



BASIC BIRTH REGISTRATION

REV 02/06/2024



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Basic Birth Registration Checklist

Local Registrar / Birthing Facility – Starts Birth Record

- Log into TxEVER and Select the BIRTH Tab
- Start a new Record
- Complete All yellow fields on all tabs
 - ◇ Some Tabs will appear based on selections
- Print Verification of Birth Facts and have Parents Sign

Birth Certifier – Certifies and Releases Record

- Log into TxEVER and Select Birth Tab
- Reviews Birth Data for Accuracy
- Certifies Birth Record
- Releases Birth Record to the State







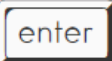
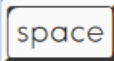






~ State Office Reviews and Accepts the Record ~

Local Registrar – Accepts and Prints the Record

- Log into TxEVER and Select the BIRTH Tab
- Accept the record
- Print the Local Copy – the Local file number and Local File Date will be automatically assigned.
- Index the new record within the Local's Files



Keyboard Shortcuts

T or 	Enters current date in any date field.
T and  or 	Enters the current date and you can populate a day before or after.
Tab or 	Moves forward from one box/field to another box/field.
Shift Tab or  + 	Moves backward from one box/field to another box/field.
Enter or 	Activates the next button on the page.
1st Letter of a Word	Enters selection from pick list of a dropdown list. Scroll through that letter.
Space Bar or 	Selects a radio button or check box.
Arrow Keys or  or 	Moves from one radio button to the next. Right to Left or Left to Right.
Down Arrow or 	Opens a dropdown list.
Escape or 	Closes a dropdown list.
Ctrl + S or  + 	Saves the current record.
State Abbreviations	Selects the associated State by typing the first letter.

Diacritical Marks

TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the "ALT" key and type the 3 or 4 digit code. Release the "ALT" key and the respective diacritical mark will appear. Example: **ALT+128 = Ç**

ALT Code	Name	ALT Code	Name
128	Ç Diacritical Mark	0200	È Diacritical Mark
142	Ä Diacritical Mark	0205	Í Diacritical Mark
144	É Diacritical Mark	0207	Ï Diacritical Mark
153	Ö Diacritical Mark	0204	Ì Diacritical Mark
154	Ü Diacritical Mark	0211	Ó Diacritical Mark
165	Ñ Diacritical Mark	0210	Ò Diacritical Mark
0193	Á Diacritical Mark	0213	Õ Diacritical Mark
0194	Â Diacritical Mark	0218	Ú Diacritical Mark
0192	À Diacritical Mark	0217	Ù Diacritical Mark
0195	Ã Diacritical Mark	0221	Ý Diacritical Mark
0235	Ë Diacritical Mark		



BASIC BIRTH REGISTRATION

Creating the Birth Record

LOG INTO TxEVER

Log into TxEVER via the web <https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>

The screenshot shows the TxEVER login page. At the top left is the Texas Health and Human Services logo. To its right is the text 'Texas Department of State Health Services'. At the top right is the TxEVER logo. Below the logos is a blue banner with the text 'Welcome to the Texas Department of State Health Services!'. The main content area features a photograph of a woman smiling and holding a baby. Overlaid on the bottom right of the photo is a yellow button that says 'LOG IN to TxEVER'. A red-bordered callout box with a white background and a red arrow points to this button, containing the text 'Step 1: Click here to open the TxEVER log in'. Below the photo is a blue box containing text about TxEVER: 'TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc. DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday. State vital records are considered to be private and confidential. Access to vital records is restricted by statute.' Below this is a section titled 'Contacting the Texas Department of State Health Services(DSHS)'. It contains two columns: 'Telephone Numbers:' and 'Mailing Address:'. The 'Telephone Numbers:' column has a table with three rows: 'Vital Events Registration System', 'Fax Number', and 'Vital Records - Customer Service'. The 'Mailing Address:' column contains the address and phone number. At the bottom of the page, there is a yellow button that says 'Log on to Texas Department of State Health Services'. Below this button are two links: 'User Enrollment' and 'Report TxEVER Issue(s)'. A dashed-line callout box on the left points to the 'Report TxEVER Issue(s)' link with the text 'Click here to report issues with TxEVER'. A dashed-line callout box on the right points to the 'User Enrollment' link with the text 'Click here to enroll OR update your user account'.

TEXAS
Health and Human Services

Texas Department of State
Health Services

TXEVER

Welcome to the Texas Department of State Health Services!

LOG IN to TxEVER

Step 1: Click here to open the TxEVER log in

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Contacting the Texas Department of State Health Services(DSHS)

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756 Ph. (512) 776-7111
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

[User Enrollment](#)
[Report TxEVER Issue\(s\)](#)

Click here to report issues with TxEVER

Click here to enroll OR update your user account



TxEVER Terms of Use

WARNING: THIS IS A TEXAS HEALTH AND HUMAN SERVICES INFORMATION RESOURCES SYSTEM THAT CONTAINS STATE AND/OR U.S. GOVERNMENT INFORMATION. BY USING THIS SYSTEM YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE NO RIGHT OF PRIVACY IN CONNECTION WITH YOUR USE OF THE SYSTEM OR YOUR ACCESS TO THE INFORMATION CONTAINED WITHIN IT. BY ACCESSING AND USING THIS SYSTEM YOU ARE CONSENTING TO THE MONITORING OF YOUR USE OF THE SYSTEM, AND TO SECURITY ASSESSMENT AND AUDITING ACTIVITIES THAT MAY BE USED FOR LAW ENFORCEMENT OR OTHER LEGALLY PERMISSIBLE PURPOSES. ANY UNAUTHORIZED USE OR ACCESS, OR ANY UNAUTHORIZED ATTEMPTS TO USE OR ACCESS, THIS SYSTEM MAY SUBJECT YOU TO DISCIPLINARY ACTION, SANCTIONS, CIVIL PENALTIES, OR CRIMINAL PROSECUTION TO THE EXTENT PERMITTED UNDER APPLICABLE LAW.

Are you in agreement with above stated terms & conditions?

Yes

No

Step 2: Click Yes to agree to the terms and conditions and gain access to TxEVER.





Login

The screenshot shows a login form with the following elements:

- User Name:** A text input field containing the text "komeieatty1".
- Password:** A text input field containing seven dots, representing a masked password.
- Forgot Password?:** A blue hyperlink located below the password field.
- Log In:** A light blue button located to the right of the password field.

Three red-bordered callout boxes provide instructions:

- A callout box pointing to the User Name field contains the text: **Step 3:** Type your TxEVER user name and password.
- A callout box pointing to the Forgot Password? link contains the text: Forgot your password? Click here to reset password.
- A callout box pointing to the Log In button contains the text: **Step 4:** Click "Log In"



Location

Find important news and updates in the TxEVER broadcast message area.

Step 5: Select your user location. Use dropdown if you have multiple locations/offices.

Step 6: Click "OK."

