BASIC BIRTH REGISTRATION

REV 02/06/2024

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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 T	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 tab	Moves forward from one box/field to another box/field.
Shift Tab or shift + tab	Moves backward from one box/field to another box/field.
Enter or enter	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 space	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 esc	Closes a dropdown list.
Ctrl + S or Ctrl + S	Saves the current record.
State Abbreviations	Selects the associated State by typing the first letter.

Diacritical Marks

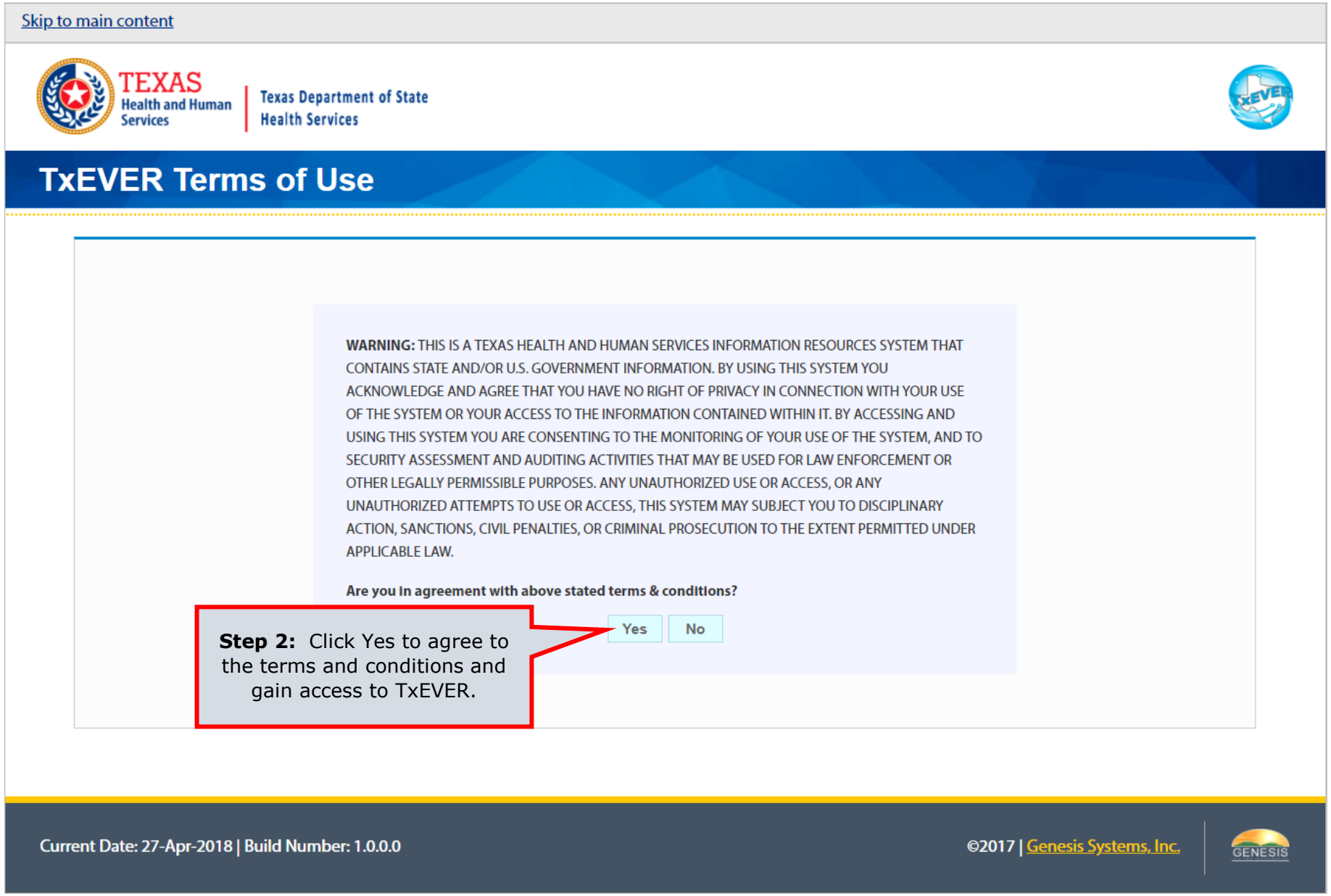
TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the "ALT" key and type the 3 or 4 digit code. Release the "ALT" key and the respective diacritical mark will appear. Example: **ALT+128 = Ç**

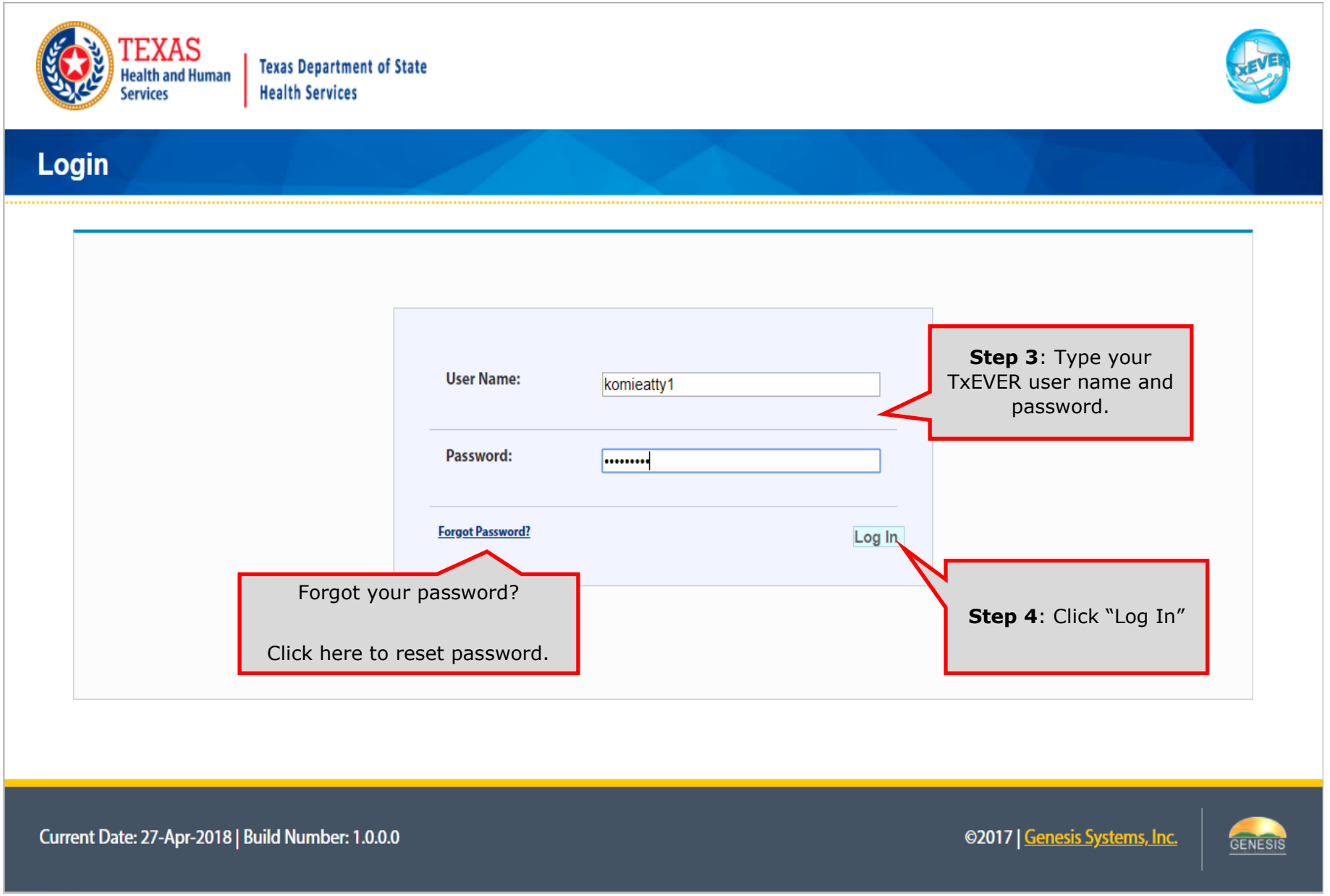
ALT Code	Name	ALT Code	Name
128	Ç Diacritical Mark	0200	È Diacritical Mark
142	Ä Diacritical Mark	0205	Í Diacritical Mark
144	É Diacritical Mark	0207	Ï Diacritical Mark
153	Ö Diacritical Mark	0204	Ì Diacritical Mark
154	Ü Diacritical Mark	0211	Ó Diacritical Mark
165	Ñ Diacritical Mark	0210	Ò Diacritical 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

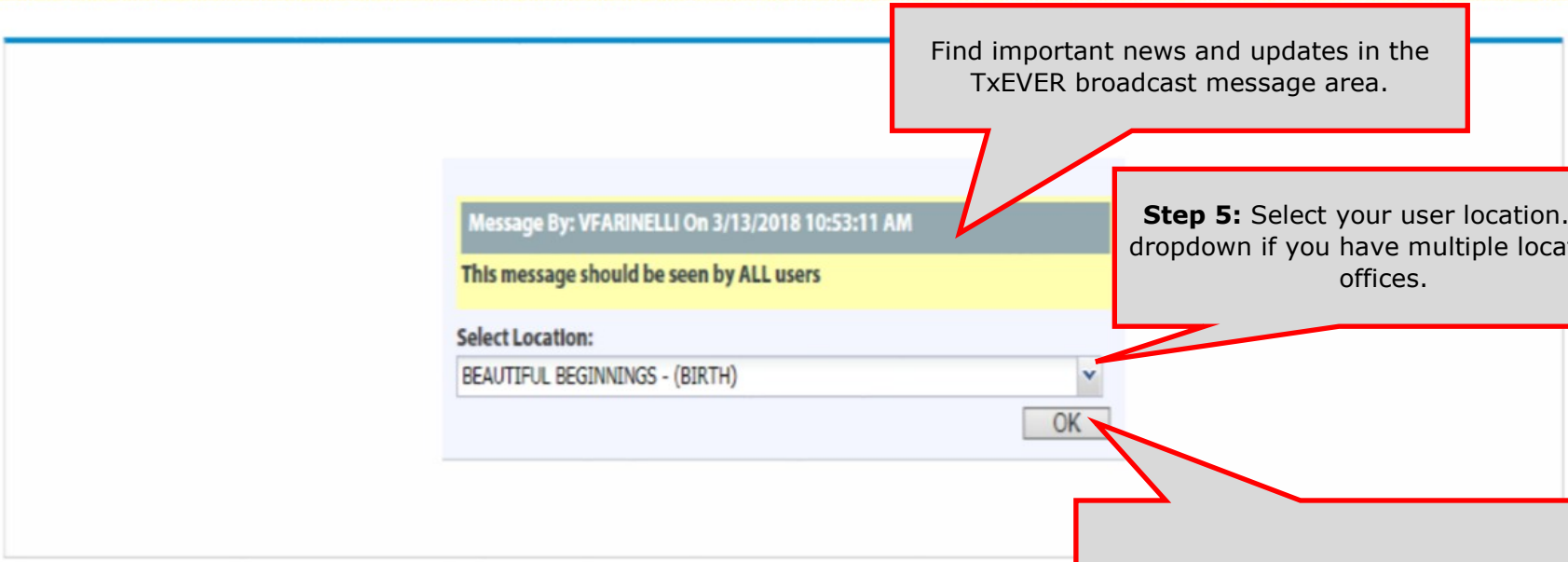

Skip to main content
TEXAS
Health and Human Services
Texas Department of State Health Services
TxEVER Terms of Use
WARNING: THIS IS A TEXAS HEALTH AND HUMAN SERVICES INFORMATION RESOURCES SYSTEM THAT CONTAINS STATE AND/OR U.S. GOVERNMENT INFORMATION. BY USING THIS SYSTEM YOU ACKNOWLEDGE AND AGREE THAT 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.
Current Date: 27-Apr-2018 | Build Number: 1.0.0.0
©2017 | Genesis Systems, Inc.
GENESIS



Helpful Tips

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

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."

Current Date: 13-Mar-2018 | Build Number: 1.0.0.0

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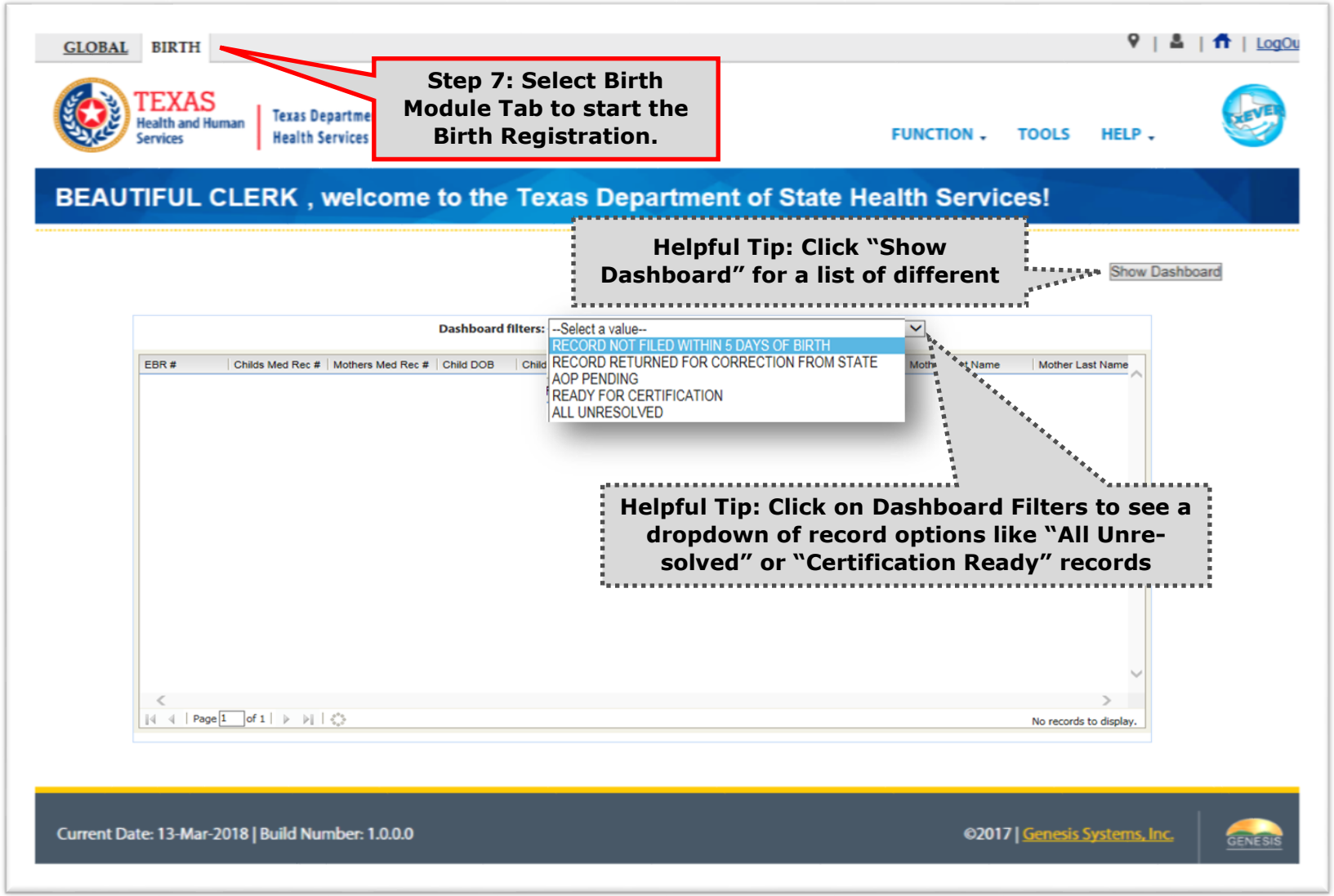
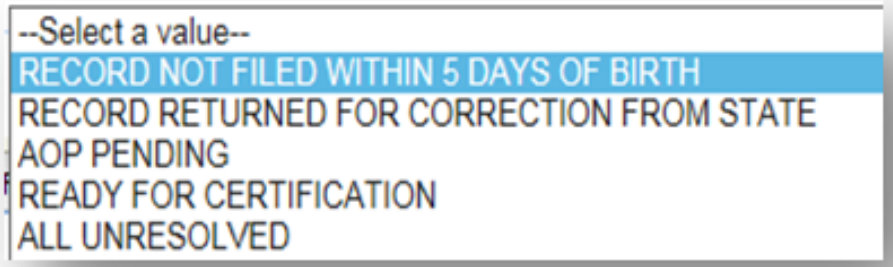
Helpful Tips

Review of the Birth Home Page



Helpful Tips

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.



