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POLICY TRANSMITTAL NO. 04-54	DATE: SEPTEMBER 28, 2004
CHILDREN & FAMILY SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

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TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:75-13-9.

EXPLANATION: Revisions to Instructions to Staff (ITS) only in Subchapter 13 of Chapter 75 reflect current procedures for requesting a full-certified copy of a birth certificate from the Oklahoma State Department of Health Division of Vital Records for a child in Oklahoma Department of Human Services (OKDHS) custody.

340:75-13-9 ITS only is revised to specify the Child Welfare (CW) worker's responsibilities when requesting a full-certified copy of a birth certificate, such as obtaining the signature of the child's mother, when possible, on Form VS 151, Application for Search and Certified Copy of Birth Certificate.

Original signed on 9-27-04

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Linda Smith, Director  
Children & Family Services Division

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Marilynn Knott, Administrator  
Office of Planning, Policy & Research

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WF # 04-Y (NAP)

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## **INSTRUCTIONS FOR FILING MANUAL MATERIAL**

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

### **REMOVE**

340:75-13-9

### **INSERT**

340:75-13-9, pages 1-3, revised 9-23-04

**340:75-13-9. Birth verification**

Immediately upon a child's placement in DHS legal custody, a certified copy of the child's birth certificate is requested. ■ 1 When the certificate is received, it is filed in the case record. It remains there until the child leaves DHS care, and it is given to the child or caretaker. Anytime the original certificate is needed, it is given to the youth or caretaker and a copy is retained in the same case record.

**INSTRUCTIONS TO STAFF**

1. (a) In-state birth certificates. To request a full-certified copy of a birth certificate from Oklahoma State Department of Health Division of Vital Records, the child's Child Welfare (CW) worker:

(1) utilizes Form VS 151, Application for Search and Certified Copy of Birth Certificate, located on Oklahoma Department of Human Services (OKDHS) InfoNet under Forms;

(2) types or legibly prints the required information pertaining to the child on Form VS 151, including the child's:

(A) full name at birth;

(B) date and place of birth;

(C) father's full name; and

(D) mother's full maiden name;

(3) obtains the mother's signature on Form VS 151 as the person making the application and providing permission for the release of the child's birth certificate. If the CW worker is unable to obtain the mother's signature, the worker:

(A) signs as the person making the application; and

(B) when there is reason to believe that both parents' names are not indicated on the original birth certificate, obtains and attaches to Form VS 151 a court order requesting release of the full-certified birth certificate;

(4) enters his or her name and county address as the mailing address on Form VS 151 in order to return the birth certificate to the appropriate person;

(5) mails original Form VS 151 along with a copy of valid, legal photo identification for the person signing Form VS 151 to Children and Family Services Division (CFSD) Resource Unit. CFSD sends Form VS 151 to Vital Records for processing; and

(6) retains a copy of Form VS 151 in the child's case record.

(A) Vital Records sends the certified copy of the birth certificate to CFSD for mailing to the local OKDHS office.

(B) If Vital Records returns Form VS 151 noting that the certified birth certificate cannot be found with the information provided, CFSD returns Form VS 151 to the requesting CW worker who:

(i) checks the information for accuracy and, if needed, checks with the birth hospital to ensure the proper paperwork was filed with Vital Records, before resubmitting Form VS 151 to CFSD; and

(ii) when unable to locate any further information and obtain a certified birth certificate, contacts CFSD Resource Unit for assistance;

(C) The CFSD copy of Form VS 151 is destroyed upon receipt of the full-certified copy of the birth certificate from Vital Records.

(b) Amended birth certificates. The CW worker submits Form CSED-209, Affidavit Acknowledging Paternity, or a court order to obtain an amended birth certificate for the child. When a court order is submitted in lieu of Form CSED-209, the CW worker includes the father's date and place of birth with the order.

(c) Out-of-state birth certificates. The CW worker obtains the certified copy of the birth certificate for the child born in another state by contacting the appropriate state's Vital Records office to determine the requirements for obtaining birth certificates. For an out-of-state certified birth certificate, the CW worker pays for the certificate in accordance with that state's requirements.

**(1) The CW worker submits a copy of the check, money order, or receipt of payment, as applicable, and completed and notarized Form ADM-12, Claim Form, that includes the worker's Social Security number, and Form F-S-17, Claim Code Slip, to CFSD Resource Unit.**

**(2) A purchase authorization (PA) number is obtained and the claim is routed to Finance Division for payment. The CW worker is reimbursed for payment after receipt of the certified copy of the birth certificate.**