Message By: VFARINELLI On 3/13/2018 10:53:11 AM

This message should be seen by ALL users

Select Location:

BEAUTIFUL BEGINNINGS - (BIRTH)

OK

Review of the Birth Home Page

The screenshot shows the TxEVER Birth Home Page. At the top, there are navigation tabs for 'GLOBAL' and 'BIRTH'. A red box highlights the 'BIRTH' tab with the text: **Step 7: Select Birth Module Tab to start the Birth Registration.**

Below the navigation is the Texas Department of State Health Services logo and a blue banner that reads: **BEAUTIFUL CLERK , welcome to the Texas Department of State Health Services!**

On the right side, there are links for 'FUNCTION', 'TOOLS', and 'HELP', along with a 'Show Dashboard' button. A dashed box points to this button with the text: **Helpful Tip: Click "Show Dashboard" for a list of different**

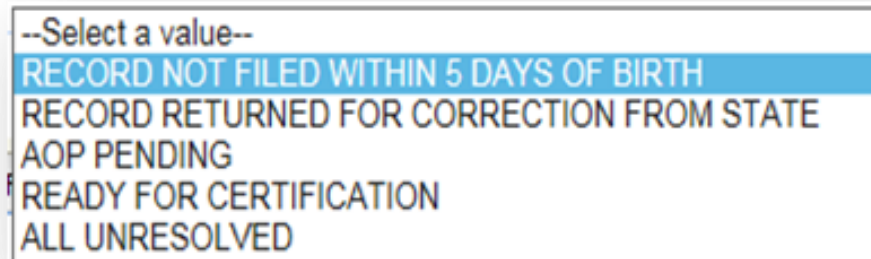
The main content area features a table with columns: 'EBR #', 'Childs Med Rec #', 'Mothers Med Rec #', 'Child DOB', 'Child Name', and 'Mother Last Name'. Above the table is a 'Dashboard filters' dropdown menu. A dashed box points to this menu with the text: **Helpful Tip: Click on Dashboard Filters to see a dropdown of record options like "All Unresolved" or "Certification Ready" records**. The dropdown menu is open, showing options: '--Select a value--', 'RECORD NOT FILED WITHIN 5 DAYS OF BIRTH', 'RECORD RETURNED FOR CORRECTION FROM STATE', 'AOP PENDING', 'READY FOR CERTIFICATION', and 'ALL UNRESOLVED'.

At the bottom of the page, there is a footer with the text: 'Current Date: 13-Mar-2018 | Build Number: 1.0.0.0' and '©2017 | Genesis Systems, Inc.' along with the Genesis logo.



The TxEVER Dashboard is a tool that helps track, analyze, and displays information regarding registration. The Dashboard is the most efficient way to track multiple record statuses.

The



DASHBOARD DISCRIPTIONS:

RECORD NOT FILED WITHIN 5 DAYS OF BIRTH: This will display a list of records that are older than 5 days from the date of birth. These records should be filed as soon as possible.

RECORD RETURNED FOR CORRECTION FROM STATE: Any record flagged for correction will appear in this dashboard for your office to review and make corrections.

AOP PENDING: Based on the registration of a birth record, if the field stated that an AOP is required, the record will be queued here waiting for AOP matching. IF your office has indicated an AOP is required, submit it as soon as possible to avoid delays.

READY FOR CERTIFICATION: Birth records that have be fully completed and are waiting for the certifier to certify and release the record.

ALL UNRESOLVED: This dashboard will show the entire list of records waiting for resolution. It will include all the listed dashboards and any records that are still within the 5 days.

GLOBAL BIRTH LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

BEAUTIFUL CLERK, welcome to the Texas Department of State Health Services

FUNCTION ▾ **TOOLS** **HELP** ▾

FUNCTION ▾

- [Birth Registration](#)
- [Pre/Post Birth AOP Registration](#)
- [Switch Location](#)
- [Exit Application](#)

Step 8: Click the dropdown arrow next to "FUNCTION" to be taken to the Birth Registration

Step 9: Select "Birth Registration" to start a new birth record, search, save, or abandon a record from your work queue.

Current Date: 13-Mar-2018 | Build Number: 1.0.0.0 ©2017 | [Genesis Systems, Inc.](#)



Abandon Records are removed from the system. This option should only be used if there are major errors and it would be quicker to start a new record, or if the family never completed the parent survey.

Birth Registration Icons

The screenshot displays the Texas Birth Registration web application. At the top, there is a navigation bar with links for "Skip to main content", "GLOBAL", "BIRTH", "DEATH", and "FEE". The Texas Department of State Health Services logo is on the left, and "FUNCTIONS", "RECORD", and "HELP" are on the right. A toolbar at the top contains several icons: a document, a magnifying glass, a floppy disk, a pill, a red 'X', and navigation arrows. A red dashed box highlights this toolbar. Below it, the "Unresolved Work Queue Filter" section includes an "EBR:" dropdown menu and an "AOP#" field. A yellow banner labeled "Record Type" is also visible. The main content area features a "NEWBORN INFORMATION" section with various input fields. Several callout boxes with dashed borders point to specific icons and explain their functions: "Start NEW Record" (document icon), "Search for a Record" (magnifying glass icon), "Save Current Record" (floppy disk icon), "CANCEL current changes since last save" (pill icon), "ABANDON a record" (red 'X' icon), "Navigation buttons for switching between records" (blue navigation arrows), and "Navigation buttons for switching between registration tabs in a record" (green navigation arrows).



Step 10: Click NEW Icon to start a new record.



EBR: Unresolved Work Queue Filter: --Select a value--

BIRTH REGISTRATION

AOP#: Unresolved Work Queue: --Select a value-- 0

Record Type

Red Asterisks (*) are MANDATORY Fields and cannot be left blank

- Unresolved / Stakeholders
- Newborn
- Mother
- Mother Dem
- Mother Medical-1
- Mother Medical-2
- Mother Medical-3
- Mother Medical-4
- Newborn Medical-1
- Newborn Medical-2
- Certification
- Comments
- ACTIVITY:
- Record Type: --Select a value--
- Field Status: Unresolved
- Action: New Record

NEWBORN GENERAL INFORMATION

Record Type: * HOME BIRTH-INTENDED
 Plurality: * --Select a value--
 Birth Order: * --Select a value--

NEWBORN INFORMATION

Middle Name: [Yellow Field]
 Suffix: --Select a value--
 Time of Birth (Military AMPM Indicator): [Yellow Field] --Select a value--
 Infant's Medical Record Number: [White Field]

SSN INFORMATION

Parents Authorize Release of Information to Social Security Administration to Issue this Child a SSN: --Select a value--
 SSN: [White Field]

MOTHER'S INFORMATION

Title Preference: MOTHER
 Legal First Name: [Yellow Field]
 Legal Middle Name: [Yellow Field]
 Legal Last Name: [Yellow Field]
 Legal Suffix: --Select a value--
 Medical Record: [Yellow Field]

FACILITY INFORMATION & PLACE OF BIRTH

Name: [Yellow Field]
 Type: [White Field]

Yellow Fields without red asterisks (*) need to be addressed but are not mandatory and can be left blank or with Unknown or a ? mark

Helpful Tip: Tab through all of the fields to make sure that none of them remain yellow.