DASHBOARD DISCRIPTIONS:

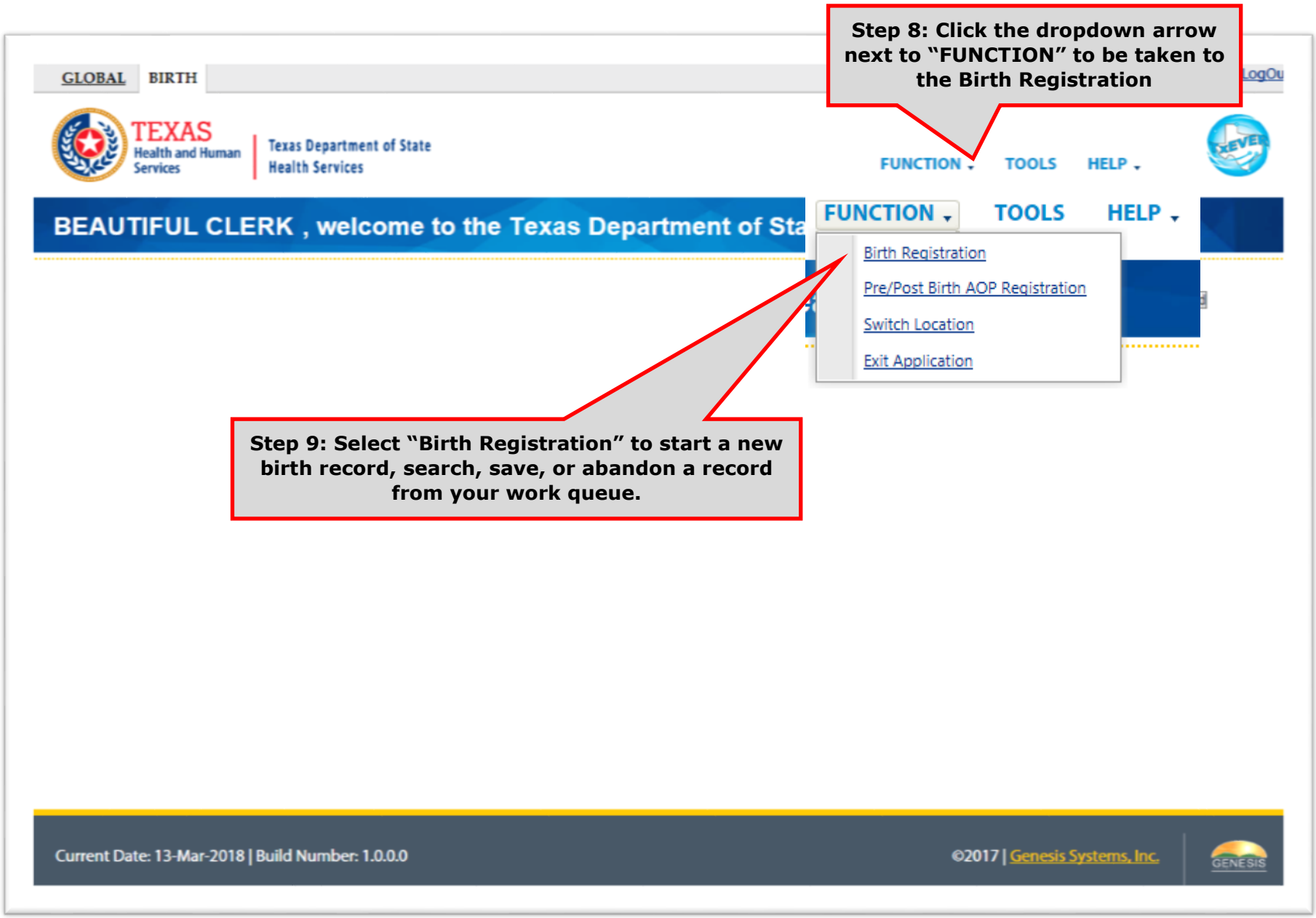
RECORD NOT FILED WITHIN 5 DAYS OF BIRTH: This will display a list of records that are older than 5 days from the date of birth. These records should be filed as soon as possible.

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.

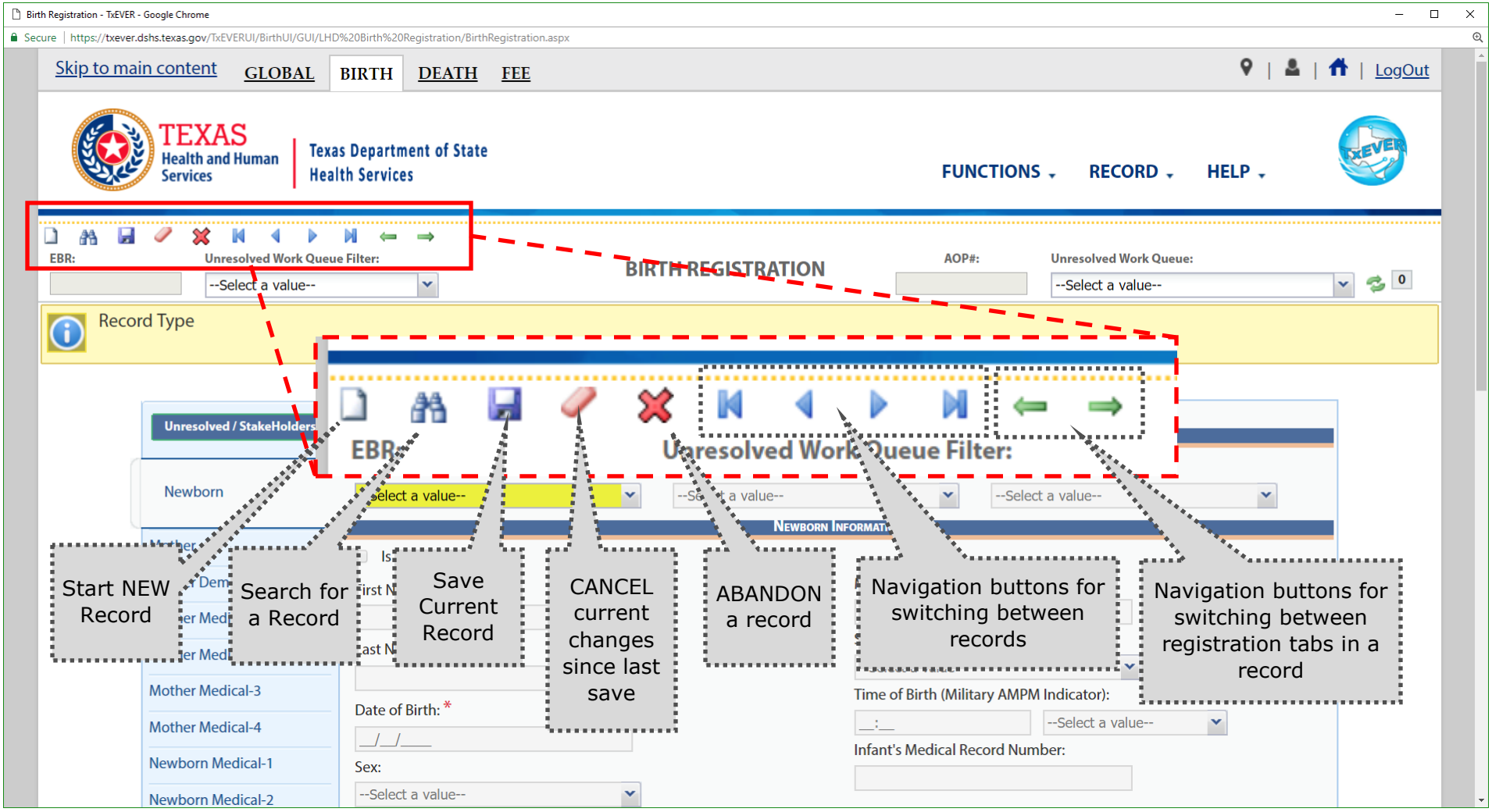
ALL UNRESOLVED: This dashboard will show the entire list of records waiting for resolution. It will include all the listed dashboards and any records that are still within the 5 days.

