

**Saint Barnabas Medical Center
Livingston, New Jersey**

Birth Certificate Information

Birth Certificate Worksheet

- Upon admission to the postpartum unit you will receive a birth certificate worksheet
- Please fill out the baby's birth certificate information as soon as possible, as they must be completed before you leave the hospital. If you have questions about the birth certificate or require assistance in the completion of the birth certificate worksheet, a birth certificate clerk will assist you.
- Please return the birth certificate worksheet to the nurse's station as soon as it is completed.
- The birth certificate clerk will visit you before hospital discharge to review the final typed copy of the birth certificate application that will be submitted to the Township of Livingston. Please review this document carefully for errors. By signing, you are indicating that all the information is correct. Once the birth certificate application leaves the hospital, if there are any changes or corrections that need to be made, the parents will be responsible for charges and fees that apply at the Livingston Township Registrar's Office.

Gold Birth Certificate Form

- You will receive a gold birth certificate form in your admission folder.
- If you wish, you may have a legal copy of your baby's birth certificate for a small fee from the Township of Livingston.
- One week after you return home, submit the gold form according to the instructions on the top of the form to the Township of Livingston in order to receive the baby's birth certificate. It will come directly to your home in about 2 weeks.

Social Security Number

- As a courtesy to our patients, the hospital, at your request, will obtain a social security number for your baby at no extra cost.
- Please check off yes or no on the birth certificate worksheet
- Once you have requested the hospital to obtain a social security number, there is no additional paperwork you need to submit.
- It takes approximately 12-14 weeks before you receive the number through your social security office via the mail.

Guidelines for Naming Your Child

Mother married to father

- Child takes the surname of husband or at the written request of both parents:
 - The maiden or legal surname of the mother
 - Hyphenation of the surnames of both parents in either order, ie, Jones-Smith or Smith-Jones

Single mother

- a woman whose marital status is never married, divorced or widowed the child takes the legal surname of the mother or by her written request, the child may be given the name of the mother's choice
 - **NOTE: a woman who is separated from her husband is considered to be legally married. The husband needs to sign a "Denial of Paternity" provided by the Birth Certificate Office. Upon signing the "Denial of Paternity", if both parents acknowledge paternity by signing the back of the original birth certificate, the child may take:**
 1. the mother's maiden or legal name
 2. the father's surname
 3. hyphenation of both parents' surname

Note: Once the choice of surname has been made it cannot be changed except by court order.