Step 11: Fill out all fields by tabbing between each field. The active field will change green.

Some fields will require Double Data Entry. This helps ensure accuracy and to minimize mistakes.

- Unresolved / Stakeholders
- Newborn
- Mother
- Mother Dem
- Mother Medical-1
- Mother Medical-2
- Mother Medical-3
- Mother Medical-4
- Newborn Medical-1
- Newborn Medical-2
- Certification
- Comments
- ACTIVITY:
- (Child) First Name:
- Field Status: Unresolved
- Action: New Record

Record Type: HOME BIRTH-INTENT UNKNOWN

Plurality: SINGLE

Birth Order: SINGLE

Is Child Unnamed?

First Name: BABY FIRST NAME

Last Name: *

Date of Birth: *

Sex: --Select a value--

Parents Authorize Release of Information to Social Security Administration to Issue this Child a SSN: --Select a value--

SSN: *

Title Preference: MOTHER

Legal Middle Name: *

Legal Suffix: --Select a value--

Legal First Name: *

Legal Last Name: *

Medical Record Number: *

Name: *

Type: *

Double Data Entry

This field is required double data entry. Please re-enter the value.

Re-enter Value: BABY FIRST NAME

OK



Use your keyboard's TAB key to move the cursor to each field.

Unresolved / Stakeholders

✔ Newborn

Mother

Mother Dem

Mother Medical-1

Mother Medical-2

Mother Medical-3

Mother Medical-4

Newborn Medical-1

Newborn Medical-2

Certification

Comments

ACTIVITY:

Record Type:
BORN AT THIS FACILITY

Field Status:
Resolved

Action:
New Record

NEWBORN GENERAL INFORMATION

*Record Type: BORN AT THIS FACILITY *Plurality: SINGLE *Birth Order: SINGLE

NEWBORN INFORMATION

Is Child Unnamed?

First Name: INFANT Middle Name: BABY

*Last Name: BOY Suffix:

*Date of Birth: 03/28/2018 Time of Birth (Military AMPM Indicator): 02:10 MILITARY

Sex: MALE Infant's Medical Record Number: 123456

SSN INFORMATION

Parents Authorize Release of Information to Social Security Administration to Issue this Child a SSN: NO

SSN:

Helpful Tip: The Search Icon (🔍) can be used to search for a registered name or facility. Using it, related fields will be automatically populated. Home Births will need all the applicable fields filled out.

Title Preference: MOTHER Legal Middle Name: OF

Legal Suffix: --Select a value-- Infant's Medical Record Number: 12345MOM

INFORMATION & PLACE OF BIRTH

Name: SETON MEDICAL CENTER 🔍 Type: HOSPITAL

Other (Specify): Address: 1201 W. 38TH STREET

Apt: State: TEXAS


County: TRAVIS Local: REGISTRAR - CITY OF AUSTIN - TRAVIS C


City/Town: AUSTIN Zip: 78705

Zip Ext:

EBR: Filing Deadline: Day(s) Unresolved Work Queue Filter:

BIRTH REGISTRATION

AOP#: Unresolved Work Queue:  0

 Help tips

Unresolved / Stakeholders

- Newborn
- Mother
- Mother Dem
- Father
- Father Dem
- Intended Mother
- Intended Father
- Presumed Father
- Mother Medical-1
- Mother Medical-2
- Mother Medical-3
- Mother Medical-4
- Newborn Medical-1
- Newborn Medical-2
- Certification
- Comments

NEWBORN GENERAL INFORMATION

Record Type: *
 Plurality: *
 Birth Order: *

NEWBORN INFORMATION

Middle Name:

Suffix:

Time of Birth (Military AMPM Indicator):

Date of Birth: *

Sex:

Parents Authorize Release of Information to Issue this Child a SSN:

SSN:

MOTHER'S INFORMATION

Title Preference:

Legal Middle Name:

Legal Suffix:

Legal First Name:

Legal Last Name: *

Medical Record Number: *

FACILITY INFORMATION & PLACE OF BIRTH

Name:

Type:

Tabs along the Left will appear or disappear based on the Record type, Marital status, and AOP selected

Verify that each tab has been resolved by looking for the Green Check Mark (✓) in the Unresolved/Stakeholders Queue.

Unresolved / Stakeholders

NEWBORN GENERAL INFORMATION

✓ Newborn

Record Type: BORN AT THIS FACILITY

*Plurality: SINGLE

*Birth Order: SINGLE

NEWBORN INFORMATION

Is Child Unnamed?

First Name: Middle Name:

*Last Name: *

*Date of Birth: 03/28/2018

Time of Birth (Military AMPM Indicator): 02:10 MILITARY

Sex: MALE

Infant's Medical Record Number: 123456

SSN INFORMATION

Parents Authorize Release of Information to Social Security Administration to Issue this Child a SSN: NO

SSN: _____

MOTHER'S INFORMATION

Title Preference: MOTHER

Legal First Name: MOTHER

Legal Middle Name: OF

*Legal Last Name: INFANT BOY

Record Type: BORN AT THIS FACILITY

Field Status: Resolved


Action: New Record


Tabs without the Green Check mark mean there is a field in that tab that needs to be resolved before certification can take place.

Helpful Tips

Remember to save often using the save icon () at the top of the page or the "Save" button at the bottom of the page so you don't lose information.

Skip to main content GLOBAL BIRTH 📍 | 👤 | 🏠 | LogOut

 **TEXAS**
Health and Human Services | Texas Department of State Health Services

FUNCTIONS ▾ RECORD ▾ HELP ▾ 

EBR: 00000002000 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: --Select a value-- **BIRTH REGISTRATION** AOP#: Unresolved Work Queue: --Select a value-- 0

Record Type

Unresolved / StakeHolders

- ✓ Newborn
- Mother
- Mother Dem

NEWBORN GENERAL INFORMATION

Record Type: * **BORN AT THIS FACILITY** Plurality: * SINGLE Birth Order: * SINGLE

NEWBORN INFORMATION

Is Child Unnamed?

Address: 1201 W. 38TH STREET
 State: TEXAS
 Local: REGISTRAR - CITY OF AUSTIN
 Zip: 78705


County: TRAVIS
 City/Town: AUSTIN

Previous Save Next

GEN PRINT PLUGIN: 2.0.5 CONNECTION: ACTIVE

Step 12: Click Save to Create the record.

Step 13: Click "Next" to advance through the Tabs. The Green Arrows (← →) on the icon bar can also be used to navigate between tabs.

Current Date: 01-May-2018 | Build Number: 1.0.0.0 ©2017 | Genesis Systems, Inc. 