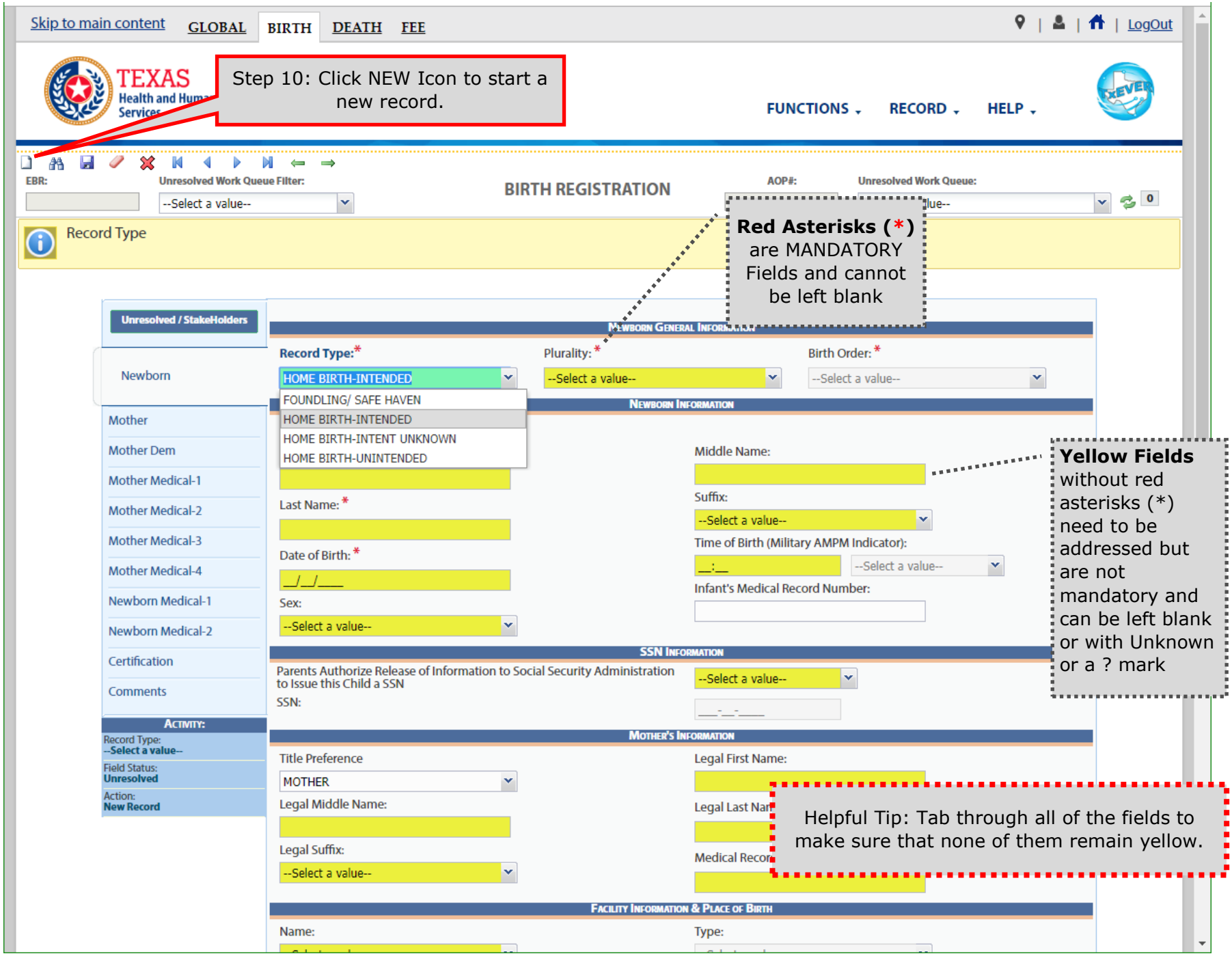


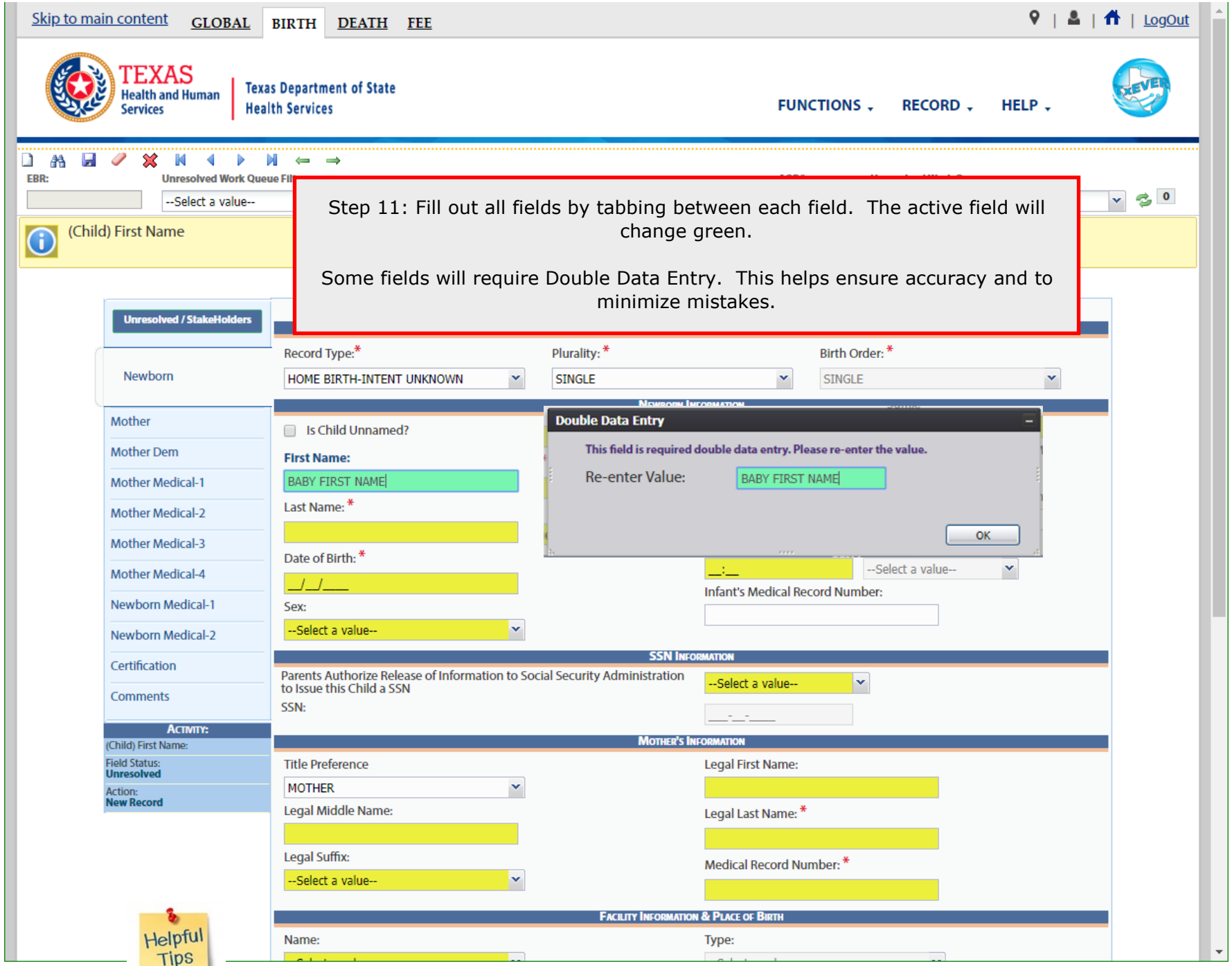
Helpful Tips

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

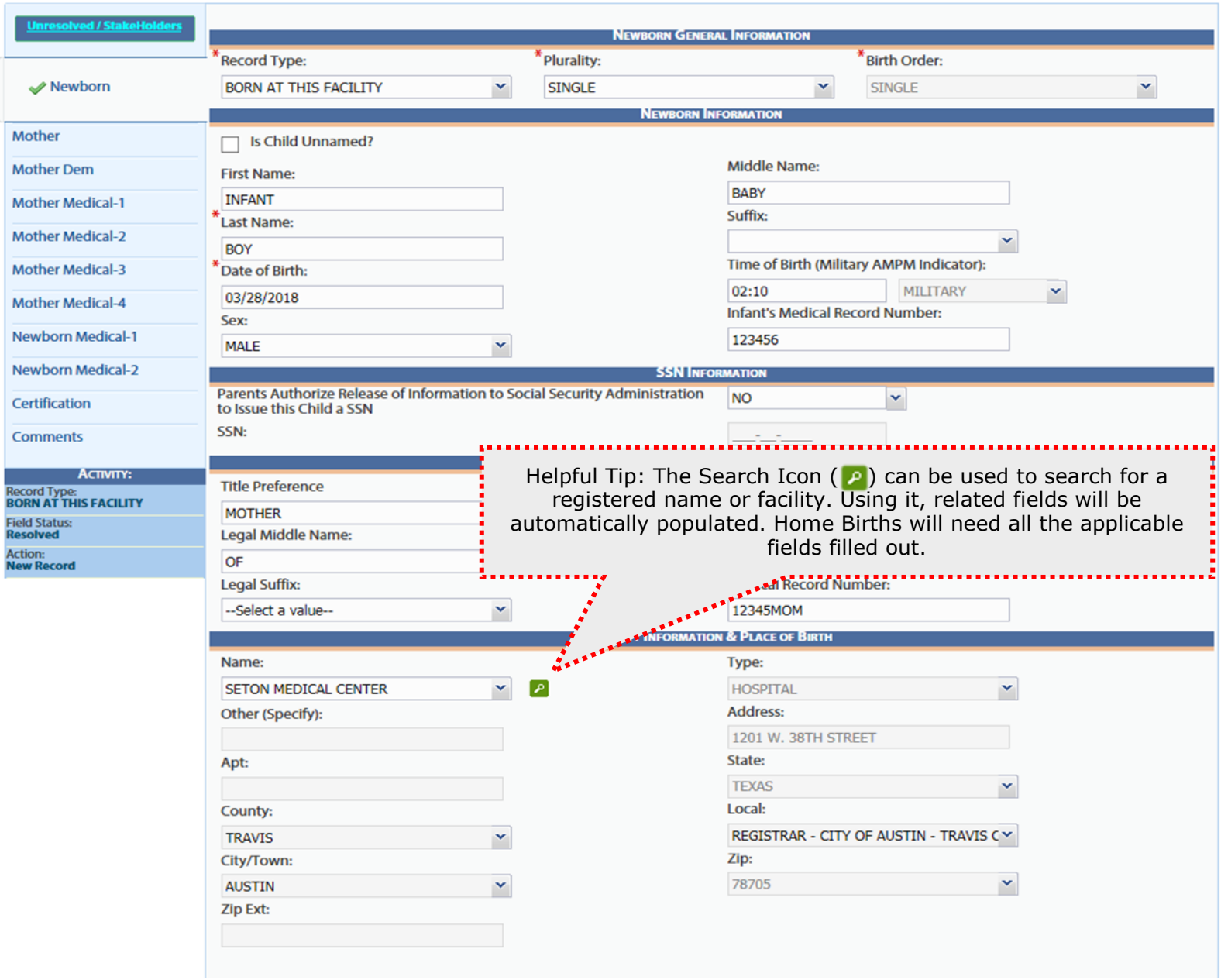


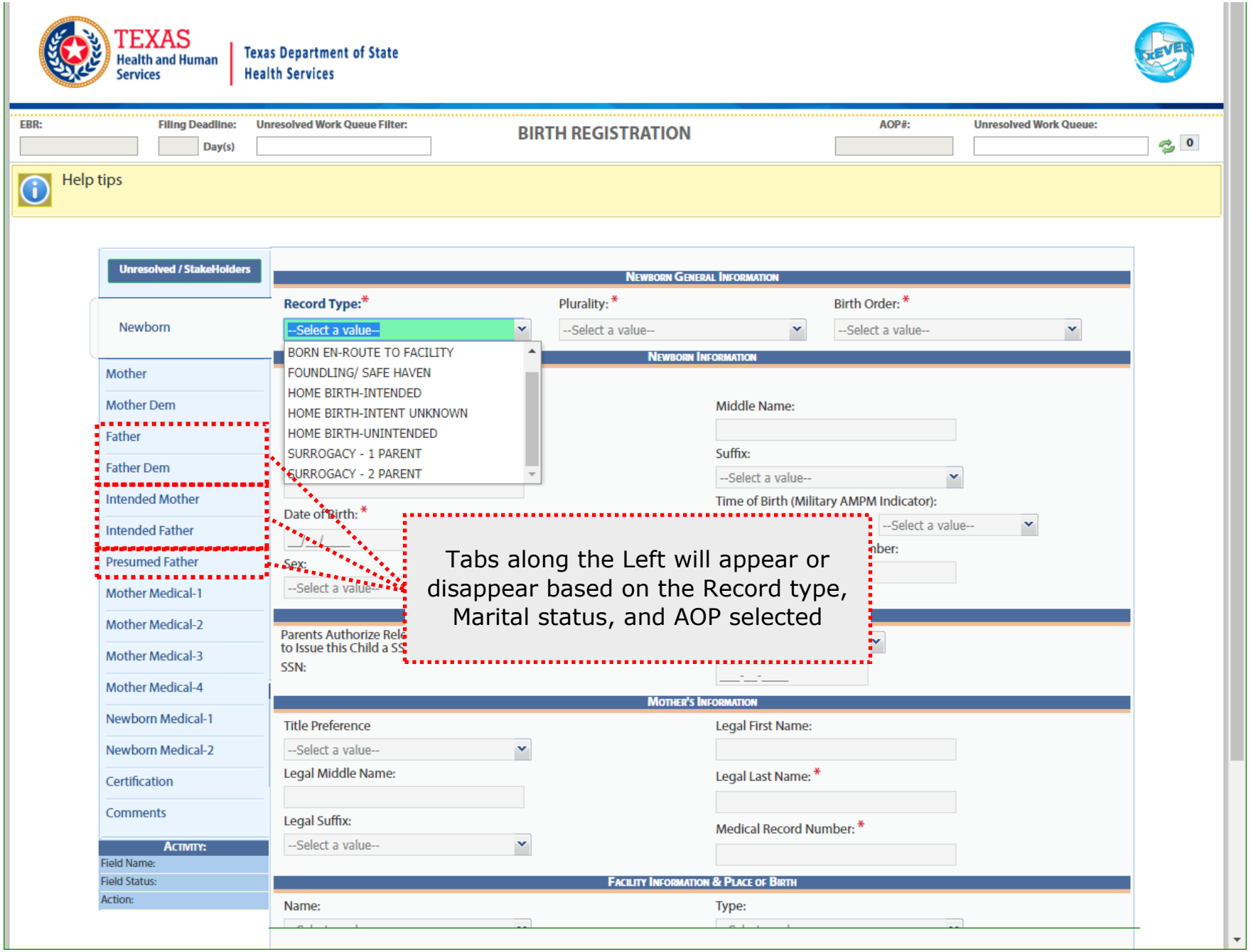

Skip to main content
GLOBAL
BIRTH
DEATH
FEE
LogOut
TEXAS
Health and Human Services
Step 10: Click NEW Icon to start a new record.
FUNCTIONS
RECORD
HELP
EBR:
Unresolved Work Queue Filter:
--Select a value--
BIRTH REGISTRATION
AOP#:
Unresolved Work Queue:
Record Type
Red Asterisks (*) are MANDATORY Fields 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
FOUNDLING/ SAFE HAVEN
HOME BIRTH-INTENDED
HOME BIRTH-INTENT UNKNOWN
HOME BIRTH-UNINTENDED
Plurality:*
--Select a value--
Birth Order:*
--Select a value--
Newborn Information
Middle Name:
Suffix:
--Select a value--
Last Name:*
Time of Birth (Military AMPM Indicator):
Date of Birth:*
__/__/____
--Select a value--
Infant's Medical Record Number:
Sex:
--Select a value--
Yellow Fields without red asterisks (*) need to be addressed but are not mandatory and can be left blank or with Unknown or a ? mark
SSN Information
Parents Authorize Release of Information to Social Security Administration to Issue this Child a SSN
--Select a value--
SSN:
Mother's Information
Title Preference
MOTHER
Legal First Name:
Legal Middle Name:
Legal Suffix:
--Select a value--
Helpful Tip: Tab through all of the fields to make sure that none of them remain yellow.
Facility Information & Place of Birth
Name:
Type:

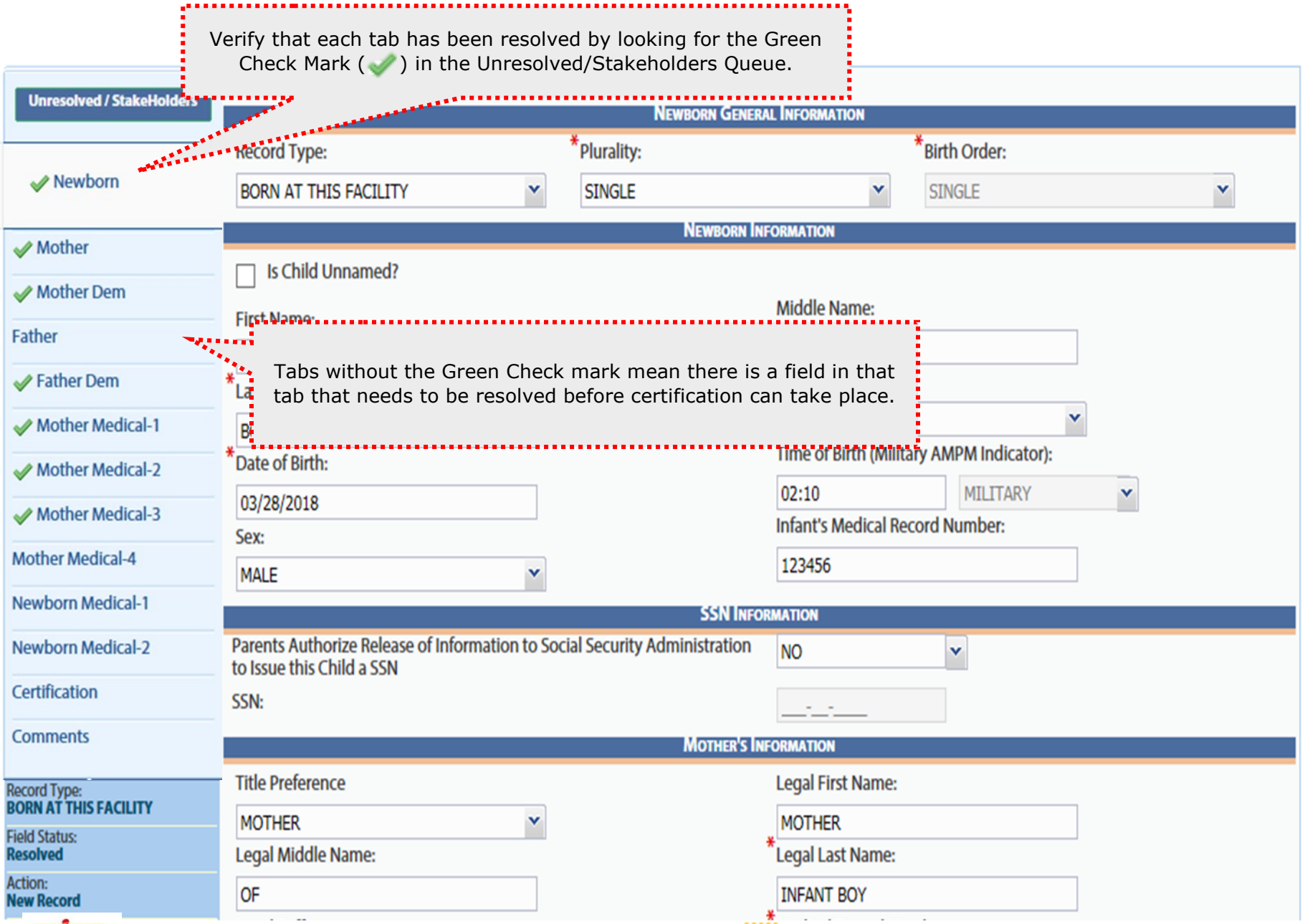


Helpful Tips

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

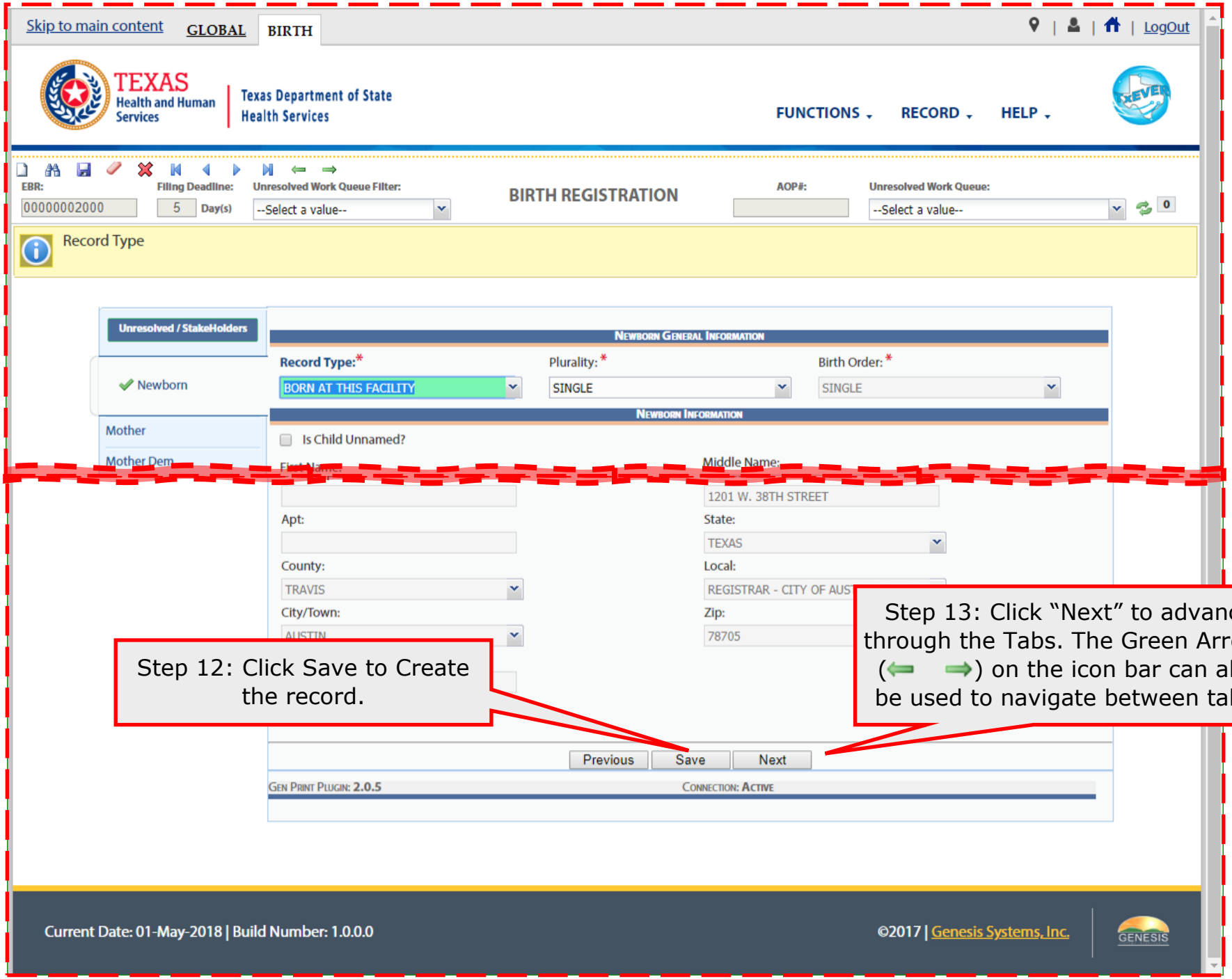

Unresolved / StakeHolders
Newborn
Mother
Mother Dem
Mother Medical-1
Mother Medical-2
Mother Medical-3
Mother Medical-4
Newborn Medical-1
Newborn Medical-2
Certification
Comments
Activity:
Record Type:
BORN AT THIS FACILITY
Field Status:
Resolved
Action:
New Record
Newborn General Information
*Record 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:
Title Preference
MOTHER
Legal Middle Name:
OF
Legal Suffix:
--Select a value--
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:
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.


