s). You should receive the baby’s Social Security Card and any copies of the birth certificate you requested and paid for within 4-6 weeks. If you have not received the Social Security Card within 6 weeks please notify your midwife.