EBR: Filing Deadline: Day(s) Unresolved Work Queue Filter: --Select a value--
 AOP#: Unresolved Work Queue: --Select a value-- 0

BIRTH REGISTRATION

(Current) Middle Name-Mother

Unresolved / StakeHolders

- Newborn
- Mother
- Mother Dem
- Mother Medical-1
- Mother Medical-2
- Mother Medical-3
- Mother Medical-4

NEWBORN GENERAL INFORMATION

Record Type:* Plurality:* Birth Order:*

NEWBORN INFORMATION

Is Child Unnamed?

First Name: Middle Name:

Last Name:* Suffix:

Date of Birth:*

Military AMPM Indicator:

Medical Record Number:

Authorize Release of Child's SSN

MOTHER'S INFORMATION

Title Preference:

Legal Middle Name:

Legal Suffix:

Legal First Name:

Legal Last Name:*

Medical Record Number:*

FACILITY INFORMATION & PLACE OF BIRTH

Name: Type:

Other (Specify):

Apt:

County:

Address:

State:

Local:

ACTIVITY:

(Current) Middle Name-Mother: new

Field Status: Resolved

Action: Updating Record

Birth Registration

Please Fill The Following Fields :
 (Current) Last Name-Mother
 Mother's Medical Record #

Please note: Before saving the first time, all information on the Newborn Tab must be filled out.

NEWBORN INFORMATION

Is Child Unnamed?

First Name: NEWBORN Middle Name: BABY

Last Name: * SMITH Suffix:

Date of Birth: * 05/01/2018 Time of Birth (Military AMPM Indicator): 07:00 MILITARY

Sex: MALE Infant's Medical Record Number: 123ABC

SSN INFORMATION

Parents Authorize Release of Information to Social Security Administration to Issue this Child a SSN YES

SSN: SSN PENDING

MOTHER'S INFORMATION

Title Preference: MOTHER Legal First Name: MOMMY

Legal Middle Name: Legal Last Name: *

Legal Suffix: --Select a

Birth Registration

You are going to create new record, are you sure you want to proceed?

Yes No

Name: SETON MEDICAL CENTER HOSPITAL

Other (Specify): Address: 1201 W. 38TH STREET

Apt: State: TEXAS

County: TRAVIS Local: REGISTRAR - CITY OF AUSTIN - TRAVIS C

City/Town: AUSTIN

Zip Ext:

Previous Save Next

GEN PRINT PLUGIN: 2.0.5 CONNECTION: ACTIVE

Step 14: Click "Yes" to proceed.

NEWBORN INFORMATION

Is Child Unnamed?

First Name: NEWBORN Middle Name: CHILD

Last Name: * SMITH Suffix: [Dropdown]

Date of Birth: * 05/01/2018 Time of Birth (Military AMPM Indicator): 08:00 MILITARY [Dropdown]

Sex: MALE Infant's Medical Record Number: 123ABC

SSN INFORMATION

Parents Authorize Release of Information to Social Security Administration to Issue this Child a SSN: YES [Dropdown]

SSN: [Input]

MOTHER'S INFORMATION

Title Preference: MOTHER [Dropdown] Legal First Name: MOMMY

Legal Middle Name: [Input] Legal Last Name: * [Input]

Legal Suffix: --Select a value-- Infant's Medical Record Number: * [Input]

BIRTH

Name: SETON MEDICAL CENTER [Dropdown] HOSPITAL [Dropdown]

Other (Specify): [Input] Address: [Input]

Apt: [Input]

County: TRAVIS [Dropdown] CITY OF AUSTIN - TRAVIS [Dropdown]

City/Town: AUSTIN [Dropdown]

Zip Ext: [Input]

Previous Save Next

GEN PRINT PLUGIN: 2.0.5 CONNECTION: ACTIVE

Birth Registration

Record Successfully Created

OK

Confirmation boxes will appear confirming saves and other important information.

Step 15: Click "Ok" to continue.

ACTIVITY:	MOTHER'S INFORMATION	
Record Type: BORN AT THIS FACILITY	Title Preference MOTHER	Legal First Name: MOMMY
Field Status: Resolved	Legal Middle Name: <input type="text"/>	Legal Last Name: * SMITH
Action: Updating Record	Legal Suffix: --Select a value--	Medical Record Number: * ABC123

- The "Mother's Name" on the *Newborn Tab* is her current "LEGAL" name.
- The "Mother's Name" on the *Mother Tab* is her name prior to first marriage, or her "Maiden Name".

The *Father* tab has the same format with legal and maiden names.

Unresolved / StakeHolders	MOTHER'S NAME PRIOR TO FIRST MARRIAGE	
✓ Newborn	First Name: MOMMY	Middle Name: <input type="text"/>
Mother	Last Name: MAIDEN NAME	Suffix: <input type="text"/>
Mother Dem	MOTHER'S INFORMATION	
Mother Medical-1	Date of Birth: <input type="text"/>	Age at Child's Birth: <input type="text"/>
Mother Medical-2	Birth Place: (Click Checkbox to Filter Foreign Countries Only) <input type="checkbox"/> --Select a value--	SSN: <input type="text"/>
Mother Medical-3		



Step 16: Click the Green Magnifier Icon to Search for the Attendant by last name.

BIRTH REGISTRATION



AOP#:

Unresolved Work Queue:

SMITH, NEWBORN (C), 2018/05/01

14

- Unresolved / StakeHolders
 - ✓ Newborn
 - ✓ Mother
 - ✓ Mother Dem
 - ✓ Father
 - ✓ Father Dem
 - ✓ Mother Medical-1
 - ✓ Mother Medical-2
 - ✓ Mother Medical-3
 - ✓ Mother Medical-4
 - ✓ Newborn Medical-1
 - ✓ Newborn Medical-2
- Certification
- Comments
- ACTIVITY:
 - Attendant Name: --Select a value--
 - Field Status: Unresolved
 - Action: Updating Record

ATTENDANT INFORMATION	CERTIFIER INFORMATION
Attendant:  --Select a value--	<input type="checkbox"/> Certifier same as Attendant?
First Name:	Certifier:  --Select a value--
Middle Name:	First Name:
Last Name:	Middle Name:
Title: --Select a value--	Last Name:
Other (Specify):	Title: --Select a value--
Address:	Other (Specify):
Apt:	Address:
State: --Select a value--	Apt:
County: --Select a value--	State: --Select a value--
City/Town: --Select a value--	County: --Select a value--

Search Attendant

Please enter the attendant last name (Please enter at least three characters).