TEXAS
Health and Human Services
Texas Department of State Health Services
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
Activity:
Field Name:
Field Status:
Action:
Newborn General Information
Record Type:*
--Select a value--
BORN EN-ROUTE TO FACILITY
FOUNDLING/ SAFE HAVEN
HOME BIRTH-INTENDED
HOME BIRTH-INTENT UNKNOWN
HOME BIRTH-UNINTENDED
SURROGACY - 1 PARENT
SURROGACY - 2 PARENT
Plurality:*
Birth Order:*
Newborn Information
Middle Name:
Suffix:
Time of Birth (Military AMPM Indicator):
Date of Birth:*
Sex:
Parents Authorize Rel
to Issue this Child a SS
SSN:
Mother's Information
Title Preference
Legal First Name:
Legal Middle Name:
Legal Last Name:*
Legal Suffix:
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



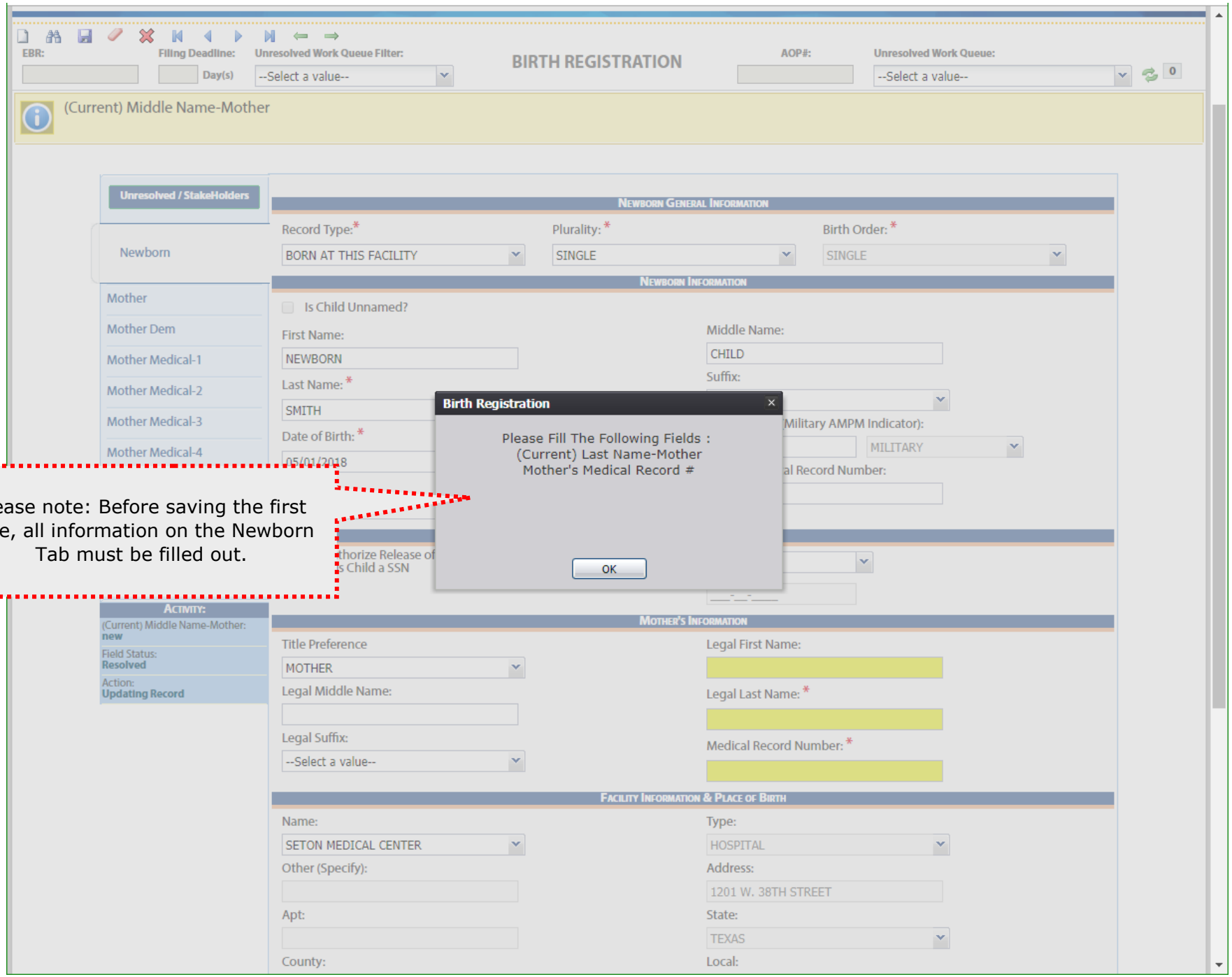
Helpful Tips

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.

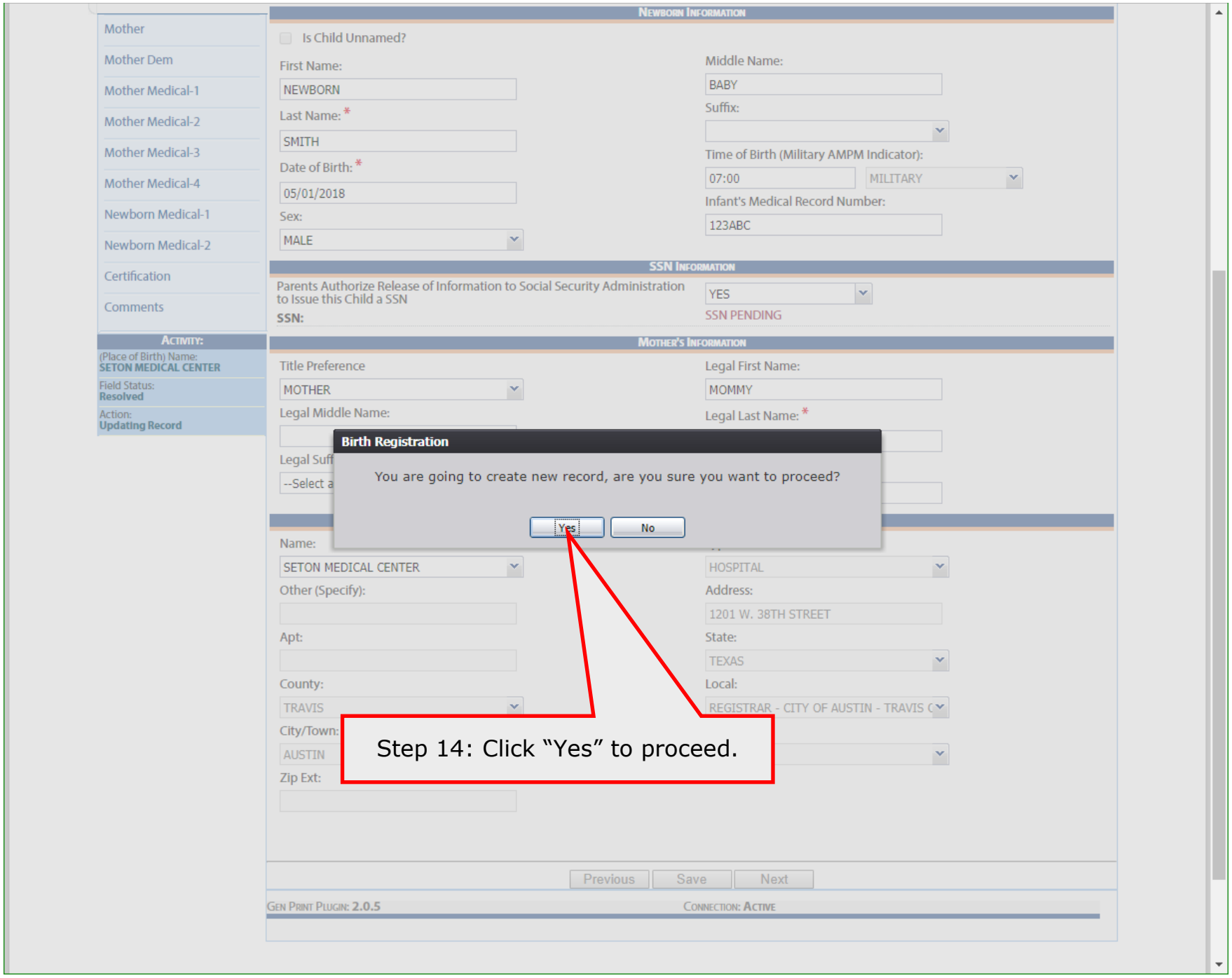


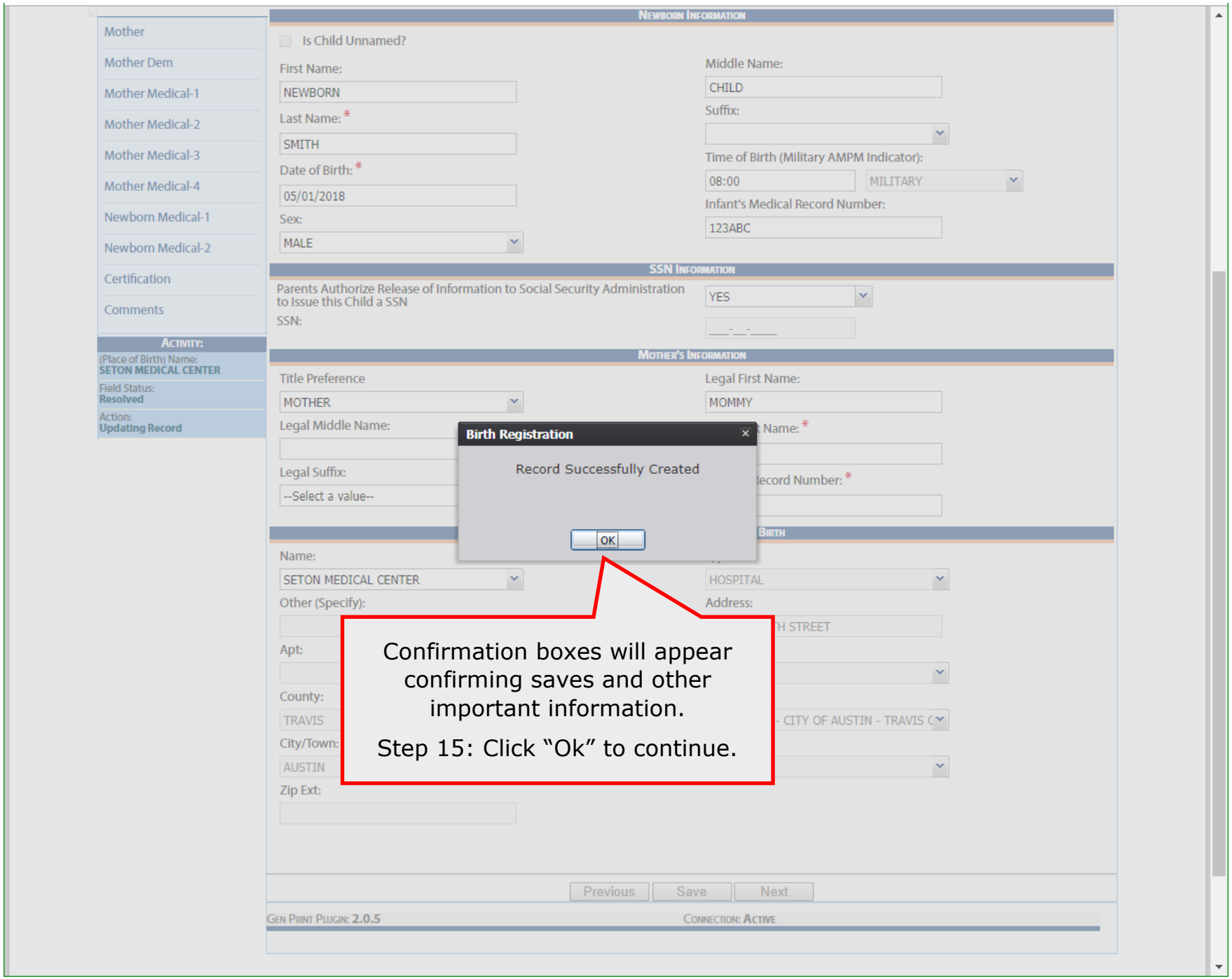
Step 12: Click Save to Create the record.

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



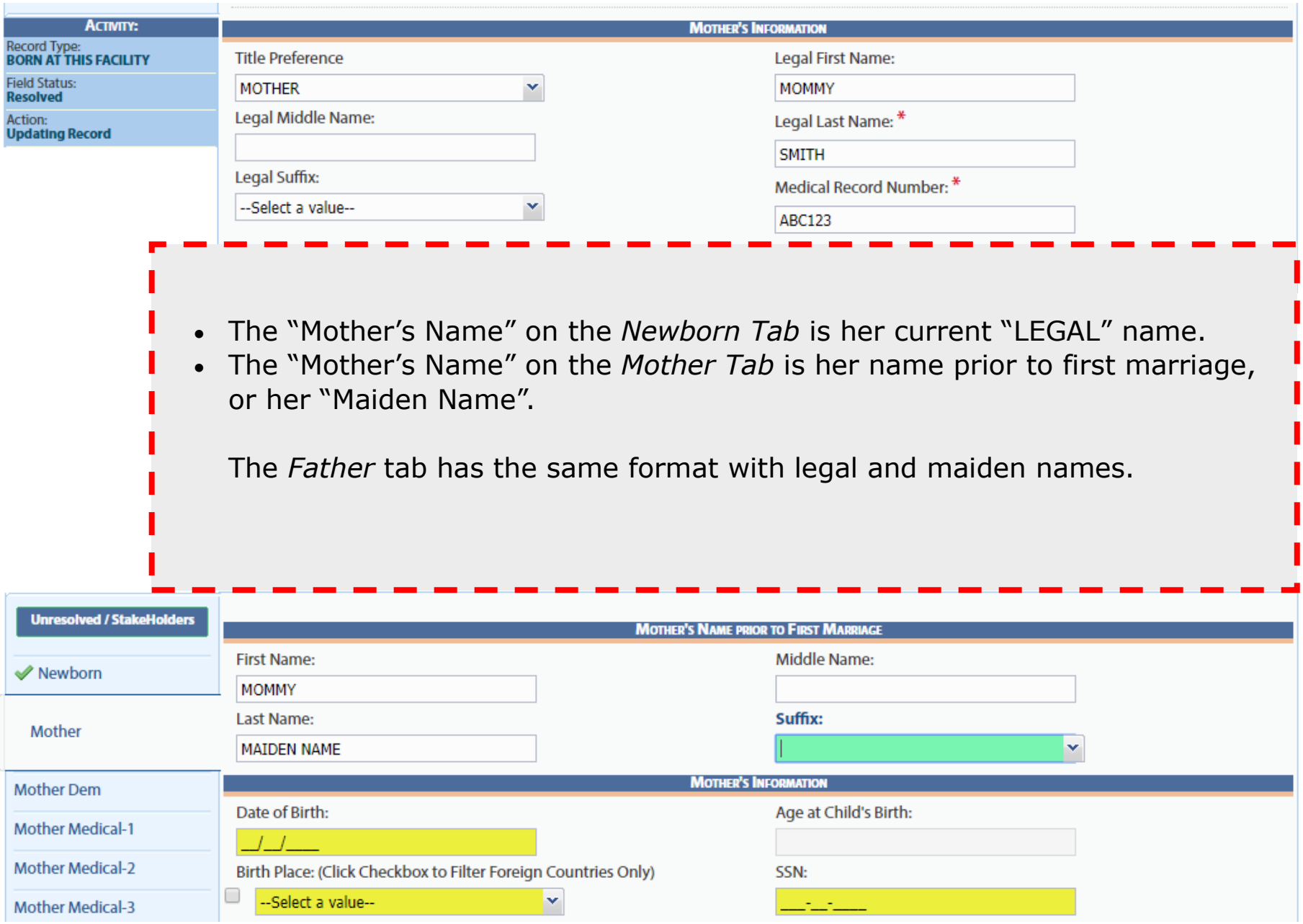
Please note: Before saving the first time, all information on the Newborn Tab must be filled out.


