

Requesting Out of State Birth Certificates – Key Points

Background:

To assist clinics in verifying citizenship of clients for the Family Planning Expansion Project (FPEP), the state Family Planning Program has undertaken a process to purchase birth certificates for Oregon residents born in another state. This will help clinics reduce the number of unresolved one-time only visits by clients who do not have access to their birth certificates. Below you will find more detailed information about the process.

Necessary Documents:

Document	Purpose
Flow chart	Describes request process
Matrix	Details state-specific request requirements
Authorization form	Authorizes client's release of certificate to state of Oregon
State-specific request form	Collects all pertinent client information necessary for request
Sample request log	Allows clinic to track requests

Key Points:

- Be sure to review *all* state-specific requirements included in matrix before asking client to complete the request form. Most states require the client's signature on the request form and a copy of their photo ID. Some states (e.g. California) require a notarized sworn statement. Other states (e.g. Arizona) require that individuals be at least 18 years of age to request a birth certificate. These requirements will be listed in the 'Requirements' column of the matrix.
- Many states' request forms include a space for the requestor to indicate a mailing address. Please be sure to remind the client *not* to complete this portion of the request. State staff will fill out this portion with the state mailing address. The column 'Additional Notes' of the matrix provides reminders about this.
- Once the client has completed the authorization form and the state-specific request form, take a few moments to review both documents to make sure they are complete. State Vital Records Offices will deny any request that does not have all of the required information. Therefore, it is essential that each request is carefully filled out and reviewed.

- Processing times for birth certificate requests vary widely by state. Some State Vital Records Offices take only 1-2 weeks to complete a request while others take as long as 12 weeks. Be sure to review the processing times listed for each state in the 'Additional Notes' portion of the matrix. Allow for an additional 2 weeks while the request is processed at the Family Planning office.
- Once the state Family Planning Program receives the client's birth certificate, state staff will update the client's citizenship status in the Ahlers Eligibility Database. If the client's proof of identity has already been verified by clinic staff, the database will automatically confer FPEP eligibility status to the client.
- State staff will send the original birth certificates to the appropriate requesting clinics. Clinic staff should offer the birth certificate to each client. If the client does not want the birth certificate, clinic staff should shred it immediately. However, for confidentiality purposes, teen clients will not be offered their birth certificates; originals will be stored at the state Family Planning Program office.

For rare cases in which family planning clients are interested in receiving FPEP services, but don't have an appointment yet:

- These clients, who do not have an FPEP number yet, may request out-of-state birth certificates. Screen these clients for eligibility and ask them to complete, sign and date an FPEP Enrollment Form. After they have completed the state-specific birth certificate request form and Authorization form, clinic staff should write 'pending' on the FPEP # line on the Authorization form. Clinic staff should then send all documents, including the FPEP Enrollment Form, to the state. Once the state receives the birth certificate, state staff will enter the enrollment information, including citizenship verification, into the FPEP eligibility database, thereby assigning them an FPEP number.



Oregon

Theodore R. Kulongoski, Governor

Department of Human Services

Public Health Division

Office of Family Health

800 NE Oregon Street

Portland, OR 97232-2162

EMERGENCY (503) 731-4030

Voice (971) 673-0355

FAX (971) 673-0231

TTY (971) 673-0372

Authorization to Release Birth Certificate

I, _____, authorize
Client Print Name

the state of _____ to release a certified copy of my birth certificate
Birth State Name

to the Oregon Family Planning Program with the Oregon Department of Human Services,

Public Health Division. Dated this _____ day of _____, _____.
Day Month Year

Client Signature

If required by the state of the request, please include notary signature and seal:

Notary Signature

Notary Seal

FOR CLINIC STAFF USE
Staff Name: _____
Project #: _____
Clinic #: _____
Client's FPEP #: _____

FOR STATE STAFF USE	
TO STATE VITAL RECORDS AGENT: I am entitled to receive a copy of the requested certificate and that documentation of a U.S. place of birth from the client's official birth record is required for the determination and the protection of the client's personal right to eligibility for family planning services provided under the Oregon Department of Human Services' Family Planning Expansion Project (FPEP) Medicaid waiver program. Once received, all client information will be kept strictly confidential as required by law. Please mail document to the address below:	
State of Oregon Family Planning Program	Date: _____
Oregon Department of Human Services	Staff Name: _____
800 NE Oregon St, Suite 850	Staff Signature: _____
Portland, OR 97232	
Phone: (971) 673-0356	
Fax: (971) 673-0231	

FPEP 1/2208



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FPEP Out-of-State Birth Certificate Request Flow Chart