Previous Save Next

Skip to main content GLOBAL BIRTH | | | | LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS ▾ RECORD ▾ HELP ▾

EBR: 00000002000 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: ALL UNRESOLVED **BIRTH REGISTRATION** AOP#: Unresolved Work Queue: SMITH, NEWBORN (C), 2018/05/01 14

Attendant Name

Unresolved / Stakeholders

- Newborn
- Father Dem
- Mother Medical-1
- Mother Medical-2
- Mother Medical-3
- Mother Medical-4
- Newborn Medical-1

ATTENDANT INFORMATION	CERTIFIER INFORMATION
Attendant: --Select a value-- <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> WILLIAMS-JONES ALICIA Add New-- </div>	<input type="checkbox"/> Certifier same as Attendant? Certifier: --Select a value--
Title: --Select a value--	First Name: <input type="text"/>
Other (Specify): <input type="text"/>	Middle Name: <input type="text"/>
Address: <input type="text"/>	Last Name: <input type="text"/>
Apt: <input type="text"/>	Title: --Select a value--
State: --Select a value--	Other (Specify): <input type="text"/>
County: --Select a value--	Address: <input type="text"/>
City/Town: --Select a value--	Apt: <input type="text"/>
Zip: --SELECT A VALUE--	State: --Select a value--
Zip Ext: <input type="text"/>	County: --Select a value--
Date Certified: <input type="text"/>	City/Town: --Select a value--
	Zip: --SELECT A VALUE--
	Zip Ext: <input type="text"/>
	Date Certified: <input type="text"/>

Previous Save Next

ACTIVITY:

Attendant Name: --Select a value--

Field Status: **Unresolved**

Action: **Updating Record**

Step 17: After Searching Attendant, select them from the Dropdown box.

Helpful Tip: The Attendant's Information will populate from the TxEVER Database.

Helpful Tip 2: If the Attendant cannot be located, then selecting "Other" from the drop-down will open the fields to allow the attendant to be manually entered.

Skip to main content GLOBAL BIRTH LogOut

TEXAS Health and Human Services | Texas Department of State Health Services FUNCTIONS RECORD HELP

EBR: 00000002000 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: ALL UNRESOLVED **BIRTH REGISTRATION** AOP#: Unresolved Work Queue: SMITH, NEWBORN (C), 2018/05/01 14

Attendant Name

Unresolved / StakeHolders

- Newborn
- Mother
- Mother Dem
- Father
- Father Dem
- Mother Medical-1
- Mother Medical-2
- Mother Medical-3
- Mother Medical-4
- Newborn Medical-1
- Newborn Medical-2

Certification

Comments

ACTIVITY:

Attendant Name: WILLIAMS-JONES ALICIA

Field Status: Resolved

Action: Updating Record

ATTENDANT INFORMATION	CERTIFIER INFORMATION
Attendant: <input type="text" value="WILLIAMS-JONES ALICIA"/>	<input type="checkbox"/> Certifier same as Attendant?
First Name: <input type="text" value="ALICIA"/>	Certifier: <input type="text" value="--Select a value--"/>
Middle Name: <input type="text"/>	First Name: <input type="text" value="SETON-CERTIFIER SETON"/>
Last Name: <input type="text" value="WILLIAMS-JONES"/>	Middle Name: <input type="text" value="OTHER"/>
Title: <input type="text" value="MD"/>	Last Name: <input type="text"/>
Other (Specify): <input type="text"/>	Title: <input type="text" value="--Select a value--"/>
Address: <input type="text" value="330 SETON PARKWAY"/>	Other: <input type="text"/>
Apt: <input type="text"/>	<input type="text" value="--Select a value--"/>
State: <input type="text"/>	<input type="text" value="--Select a value--"/>
County: <input type="text"/>	<input type="text" value="--Select a value--"/>
City/Town: <input type="text" value="AUSTIN"/>	<input type="text" value="--Select a value--"/>
Zip: <input type="text" value="78750"/>	<input type="text" value="--SELECT A VALUE--"/>
Zip Ext: <input type="text"/>	<input type="text"/>
NPI: <input type="text"/>	Date Certified: <input type="text" value="__/__/__"/>
License Number: <input type="text" value="R3939"/>	

Previous Save Next

Steps 18 & 19: Repeat Steps 16 & 17 for Certifier

Helpful Tip: If the Certifier cannot be located, selecting other will open the fields for the certifier's information to be entered.



EBR: 00000002000 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: ALL UNRESOLVED

BIRTH REGISTRATION

AOP#: SMIT

14

Attendant Name

- Unresolved / StakeHolders
- ✓ Newborn
- ✓ Mother
- ✓ Mother Dem
- ✓ Father
- ✓ Father Dem
- ✓ Mother Medical-1
- ✓ Mother Medical-2
- ✓ Mother Medical-3
- ✓ Mother Medical-4
- ✓ Newborn Medical-1
- ✓ Newborn Medical-2
- ✓ Certification
- Comments
- ACTIVITY: Attendant Name: WILLIAMS-JONES ALICIA
- Field Status: Resolved
- Action: Updating Record

ATTENDANT INFORMATION

Attendant: WILLIAMS-JONES ALICIA

First Name: ALICIA

Middle Name:

Last Name: WILLIAMS-JONES

Title: MD

Other (Specify):

NPI:

License Number: R3939

CERTIFIER

Acknowledgment of Paternity

Verification of Birth Facts

Birth Worksheet

Blank Birth Worksheet

Print

Search AOP Record

AOP Signature History

SETON

CARE

SETON-CERTIFIER

OTHER

CERTIFIER

1313 RED RIVER ST, SUITE 100

TEXAS

TRAVIS

AUSTIN

78701

Date Certified: / /

- New
- Search
- Save
- Cancel
- Abandon
- View Signatures
- Acknowledgment of Paternity (AOP)
- Denial of Paternity
- Verification of Birth Facts
- Print
- Search AOP Record
- AOP Signature History

Step 20: Print the *Verification of Birth Facts* for the Mother and Father to review and Sign.
 RECORD -> Print -> Verification of Birth Facts

Previous Save Next

Step 21: Capture the Mother's and Father's signatures.
Helpful Tip: The Signatures can be captured electronically or uploaded from a scanned paper copy.

FUNCTIONS

RECORD

HELP



- New
- Search
- Save
- Cancel
- Abandon
- View Signatures
- Acknowledgment of Paternity (AOP)
- Denial of Paternity
- Verification of Birth Facts
- Print
- Search AOP Record
- AOP Signature History

- Mother Signature
- Father Signature

SINGLE

Record Type

Birth Facts - Mother Signature

Mouse Pad | USB Pad | Upload | Preview

Sign Below

SIGN HERE

Save Signature | Clear

Close

Middle Name:

Suffix:

Time of Birth (Military AMPM Indicator):

Infant's Medical Record Number:

SSN PENDING

Legal First Name:

Legal Last Name: *

Medical Record Number: *

& PLACE OF BIRTH

Type:



BASIC BIRTH REGISTRATION

Certify & Release Birth Record

Once the Record is completed, the Birth Certifier will need to log in to Certify and Release the birth record.

TEXAS
Health and Human Services | Texas Department of State Health Services

Welcome to the Texas Department of State Health Services!