Mother
Mother Dem
Mother Medical-1
Mother Medical-2
Mother Medical-3
Mother Medical-4
Newborn Medical-1
Newborn Medical-2
Certification
Comments
ACTIVITY:
(Place of Birth) Name:
SETON MEDICAL CENTER
Field Status:
Resolved
Action:
Updating Record
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 Suff
--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:
Step 14: Click "Yes" to proceed.
Previous
Save
Next
GEN PRINT PLUGIN: 2.0.5
CONNECTION: ACTIVE



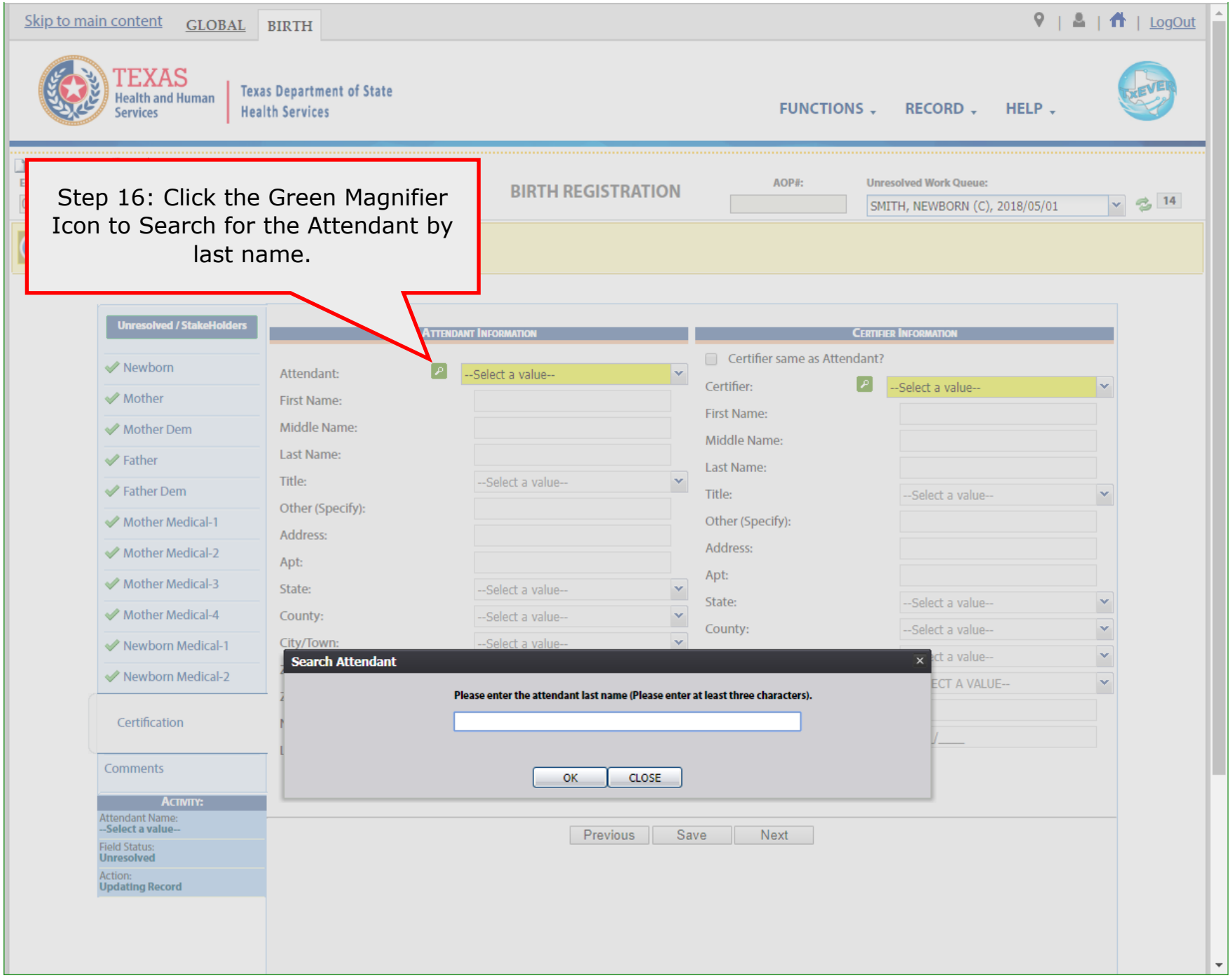
Confirmation boxes will appear confirming saves and other important information.

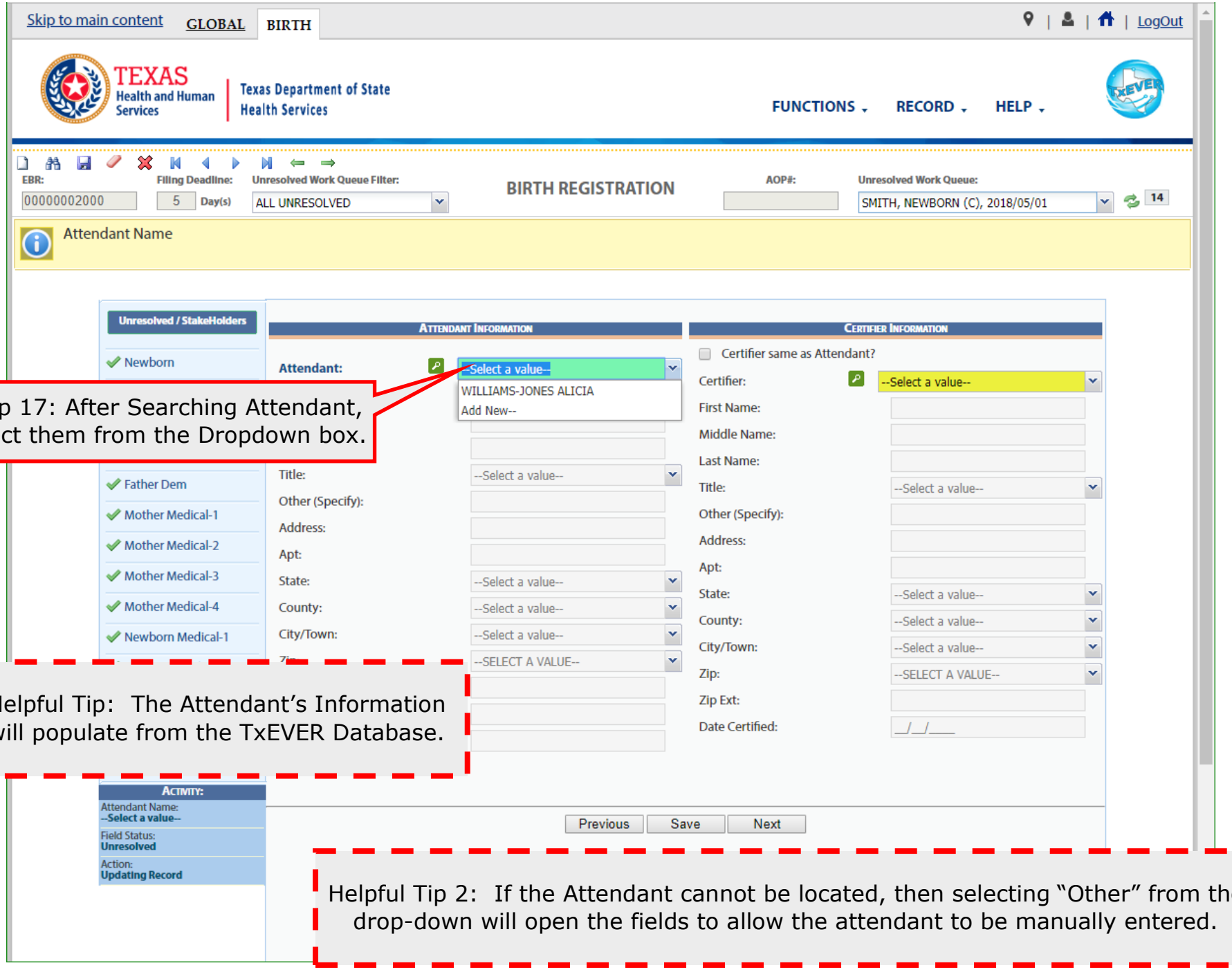
Step 15: Click "Ok" to continue.



- 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.

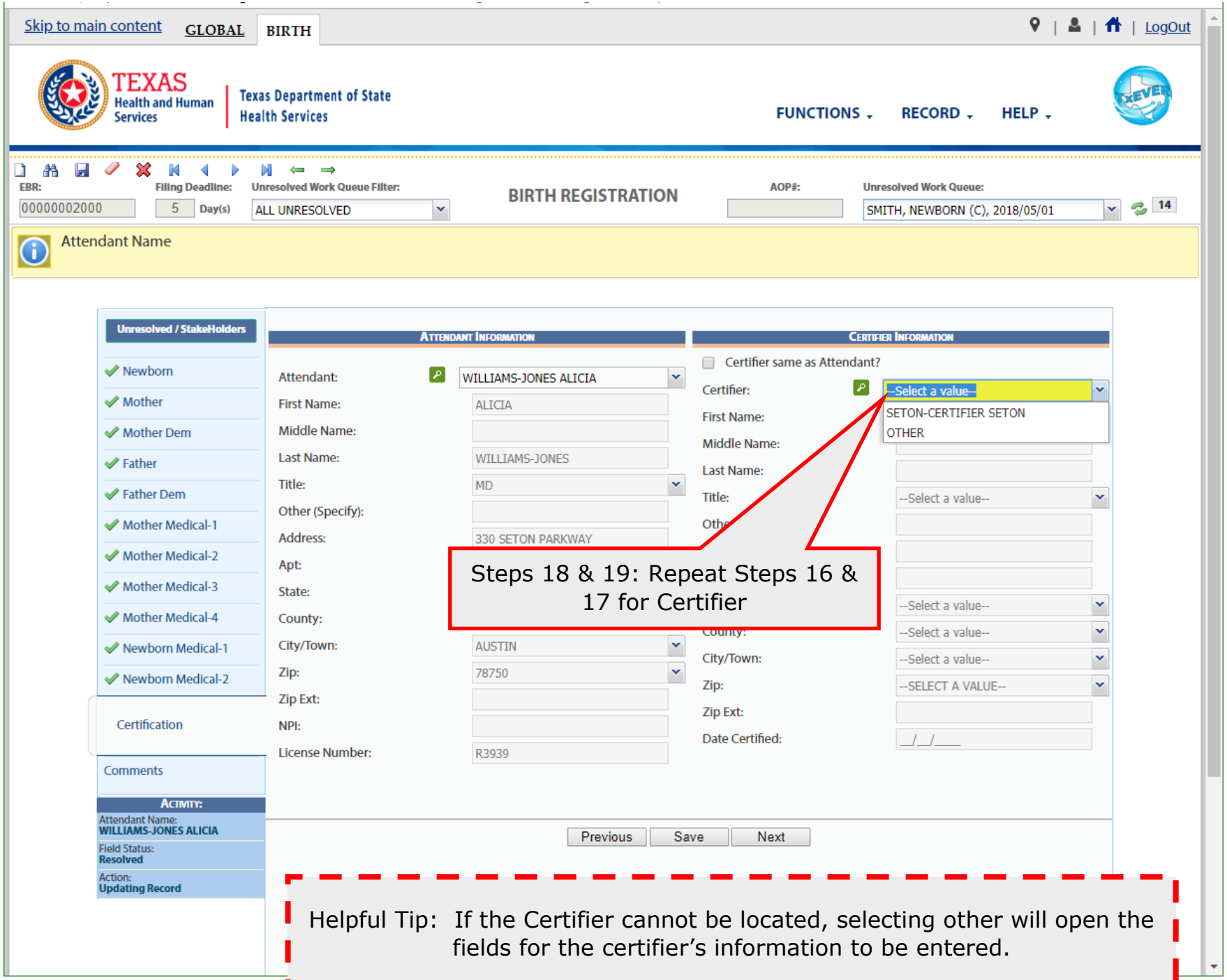

Skip to main content
GLOBAL
BIRTH
LogOut
TEXAS
Health and Human Services
Texas Department of State Health Services
FUNCTIONS
RECORD
HELP
Step 16: Click the Green Magnifier Icon to Search for the Attendant by last name.
BIRTH REGISTRATION
AOP#:
Unresolved Work Queue:
SMITH, NEWBORN (C), 2018/05/01
14
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
Attendant:
--Select a value--
First Name:
Middle Name:
Last Name:
Title:
Other (Specify):
Address:
Apt:
State:
County:
City/Town:
Certifier Information
Certifier same as Attendant?
Certifier:
--Select a value--
First Name:
Middle Name:
Last Name:
Title:
Other (Specify):
Address:
Apt:
State:
County:
Search Attendant
Please enter the attendant last name (Please enter at least three characters).
OK
CLOSE
Previous
Save
Next

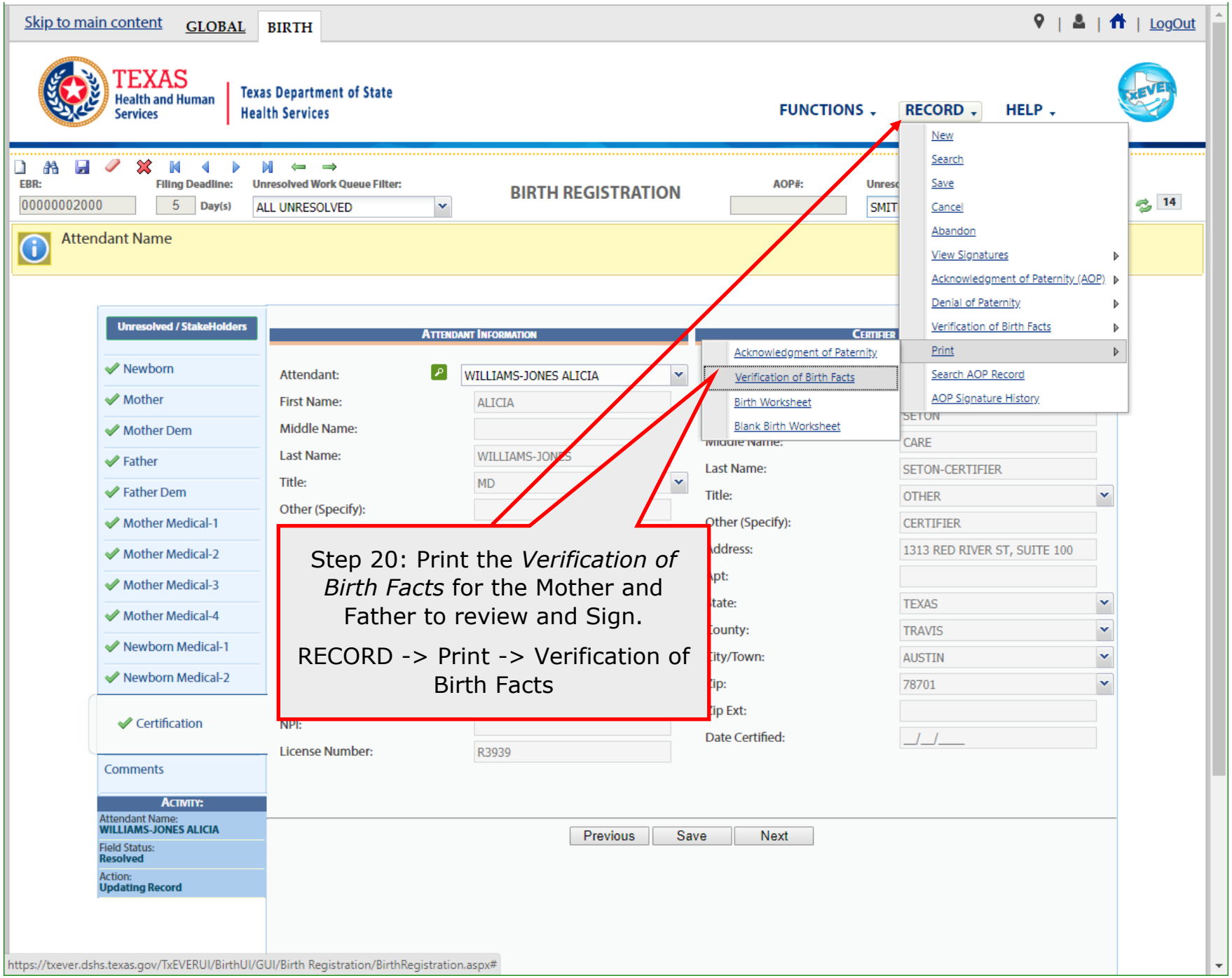


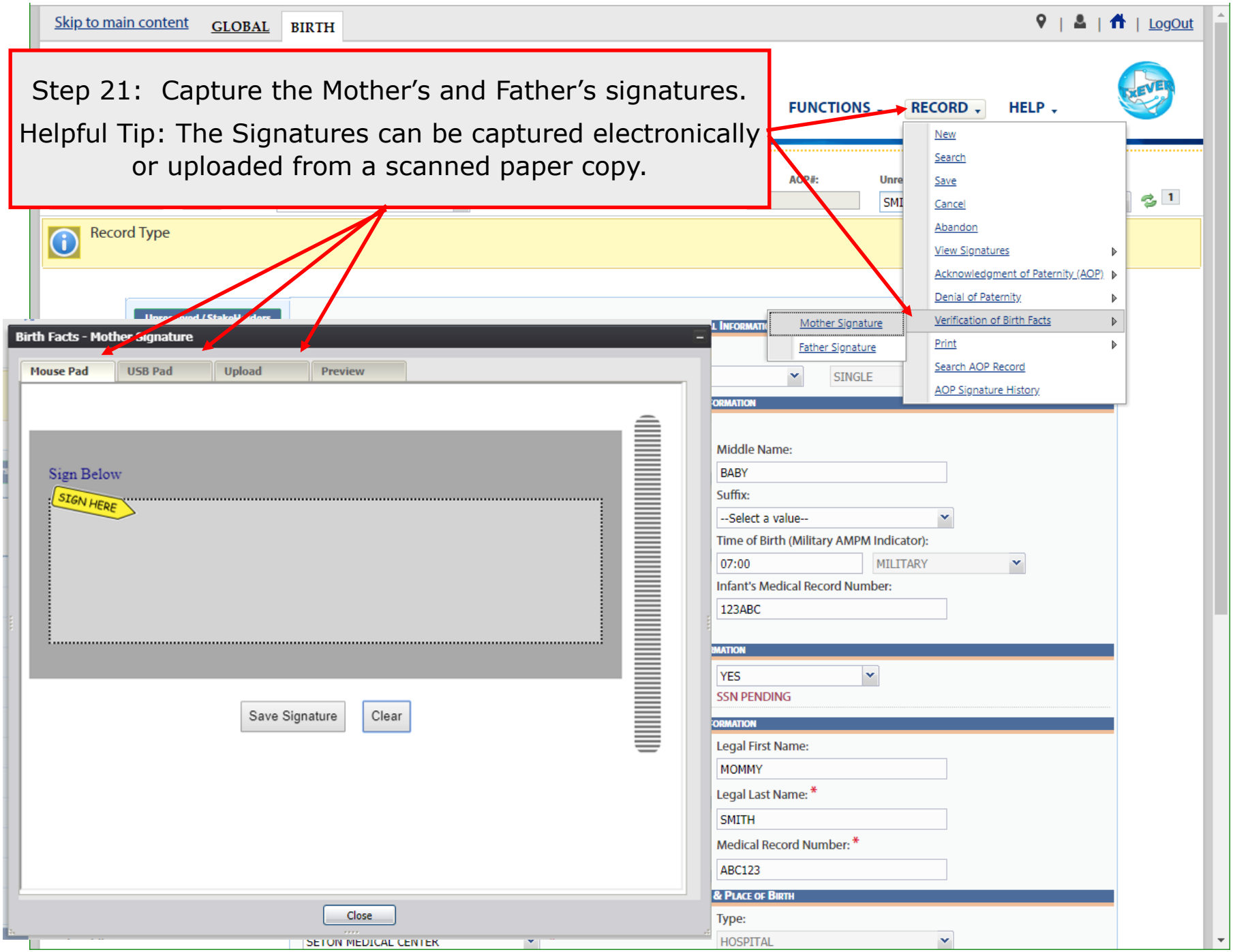
Step 17: After Searching Attendant, select them from the Dropdown box.

