

FILING A BIRTH CERTIFICATE FOR CHILD BORN OUTSIDE A HOSPITAL OR LICENSED INSTITUTION

When a child is born outside a hospital or licensed institution, a birth certificate **must** be filed with the County Clerk's office by the parent or the owner or householder of the premises where the birth occurs.

The person registering the birth certificate will need:

1. Proof of pregnancy:

- A medical record or an affidavit (notarized) from a licensed health provider, (OB/GYN).
- An affidavit (notarized) with a copy of ID (Government issued ID, driver's license) from one person other than the parents, having knowledge of the pregnancy and birth.

2. Proof that the infant was born alive:

- A medical record from a licensed, registered health care provider or medical institution.
- An affidavit (notarized) with a copy of ID from one other person than the parents, having knowledge of the pregnancy and birth.

3. Proof that the infant was born in Colorado County:

- If the birth occurred outside the mother's residence, proof shall consist of an affidavit (notarized) with a copy of ID from a person having knowledge of the mother's presence in the county on the date of the birth of the child.
- If the birth occurred at the mother's residence, proof of place of residence is required.
 - A utility bill, telephone or other bill which includes the mother's name and address.
 - A rent receipt which includes the mother's name, address, and signature of the mother's landlord.
 - A driver's license or state issued identification card with the mother's current address.
 - An envelope addressed to the mother at her residence and post marked prior to the date of birth.
 - An affidavit (notarized from a person, with copy of ID, other than the parents, having knowledge of the pregnancy of birth.

4. Proof that the infant was born on the date stated:

- A medical record or a letter from a licensed, registered healthcare provider, a medical institution or hospital.
- An affidavit (notarized) from a person, with copy of ID, other than the parents, having knowledge of the pregnancy and birth.

Only **one** affidavit will be accepted as one of the proofs required.

Appointments are scheduled once all required proofs have been obtained (ex. EMS report, notarized affidavit, medical records, identification, etc.). Appointments are scheduled in the main office of the County Clerk located in Columbus. Your appointment will last approximately 2 hours.

The person registering the birth will need to personally present identification. Additional information may be needed to complete the registration of the birth.

If you are unable to meet the requirements needed, you may be referred to the State Registrar to record the birth certificate.

If you have any questions, please contact us at:

Colorado County Vital Statistics Dept.
318 Spring Street, Suite 103
Columbus, Texas 78934
979-732-2155