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Contacting the Texas Department of State Health Services(DSHS)

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756 Ph. (512) 776-7111
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Log on to Texas Department of State Health Services

[User Enrollment](#)
[Report TxEVER Issue\(s\)](#)

Click here to report issues with TxEVER

Click here to enroll OR update your user account



TxEVER Terms of Use

WARNING: THIS IS A TEXAS HEALTH AND HUMAN SERVICES INFORMATION RESOURCES SYSTEM THAT CONTAINS STATE AND/OR U.S. GOVERNMENT INFORMATION. BY USING THIS SYSTEM YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE NO RIGHT OF PRIVACY IN CONNECTION WITH YOUR USE OF THE SYSTEM OR YOUR ACCESS TO THE INFORMATION CONTAINED WITHIN IT. BY ACCESSING AND USING THIS SYSTEM YOU ARE CONSENTING TO THE MONITORING OF YOUR USE OF THE SYSTEM, AND TO SECURITY ASSESSMENT AND AUDITING ACTIVITIES THAT MAY BE USED FOR LAW ENFORCEMENT OR OTHER LEGALLY PERMISSIBLE PURPOSES. ANY UNAUTHORIZED USE OR ACCESS, OR ANY UNAUTHORIZED ATTEMPTS TO USE OR ACCESS, THIS SYSTEM MAY SUBJECT YOU TO DISCIPLINARY ACTION, SANCTIONS, CIVIL PENALTIES, OR CRIMINAL PROSECUTION TO THE EXTENT PERMITTED UNDER APPLICABLE LAW.

Are you in agreement with above stated terms & conditions?

Yes

No

Step 2: Click Yes to agree to the terms and conditions and gain access to TxEVER.





Login

The screenshot shows a login form with the following elements:

- User Name:** A text input field containing the text "komeatty1".
- Password:** A text input field containing seven dots, indicating a masked password.
- Forgot Password?:** A blue hyperlink located below the password field.
- Log In:** A light blue button located to the right of the password field.

Three red-bordered callout boxes provide instructions:

- A callout box pointing to the User Name field contains the text: **Step 3:** Type your TxEVER user name and password.
- A callout box pointing to the Log In button contains the text: **Step 4:** Type your TxEVER user name and password.
- A callout box pointing to the Forgot Password? link contains the text: Forgot your password? Click here to reset password.



Location

Find important news and updates in the TxEVER broadcast message area.

Step 5: Select your user location. Use dropdown if you have multiple locations/offices.

Step 6: Click "OK."

Message By: VFARINELLI On 3/13/2018 10:53:11 AM

This message should be seen by ALL users

Select Location:

BEAUTIFUL BEGINNINGS - (BIRTH)

OK

Review of the Birth Home Page

The screenshot shows the TxEVER Birth Home Page. At the top, there are navigation tabs for 'GLOBAL' and 'BIRTH'. A red box highlights the 'BIRTH' tab with the text: **Step 7: Select Birth Module Tab to start the Birth Registration.**

Below the navigation is the Texas Department of State Health Services logo and a blue banner that reads: **BEAUTIFUL CLERK , welcome to the Texas Department of State Health Services!**

On the right side, there are links for 'FUNCTION', 'TOOLS', and 'HELP', along with a 'Show Dashboard' button. A dashed box points to this button with the text: **Helpful Tip: Click "Show Dashboard" for a list of different**

The main content area features a 'Dashboard filters' dropdown menu. A dashed box points to this menu with the text: **Helpful Tip: Click on Dashboard Filters to see a dropdown of record options like "All Unresolved" or "Certification Ready" records**

The dropdown menu is open, showing the following options: --Select a value--, RECORD NOT FILED WITHIN 5 DAYS OF BIRTH, RECORD RETURNED FOR CORRECTION FROM STATE, AOP PENDING, READY FOR CERTIFICATION, and ALL UNRESOLVED.

Below the dropdown is a table with columns: EBR #, Childs Med Rec #, Mothers Med Rec #, Child DOB, Child Name, and Mother Last Name. The table is currently empty, with a message at the bottom: 'No records to display.'

At the bottom of the page, there is a footer with the text: 'Current Date: 13-Mar-2018 | Build Number: 1.0.0.0' and '©2017 | Genesis Systems, Inc.' along with the Genesis logo.



The TxEVER Dashboard is a tool that helps track, analyze, and displays information regarding registration. The Dashboard is the most efficient way to track multiple record statuses.



Step 8: Click the dropdown arrow next to "FUNCTION" to be taken to the Birth Registration



BEAUTIFUL CLERK , welcome to the Texas Department of State

- [Birth Registration](#)
- [Pre/Post Birth AOP Registration](#)
- [Switch Location](#)
- [Exit Application](#)

Step 9: Select "Birth Registration" to search, save, or abandon a record from your work queue.





EBR: 00000002000 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: READY FOR CERTIFICATION

BIRTH REGISTRATION

AOP#: Unresolved Work Queue: SMITH, NEWBORN (C), 2018/05/01

Record Type

- Unresolved / StakeHolders
- ✓ Newborn
- ✓ Mother
- ✓ Mother Dem
- ✓ Father
- ✓ Father Dem
- ✓ Mother Medical-1
- ✓ Mother Medical-2
- ✓ Mother Medical-3
- ✓ Mother Medical-4
- ✓ Newborn Medical-1
- ✓ Newborn Medical-2
- ✓ Certification
- Comments
- ACTIVITY:
 - Record Type: BORN AT THIS FACILITY
 - Field Status: Resolved
 - Action: Updating Record

Step 10: Select "Ready for Certification" from the Dropdown

Step 11: Select the record that is ready to be certified and released.

Step 12: Verify all the Tabs have been completed. (That they have a green check mark next to them.)

NEWBORN GENERAL INFORMATION

NEWBORN INFORMATION

SSN INFORMATION

FACILITY INFORMATION & PLACE OF BIRTH

Is Child Unnamed?

First Name: NEWBORN Middle Name: BABY

Last Name: * SMITH Suffix: --Select a value--

Date of Birth: * 05/01/2018 Time of Birth (Military AMPM Indicator): 07:00 MILITARY

Sex: MALE Infant's Medical Record Number: 123ABC

Parents Authorize Release of Information to Security Administration to Issue this Child a SSN YES

SSN:

Title Preference: MOTHER

Legal Middle Name:

Legal Suffix: --Select a value-- Medical Record Number: * ABC123

Name: SETON MEDICAL CENTER Type: HOSPITAL

Skip to main content GLOBAL BIRTH LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD HELP

EBR: 00000002000 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: READY FOR CERTIFICATION AOP#: Unre: SMI 05/01 1

Record Type

Step 13: Select "Certify" from the RECORD dropdown menu.

Newborn GENERAL INFORMATION

Record Type: * BORN AT THIS FACILITY Plurality: * SINGLE Birth Order: * SINGLE

NEWBORN INFORMATION

Is Child Unnamed?