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.

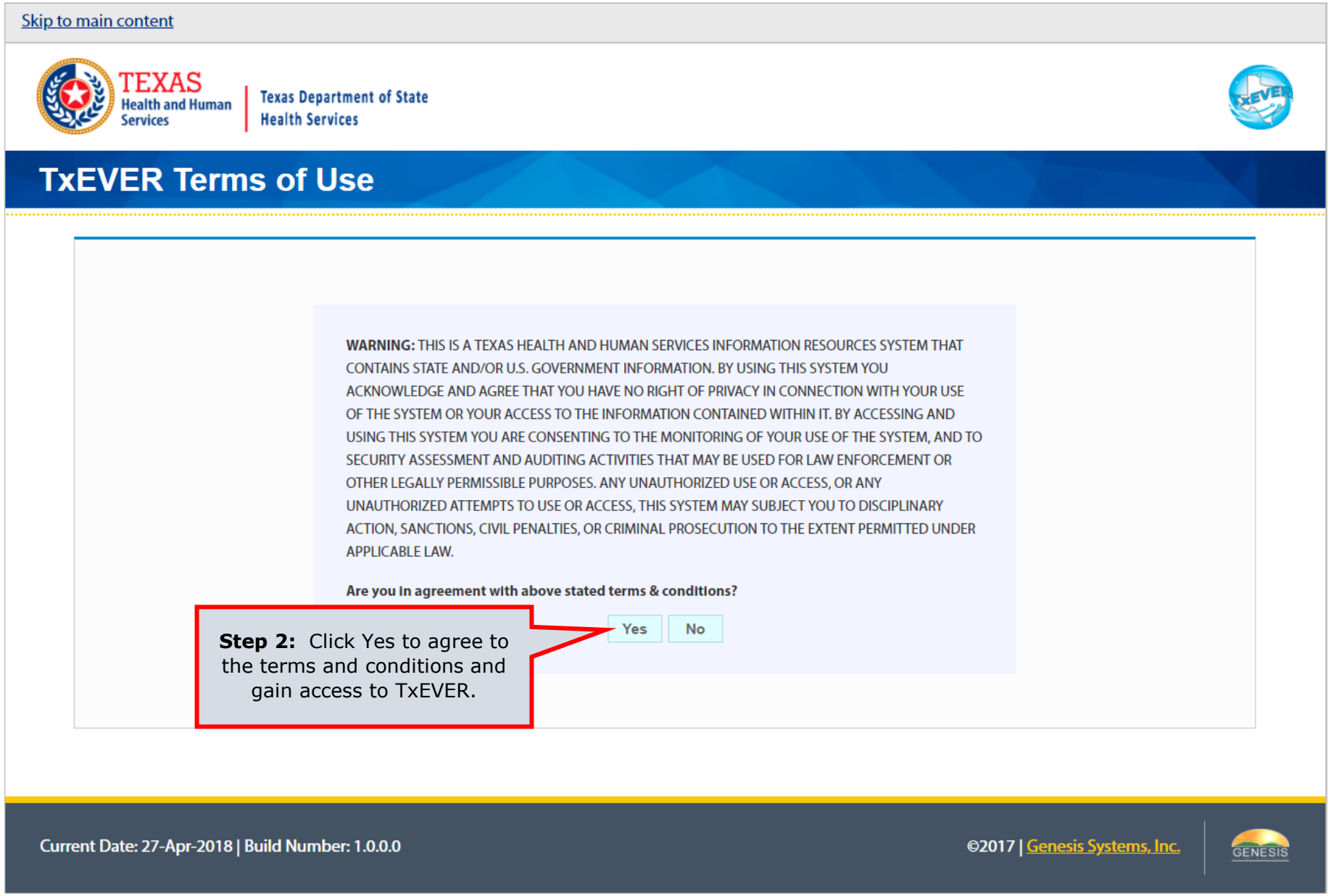

Skip to main content
GLOBAL
BIRTH
LogOut
TEXAS
Health and Human Services
Texas Department of State Health Services
FUNCTIONS
RECORD
HELP
EBR:
00000002000
Filing Deadline:
5
Day(s)
Unresolved Work Queue Filter:
ALL UNRESOLVED
BIRTH REGISTRATION
AOP#:
Unresolved Work Queue:
SMITH, NEWBORN (C), 2018/05/01
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
Attendant:
WILLIAMS-JONES ALICIA
First Name:
ALICIA
Middle Name:
Last Name:
WILLIAMS-JONES
Title:
MD
Other (Specify):
Address:
330 SETON PARKWAY
Apt:
State:
County:
City/Town:
AUSTIN
Zip:
78750
Zip Ext:
NPI:
License Number:
R3939
CERTIFIER INFORMATION
Certifier same as Attendant?
Certifier:
--Select a value--
SETON-CERTIFIER SETON
OTHER
First Name:
Middle Name:
Last Name:
Title:
--Select a value--
City/Town:
--Select a value--
Zip:
--SELECT A VALUE--
Zip Ext:
Date Certified:
__/__/____
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.


Skip to main content
GLOBAL
BIRTH
LogOut
TEXAS
Health and Human Services
Texas Department of State Health Services
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
Acknowledgment of Paternity
Verification of Birth Facts
Birth Worksheet
Blank Birth Worksheet
EBR:
00000002000
Filing Deadline:
5
Day(s)
Unresolved Work Queue Filter:
ALL UNRESOLVED
BIRTH REGISTRATION
AOP#:
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
Last Name:
SETON-CERTIFIER
Title:
OTHER
Other (Specify):
CERTIFIER
1313 RED RIVER ST, SUITE 100
TEXAS
TRAVIS
AUSTIN
78701
Date Certified:
Previous
Save
Next
Step 20: Print the Verification of Birth Facts for the Mother and Father to review and Sign.
RECORD -> Print -> Verification of Birth Facts
https://txever.dshs.texas.gov/TxEVERUI/BirthUI/GUI/Birth Registration/BirthRegistration.aspx#


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.
Skip to main content
GLOBAL
BIRTH
LogOut
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
Record Type
Birth Facts - Mother Signature
Mouse Pad
USB Pad
Upload
Preview
Sign Below
SIGN HERE
Save Signature
Clear
Close
Middle Name:
BABY
Suffix:
--Select a value--
Time of Birth (Military AMPM Indicator):
07:00
MILITARY
Infant's Medical Record Number:
123ABC
YES
SSN PENDING
Legal First Name:
MOMMY
Legal Last Name:
SMITH
Medical Record Number:
ABC123
Type:
HOSPITAL

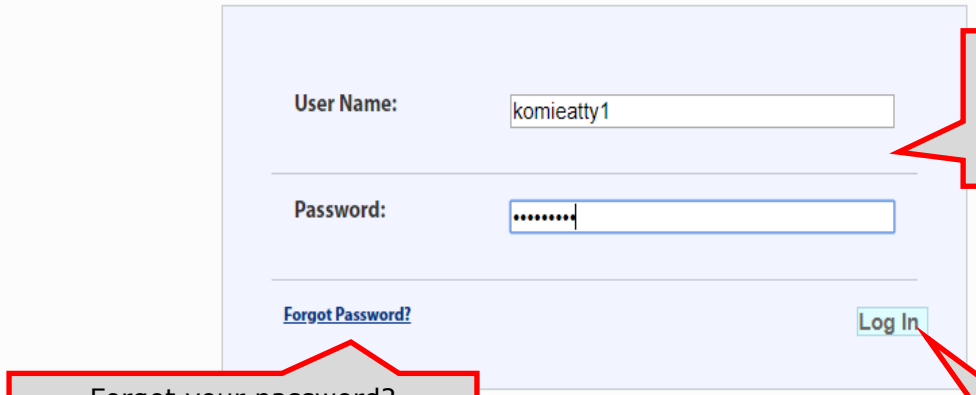
BASIC BIRTH REGISTRATION
Certify & Release Birth Record

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


Skip to main content
TEXAS
Health and Human Services
Texas Department of State Health Services
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.
Current Date: 27-Apr-2018 | Build Number: 1.0.0.0
©2017 | Genesis Systems, Inc.
GENESIS

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

Login



Step 3: Type your TxEVER user name and password.

Forgot your password?

Click here to reset password.

Step 4: Type your TxEVER user name and password.

Current Date: 27-Apr-2018 | Build Number: 1.0.0.0

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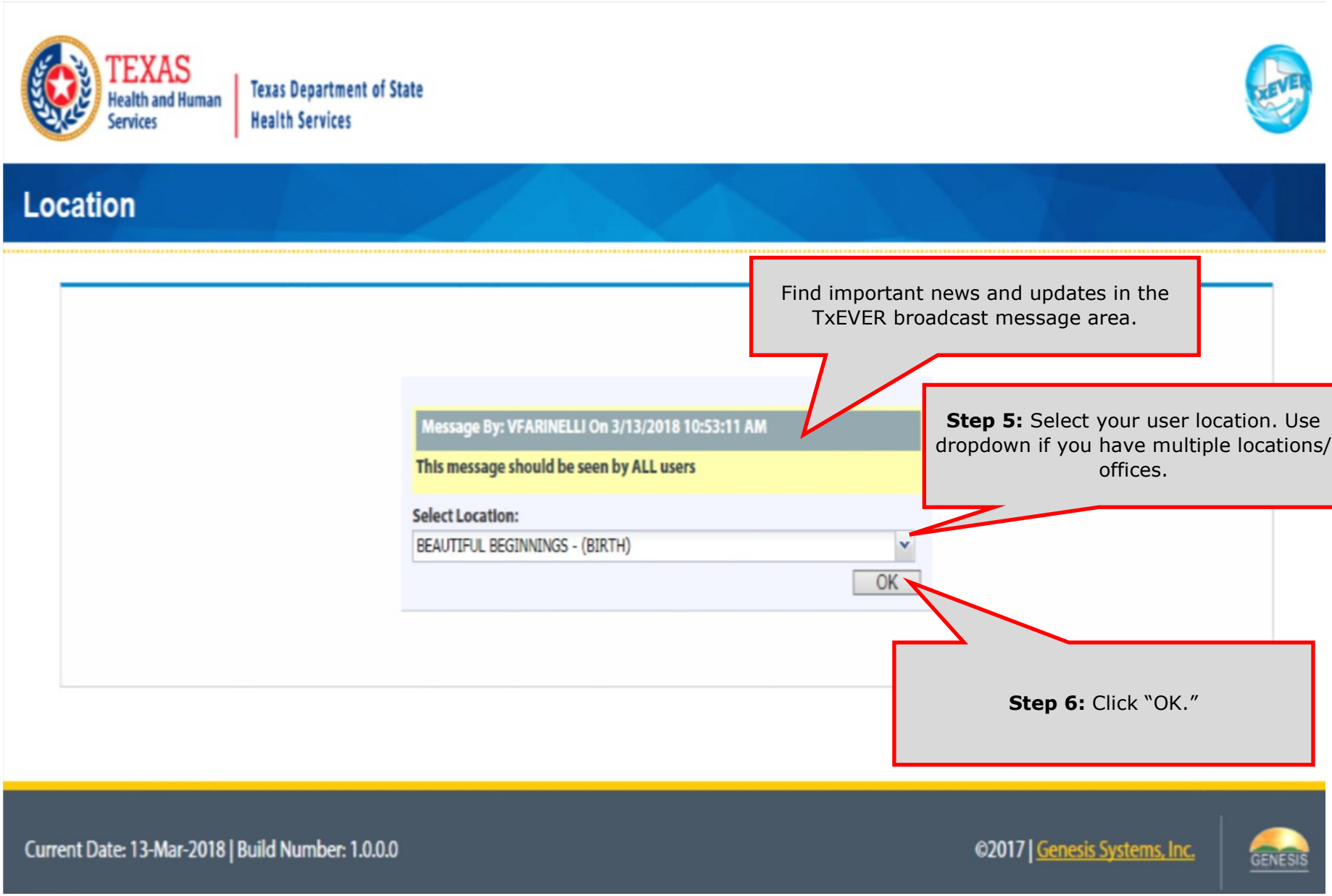
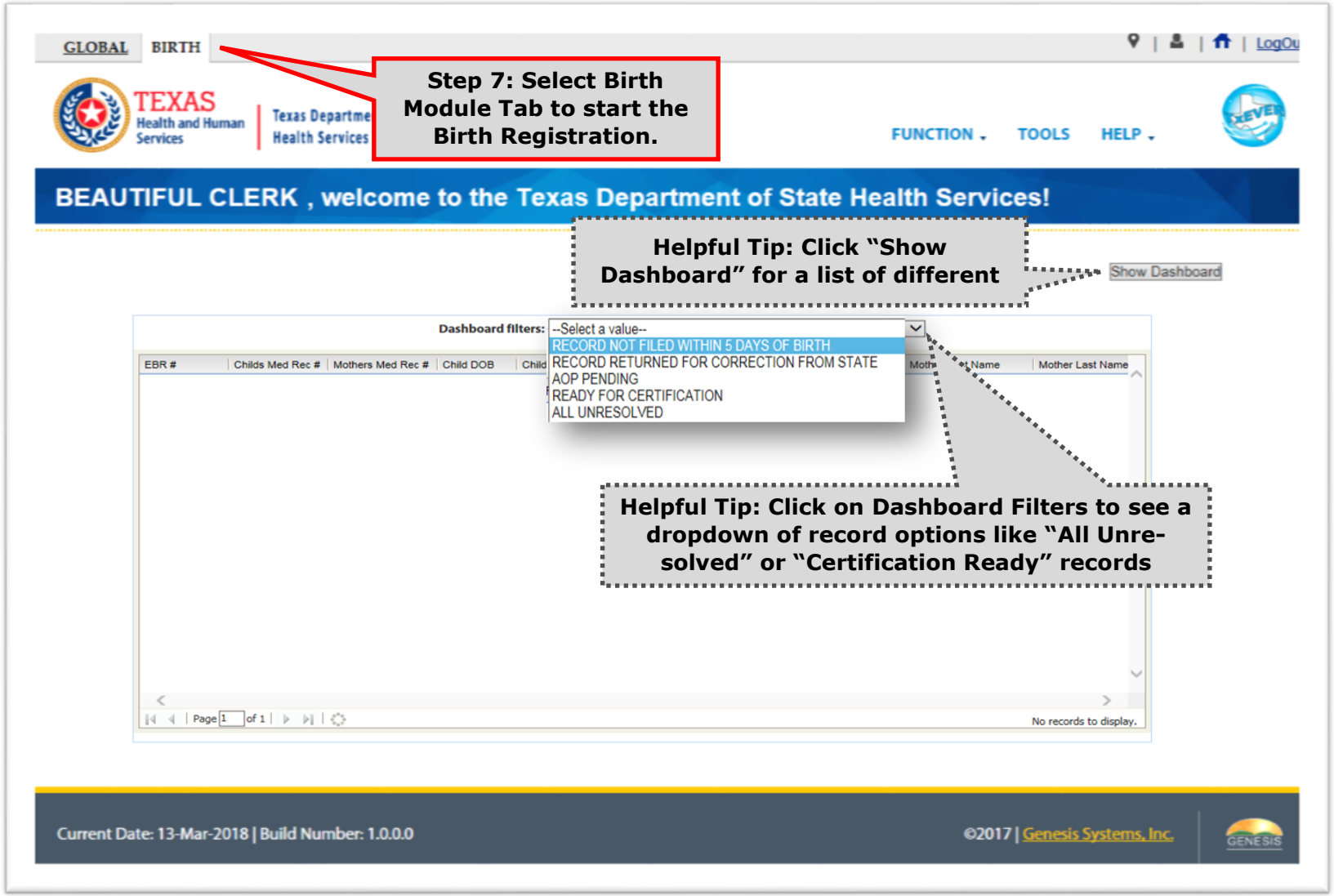
Helpful Tips