First Name: NEWBORN Middle Name: BABY

Last Name: * SMITH Suffix: --Select a value--

Date of Birth: * 05/01/2018 Time of Birth (Military AMPM Indicator): 07:00 MILITARY

Sex: MALE Infant's Medical Record Number: 123ABC

SSN INFORMATION

Parents Authorize Release of Information to Social Security Administration to Issue this Child a SSN YES

SSN: SSN PENDING

MOTHER'S INFORMATION

Title Preference MOTHER Legal First Name: MOMMY

Legal Middle Name: Legal Last Name: * SMITH

Legal Suffix: --Select a value-- Medical Record Number: * ABC123

Unresolved / StakeHolders

- ✓ Newborn
- ✓ Mother
- ✓ Mother Dem
- ✓ Father
- ✓ Father Dem
- ✓ Mother Medical-1
- ✓ Mother Medical-2
- ✓ Mother Medical-3
- ✓ Mother Medical-4
- ✓ Newborn Medical-1
- ✓ Newborn Medical-2
- ✓ Certification
- Comments

ACTIVITY:

Record Type: BORN AT THIS FACILITY

Field Status: Resolved

Action: Updating Record



After you have Certified a record, if you discover a mistake you can select "De-Certify" to go back to fix the error. After the mistake has been corrected, repeat this step to certify the record again.

Skip to main content GLOBAL BIRTH LogOut

TEXAS Health and Human Services | Texas Department of State Health Services FUNCTIONS RECORD HELP

EBR: 00000002000 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: READY FOR CERTIFICATION **BIRTH REGISTRATION** AOP#: Unresolved Work Queue: SMITH, NEWBORN (C), 2018/05/01 1

Record Type

Certification

NEWBORN INFORMATION

First Name: NEWBORN
 Middle Name: BABY
 Last Name: SMITH
 Suffix:
 Date of Birth: 05/01/2018
 Sex: MALE
 Place of Birth: SETON MEDICAL CENTER

CERTIFIER INFORMATION

First Name: SETON
 Middle Name: CARE
 Last Name: SETON-CERTIFIER

Preview Close Certification

PLEASE ENTER PIN

By signing this information, I affirm under the penalty of perjury that I am the authorized (role) whose name will appear on this certificate.
 I verify that a live birth occurred at the location, date and time indicated on this birth record.

Certifier Pin:

Forgot PIN Ok Cancel

SSN: MOTHER'S INFORMATION: Legal First Name: Legal Middle Name: Record Number: *

FACILITY INFORMATION & PLACE OF BIRTH: Type: MEDICAL CENTER HOSPITAL

What if I forgot my Pin?
 Click Forgot Pin and your Pin will be emailed to the address associated with your account.

Step 14: After Reviewing the data, Click the Check Box and Enter your PIN. Click OK to Certify.



EBR: 00000002000 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: READY FOR CERTIFICATION

BIRTH REGISTRATION

AOP#: Unresolved Work Queue: SMITH, NEWBORN (C), 2018/05/01

Record Type

Certification

NEWBORN INFORMATION

First Name:	NEWBORN
Middle Name:	BABY
Last Name:	SMITH
Suffix:	
Date of Birth:	05/01/2018
Sex:	MALE
Place of Birth:	

Birth Registration

Are you sure you are ready to certify the record?

PLEASE ENTER PIN

By signing this information, I affirm under the penalty of perjury that I am the authorized (role) whose name will appear on this certificate.
 I verify that a live birth occurred at the location, date and time indicated on this birth record.

Certifier Pin:

Step 15: Click "Yes"

- Unreso
- ✓ New
- ✓ Mothe
- ✓ Mothe
- ✓ Father
- ✓ Father
- ✓ Mothe
- ✓ Mothe
- ✓ Mothe
- ✓ Mothe
- ✓ Mothe
- ✓ Newbo
- ✓ Newbo
- ✓ Certification

Comments

ACTIVITY:

Record Type: BORN AT THIS FACILITY

Field Status: Resolved

Action: Updating Record

MOTHER'S INFORMATION

Title Preference: MOTHER	Legal First Name: MOMMY
Legal Middle Name:	Legal Last Name: * SMITH
Legal Suffix: --Select a value--	Medical Record Number: * ABC123

FACILITY INFORMATION & PLACE OF BIRTH

Name: SETON MEDICAL CENTER	Type: HOSPITAL
----------------------------	----------------

Birth Registration - TxEVER - Google Chrome

Secure | https://txever.dshs.texas.gov/TxEVERUI/BirthUI/GUI/Birth%20Registration/BirthRegistration.aspx?FromWhere=Dashboard#

Skip to main content GLOBAL BIRTH

TEXAS Health and Human Services Texas Department of State Health Services

FUNCTIONS RECORD HELP

EBR: 00000002000 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: --Select a value--

BIRTH REGISTRATION AOP#: Unresolved Work Queue: SMITH, NEWBORN (C), 2018/05/01

Attendant Name

Unresolved / StakeHolders

- Newborn
- Mother
- Mother Dem
- Father
- Father Dem
- Mother Medical-1
- Mother Medical-2
- Mother Medical-3
- Mother Medical-4
- Newborn Medical-1
- Newborn Medical-2
- Certification

Comments

Activity:

Attendant Name: WILLIAMS-JONES ALICIA

Field Status: Resolved

Action: Updating Record

ATTENDANT INFORMATION		CERTIFIER INFORMATION	
Attendant:	<input type="text" value="WILLIAMS-JONES ALICIA"/>	<input type="checkbox"/> Certifier same as Attendant?	<input type="text" value="SETON-CERTIFIER SETON"/>
First Name:	<input type="text" value="ALICIA"/>	First Name:	<input type="text" value="SETON"/>
Middle Name:	<input type="text"/>	Middle Name:	<input type="text" value="CARE"/>
Last Name:	<input type="text"/>	Middle Name:	<input type="text" value="SETON-CERTIFIER"/>
Title:	<input type="text"/>	Other:	<input type="text" value="OTHER"/>
Other (Specify):	<input type="text"/>	CERTIFIER:	<input type="text" value="CERTIFIER"/>
Address:	<input type="text"/>	Address:	<input type="text" value="1313 RED RIVER ST, SUITE 100"/>
Apt:	<input type="text"/>	Apt:	<input type="text"/>
State:	<input type="text" value="TEXAS"/>	State:	<input type="text" value="TEXAS"/>
County:	<input type="text" value="TRAVIS"/>	County:	<input type="text" value="TRAVIS"/>
City/Town:	<input type="text" value="AUSTIN"/>	City/Town:	<input type="text" value="AUSTIN"/>
Zip:	<input type="text" value="78750"/>	Zip:	<input type="text" value="78701"/>
Zip Ext:	<input type="text"/>	Zip Ext:	<input type="text"/>
NPI:	<input type="text"/>	Date Certified:	<input type="text" value="__/__/__"/>
License Number:	<input type="text" value="R3939"/>		

Birth Registration

Record Successfully Certified.



EBR: 00000002000 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: READY FOR CERTIFICATION

BIRTH REGISTRATION

AOP#: Unre /05/01

Record Type

Step 16: After Successfully Certified, Click Release from the RECORD dropdown menu.

- New
- Search
- Save
- Cancel
- Certify
- De-Certify
- View Signatures
- Release

- Unresolved / StakeHolders
- ✓ Newborn
- ✓ Mother
- ✓ Mother Dem
- ✓ Father
- ✓ Father Dem
- ✓ Mother Medical-1
- ✓ Mother Medical-2
- ✓ Mother Medical-3
- ✓ Mother Medical-4
- ✓ Newborn Medical-1
- ✓ Newborn Medical-2
- ✓ Certification
- Comments
- ACTIVITY:
- Record Type: BORN AT THIS FACILITY
- Field Status: Resolved
- Action: Updating Record

NEWBORN GENERAL INFORMATION

Record Type: * BORN AT THIS FACILITY Plurality: * SINGLE Birth Order: * SINGLE

NEWBORN INFORMATION

Is Child Unnamed?

First Name: NEWBORN Middle Name: BABY

Last Name: * SMITH Suffix: --Select a value--

Date of Birth: * 05/01/2018 Time of Birth (Military AMPM Indicator): 07:00 MILITARY

Sex: MALE Infant's Medical Record Number: 123ABC

SSN INFORMATION

Parents Authorize Release of Information to Social Security Administration to Issue this Child a SSN YES

SSN: SSN PENDING

MOTHER'S INFORMATION

Title Preference: MOTHER Legal First Name: MOMMY

Legal Middle Name: Legal Last Name: * SMITH

Legal Suffix: --Select a value-- Medical Record Number: * ABC123

FACILITY INFORMATION & PLACE OF BIRTH

Name: SETON MEDICAL CENTER Type: HOSPITAL



EBR: 00000002095 Filing Deadline: 0 Day(s) Unresolved Work Queue Filter: --Select a value--

BIRTH REGISTRATION

AOP#:

Unresolved Work Queue:

FOX, JAMIE (C), 2018/05/29

1

Attendant Name

Unresolved / Stakeholders

✓ Newborn

✓ Mother

✓ Newborn Medical-2

✓ Certification

Comments

ACTIVITY:

Attendant Name:
MCCANDLESS STEPHEN

Field Status:
Resolved

Action:
Updating Record

NEWBORN GENERAL INFORMATION

Record Type: BORN AT THIS FACILITY Plurality: SINGLE Birth Order: SINGLE

NEWBORN INFORMATION

Is Child Unnamed?

First Name:

Birth Registration

The system has determined that this record is ready to be released. Do you wish to RELEASE this record now?

Step 17: The system will check the record again and ask if you wish to release the record. Click "Yes" to release the record.

Primary AMPM Indicator):

Record Number:

to Issue this Child a SSN

SSN:

SSN NOT REQUESTED

MOTHER'S INFORMATION

Title Preference: MOTHER Legal First Name: VICKI
 Legal Middle Name: CAROL Legal Last Name: FOX
 Legal Suffix: Medical Record Number: 00010011

FACILITY INFORMATION & PLACE OF BIRTH

Name: SETON MEDICAL CENTER Type: HOSPITAL
 Other (Specify): Address: 1201 W. 38TH STREET
 Apt: State: TEXAS
 County: TRAVIS Local: REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY



EBR: 00000002000 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: READY FOR CERTIFICATION

BIRTH REGISTRATION

AOP#: Unresolved Work Queue: SMITH, NEWBORN (C), 2018/05/01

Record Type

- Unresolved / StakeHolders
- Newborn
- Mother
- Mother Dem
- Father
- Father Dem
- Mother Medical-1
- Mother Medical-2
- Mother Medical-3
- Mother Medical-4
- Newborn Medical-1
- Newborn Medical-2
- Certification
- Comments
- ACTIVITY: Record Type: BORN AT THIS FACILITY Field Status: Resolved Action: Updating Record

NEWBORN GENERAL INFORMATION

Record Type: * BORN AT THIS FACILITY Plurality: * SINGLE Birth Order: * SINGLE

Sex: MALE 123ABC

SSN INFORMATION

Parents Authorize Release of Information to Social Security Administration: YES

SSN: SSN PENDING

MOTHER'S INFORMATION

Legal First Name: MOMMY Legal Last Name: * SMITH Medical Record Number: * ABC123

FACILITY INFORMATION & PLACE OF BIRTH

Name: SETON MEDICAL CENTER Type: HOSPITAL

Birth Registration

Record released successfully.

OK

Step 18: Click "OK". The record has been successfully released to the State for review.



BASIC BIRTH REGISTRATION
Local Registrar Accept & Print
Birth Record



LOCAL ACCEPTANCE QUEUE

Unresolved Work Queue:

↕
🔄
1

Local File Number:

State File Number:

Local File Date:

Paternity Affidavit Number:

MOTHER LEGAL NAME

Mother's First Name:

FATHER LEGAL NAME

Father's First Name:

Mother's Middle Name:

Father's Middle Name:

Mother's Last Name:

Father's Last Name:

Mother's Suffix:

Father's Suffix:

CHILD'S NAME

Child's First Name:

CHILD'S INFORMATION

Child's Date Of Birth:

Child's Middle Name:


Child's Plurality:

Child's Last Name:

Child's Birth Order:

Child's Suffix:

Place Of Birth:

The Local Registrar will review the records assigned under the “Local Acceptance Queue” and click the Check () to accept. The system will automatically assign the Local File Number.



LOCAL PRINT QUEUE

Document Filter

- All Previously Not Printed.
- All Previously Printed.

* SFN Year

SFN From

SFN To

Submit

* Birth record(s) for which void or do not issue flag is set are not eligible for batch print.

<input type="checkbox"/> Select		Void?	Do Not Issue?	State File Number	State File Date	Local File Number	Local File Date	State Print	Local Print	Facility Name	Childs Name
<input checked="" type="checkbox"/>	View Details	NO	NO	0004572017	04/08/2018	00000409	04/08/2018	Printed	Unprinted	SETON MEDICAL CENTER	SPIN...
<input type="checkbox"/>	View Details	NO	NO	0000822018	04/11/2018	00000075	04/16/2018	Printed	Unprinted	BEAUTIFUL BEGINNINGS	...
<input type="checkbox"/>	View Details	NO	NO	0000842018	04/11/2018	00000077	04/16/2018	Printed	Unprinted	BEAUTIFUL BEGINNINGS	...
<input type="checkbox"/>	View Details	NO	NO	0000852018	04/11/2018	00000072	04/16/2018	Printed	Unprinted	BEAUTIFUL BEGINNINGS	...
<input type="checkbox"/>	View Details	NO	NO	0000942018	04/25/2018	00000502	04/25/2018	Printed	Unprinted	SETON MEDICAL CENTER	...
<input checked="" type="checkbox"/>	View Details	NO	NO	0000972018	04/30/2018	000505	04/30/2018	Printed	Unprinted	SETON MEDICAL CENTER	...
<input type="checkbox"/>	View Details	NO	NO	0000982018	04/30/2018	000504	04/30/2018	Printed	Unprinted	SETON MEDICAL CENTER	...
<input checked="" type="checkbox"/>	View Details	NO	NO	0001142018	05/29/2018	000506	05/29/2018	Printed	Unprinted	SETON MEDICAL CENTER	...

Page 1 of 1 | Displaying Records 1 - 14 of 14

Print

Clear

The Local Registrar will then be able to print their copy of the record with the local file number and Local Registrar's signature.