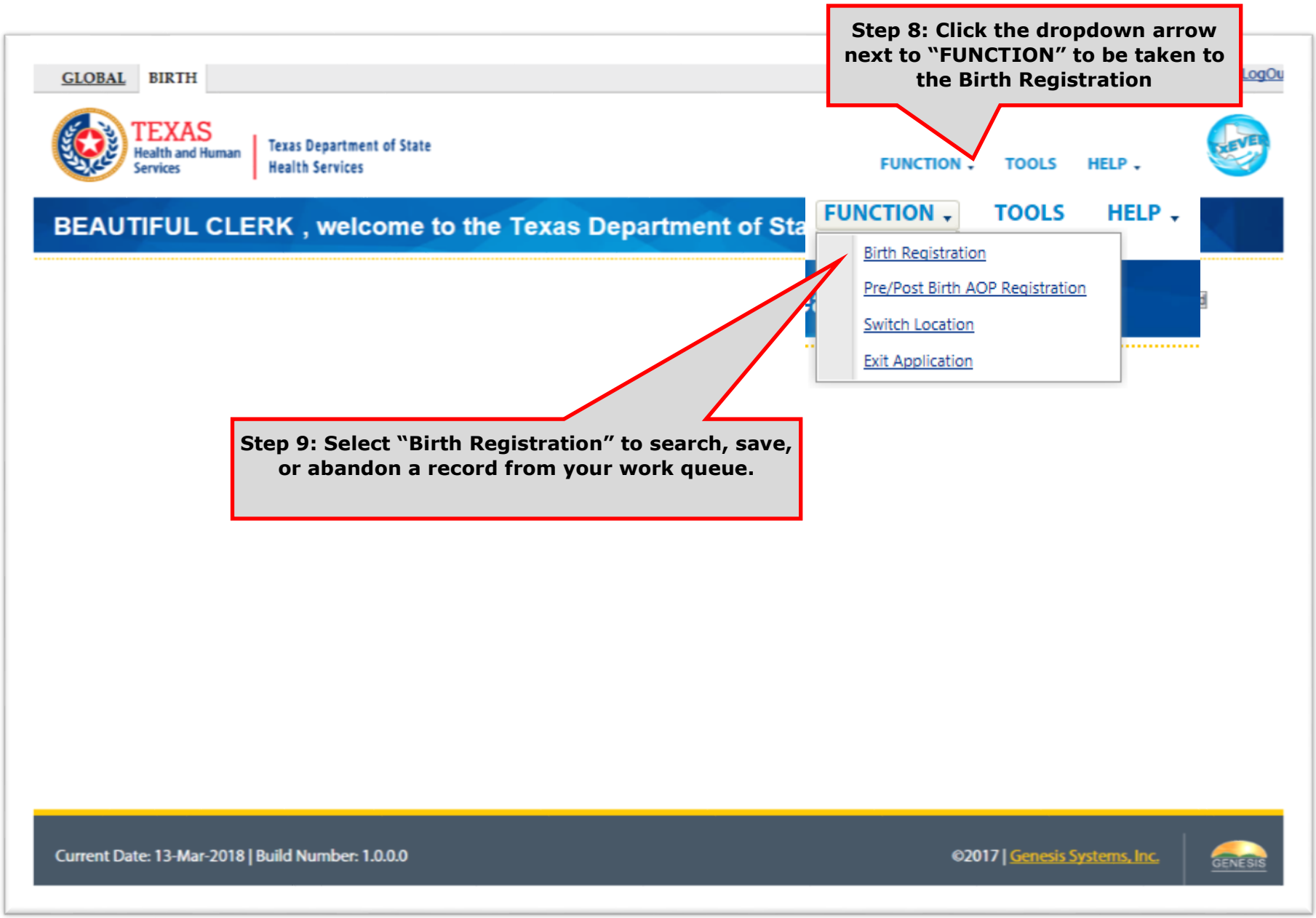
Helpful Tips

Review of the Birth Home Page



Helpful Tips

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


Step 8: Click the dropdown arrow next to "FUNCTION" to be taken to the Birth Registration
GLOBAL
BIRTH
TEXAS
Health and Human Services
Texas Department of State Health Services
FUNCTION
TOOLS
HELP
BEAUTIFUL CLERK , welcome to the Texas Department of Sta
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.
Current Date: 13-Mar-2018 | Build Number: 1.0.0.0
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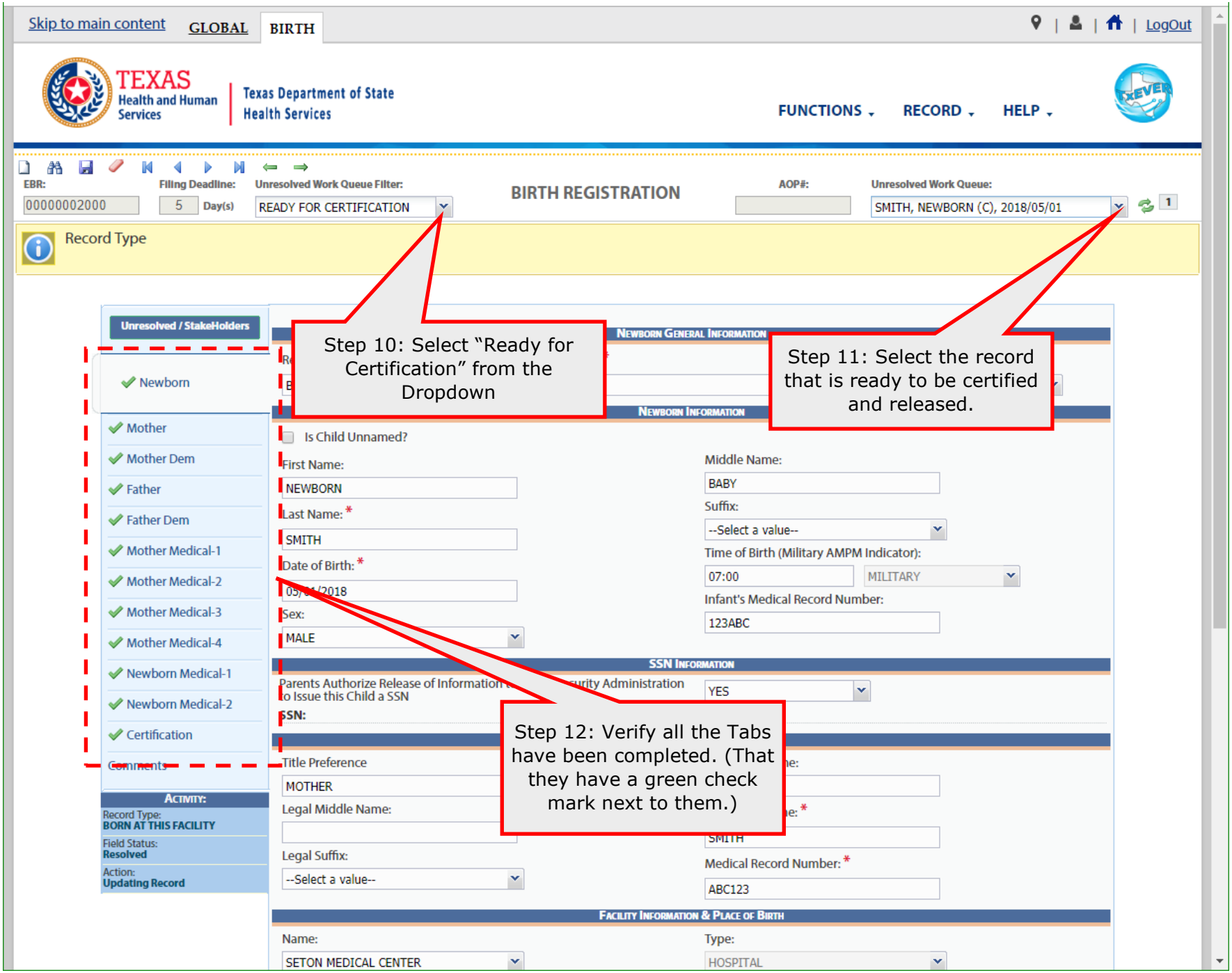
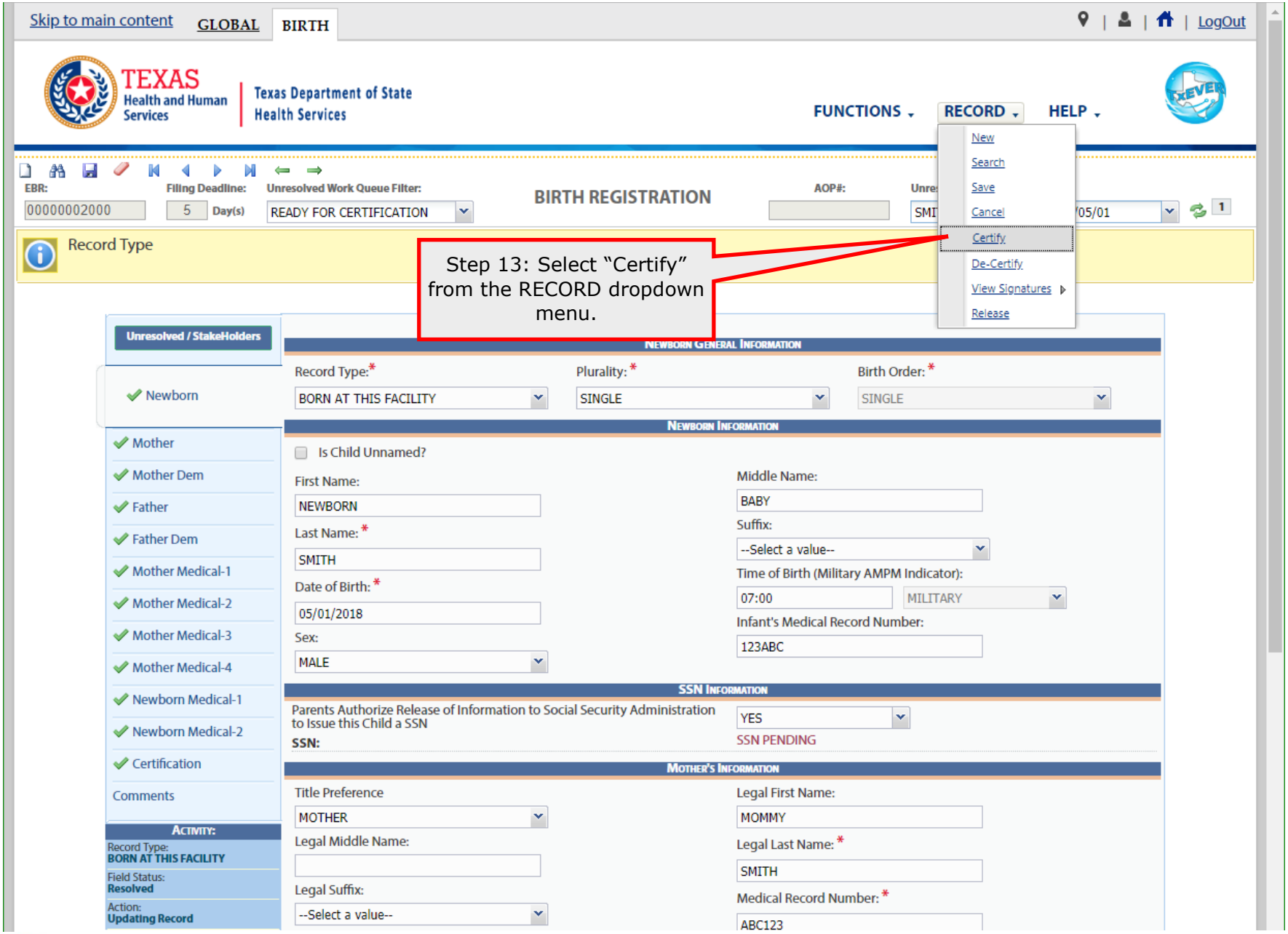
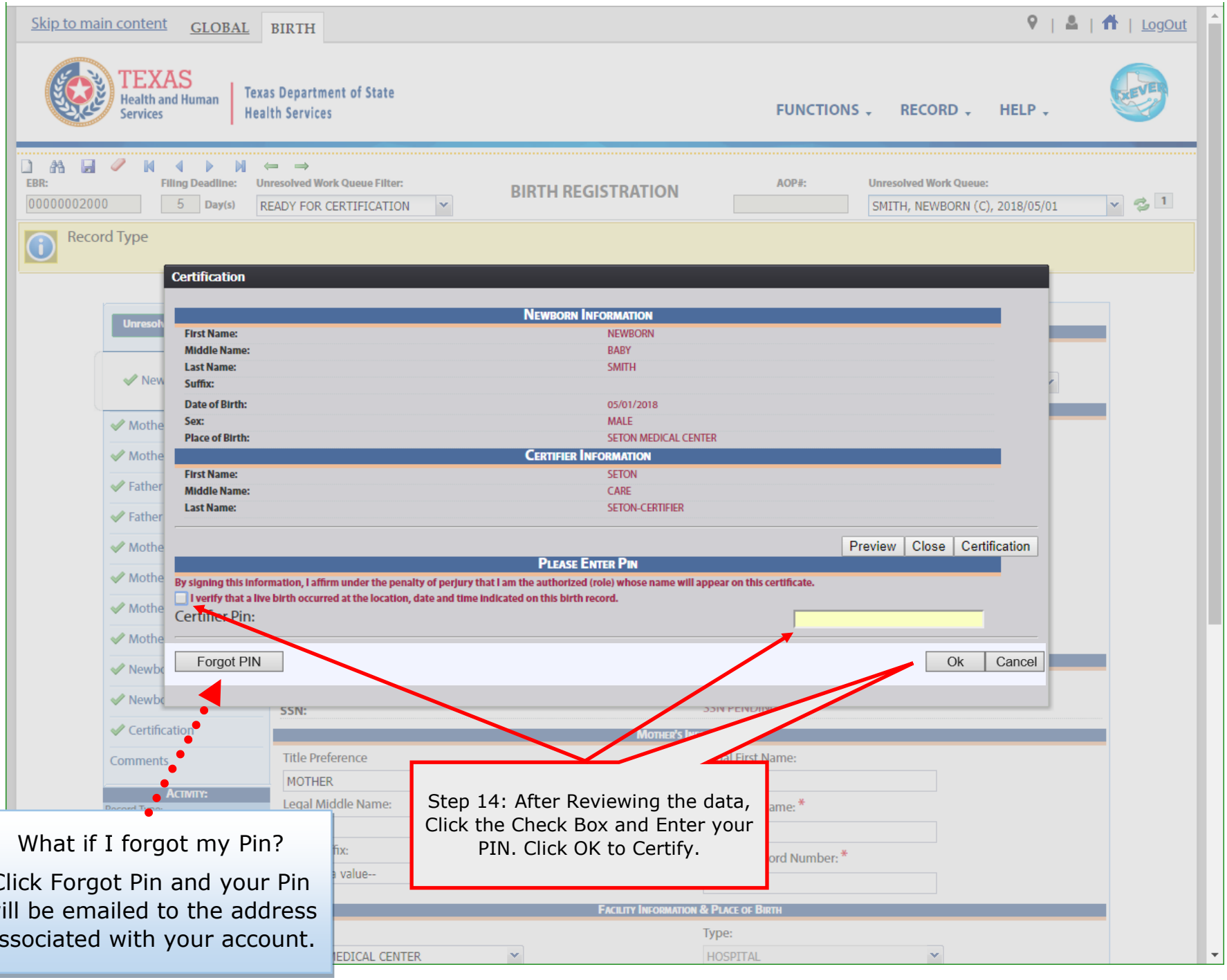
GENESIS

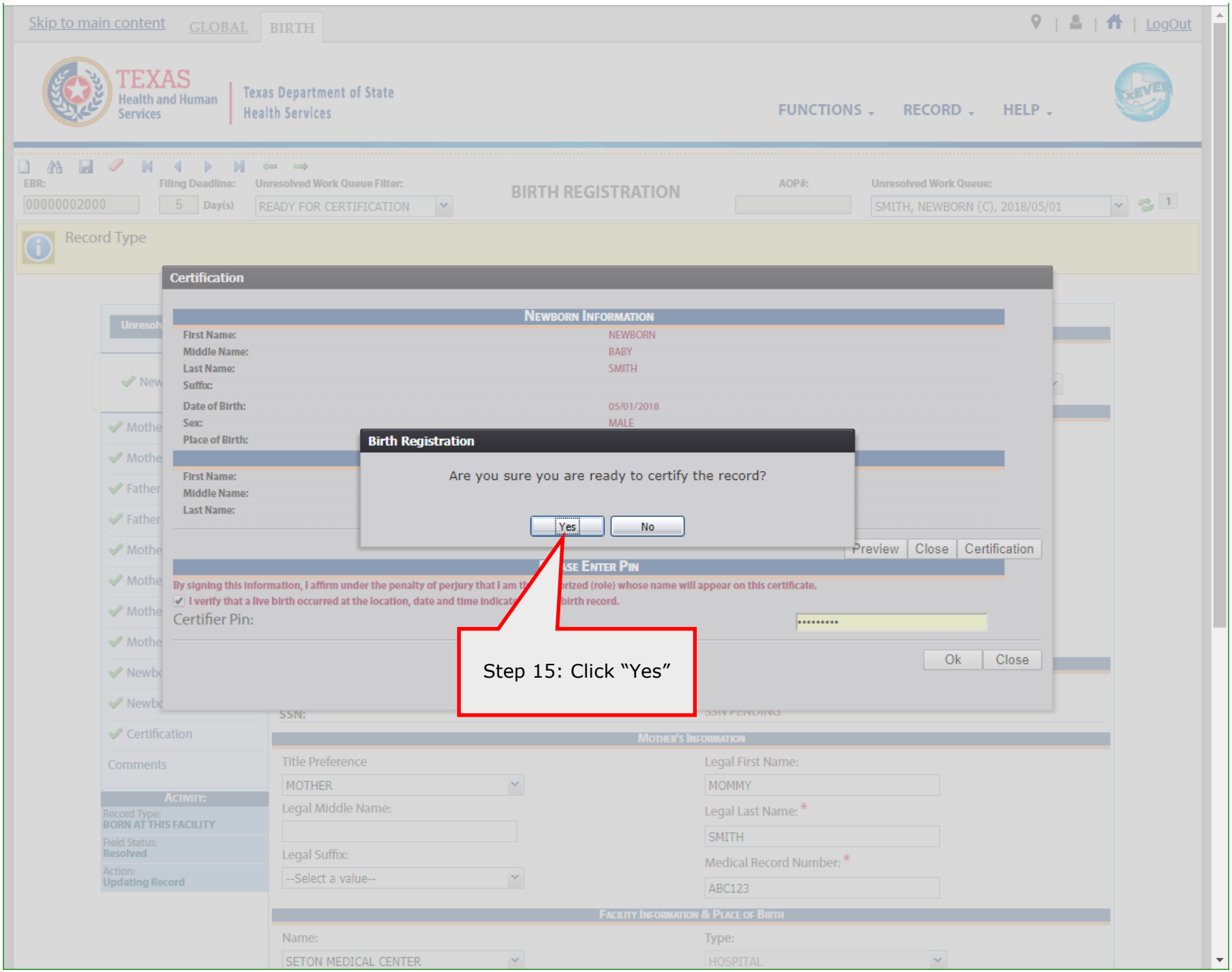

Skip to main content
GLOBAL
BIRTH
LogOut
TEXAS
Health and Human Services
Texas Department of State Health Services
FUNCTIONS
RECORD
HELP
EBR:
00000002000
Filing Deadline:
5
Day(s)
Unresolved Work Queue Filter:
READY FOR CERTIFICATION
BIRTH REGISTRATION
AOP#:
Unresolved Work Queue:
SMITH, NEWBORN (C), 2018/05/01
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
Newborn Information
Is Child Unnamed?
First Name:
NEWBORN
Middle Name:
BABY
Last Name: *
SMITH
Suffix:
--Select a value--
Date of Birth: *
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 Issue this Child a SSN
YES
SSN:
Title Preference
MOTHER
Legal Middle Name:
Legal Suffix:
--Select a value--
Medical Record Number: *
ABC123
Facility Information & Place of Birth
Name:
SETON MEDICAL CENTER
Type:
HOSPITAL
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.)

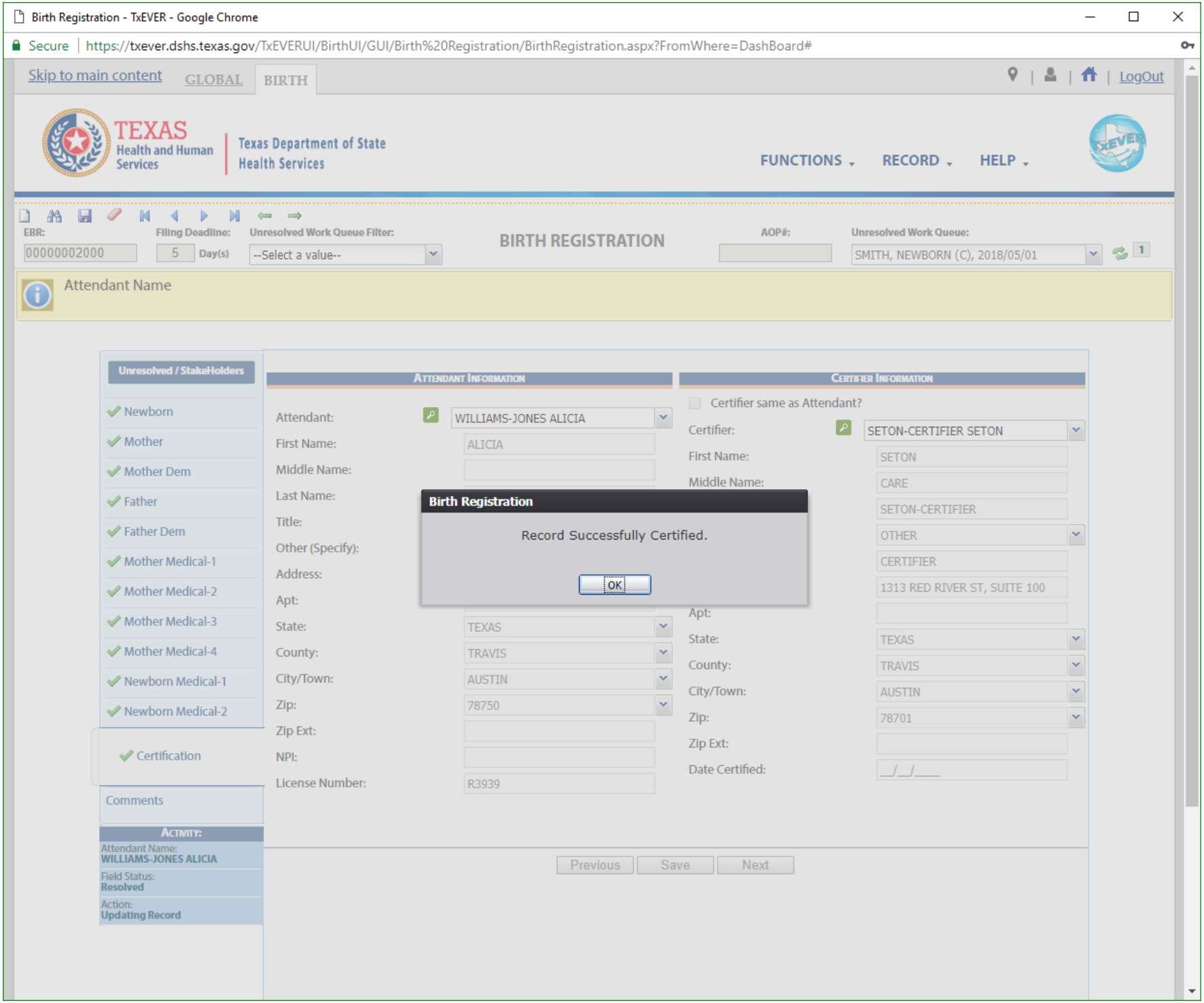


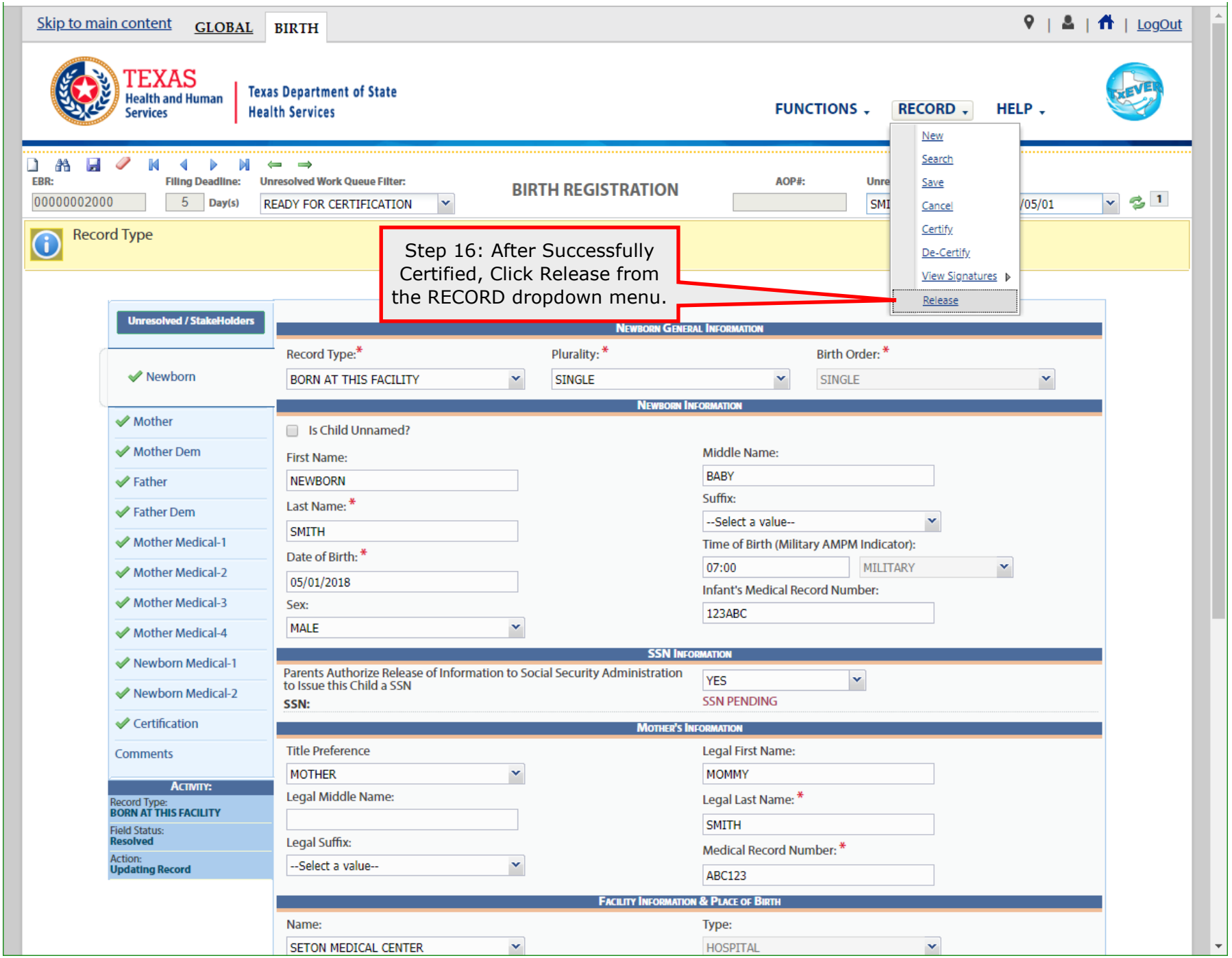
Helpful Tips

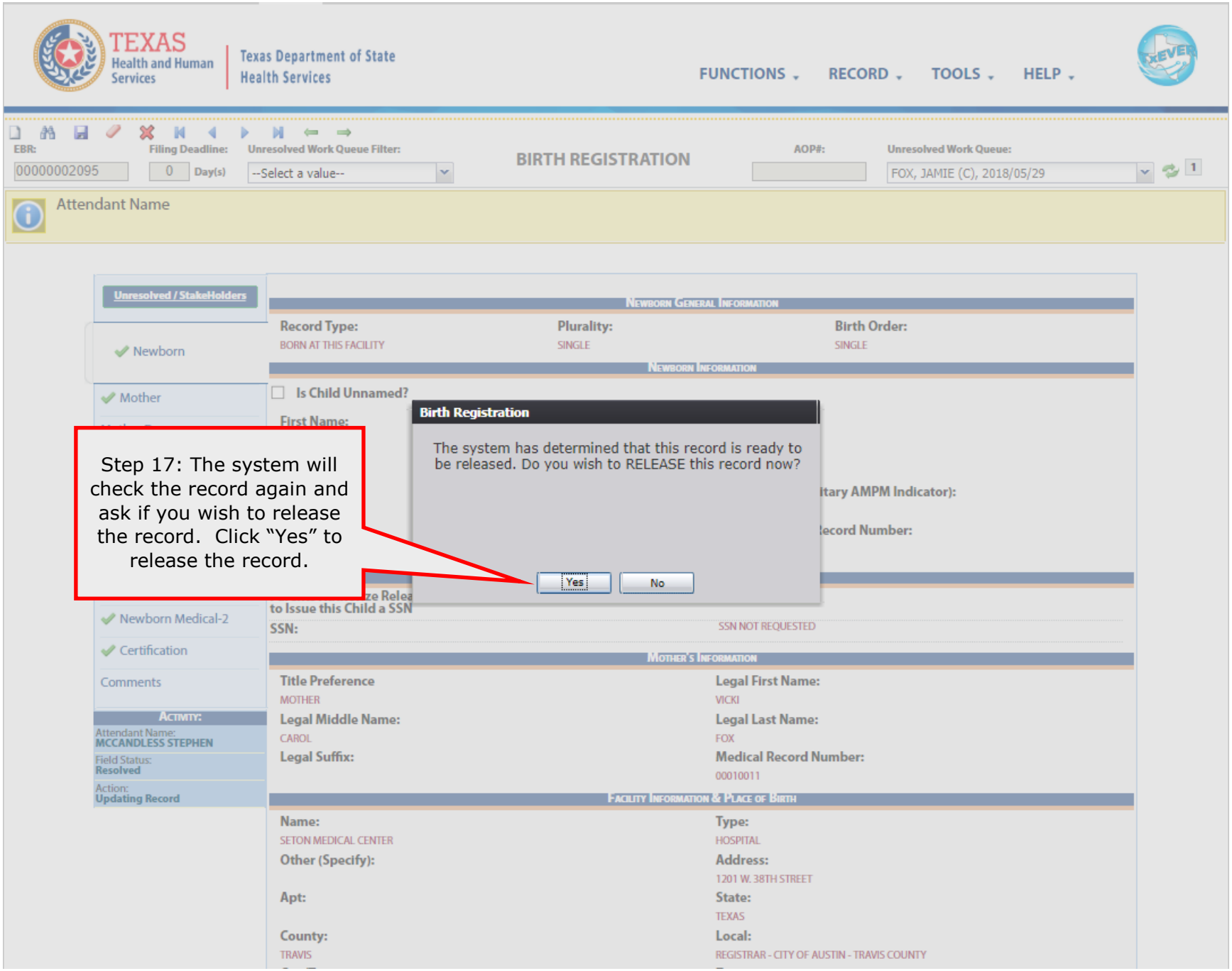
After you have Certified a record, if you discover a mistake you can select "De-Certify" to go back to fix the error. After the mistake has been corrected, repeat this step to certify the record again.

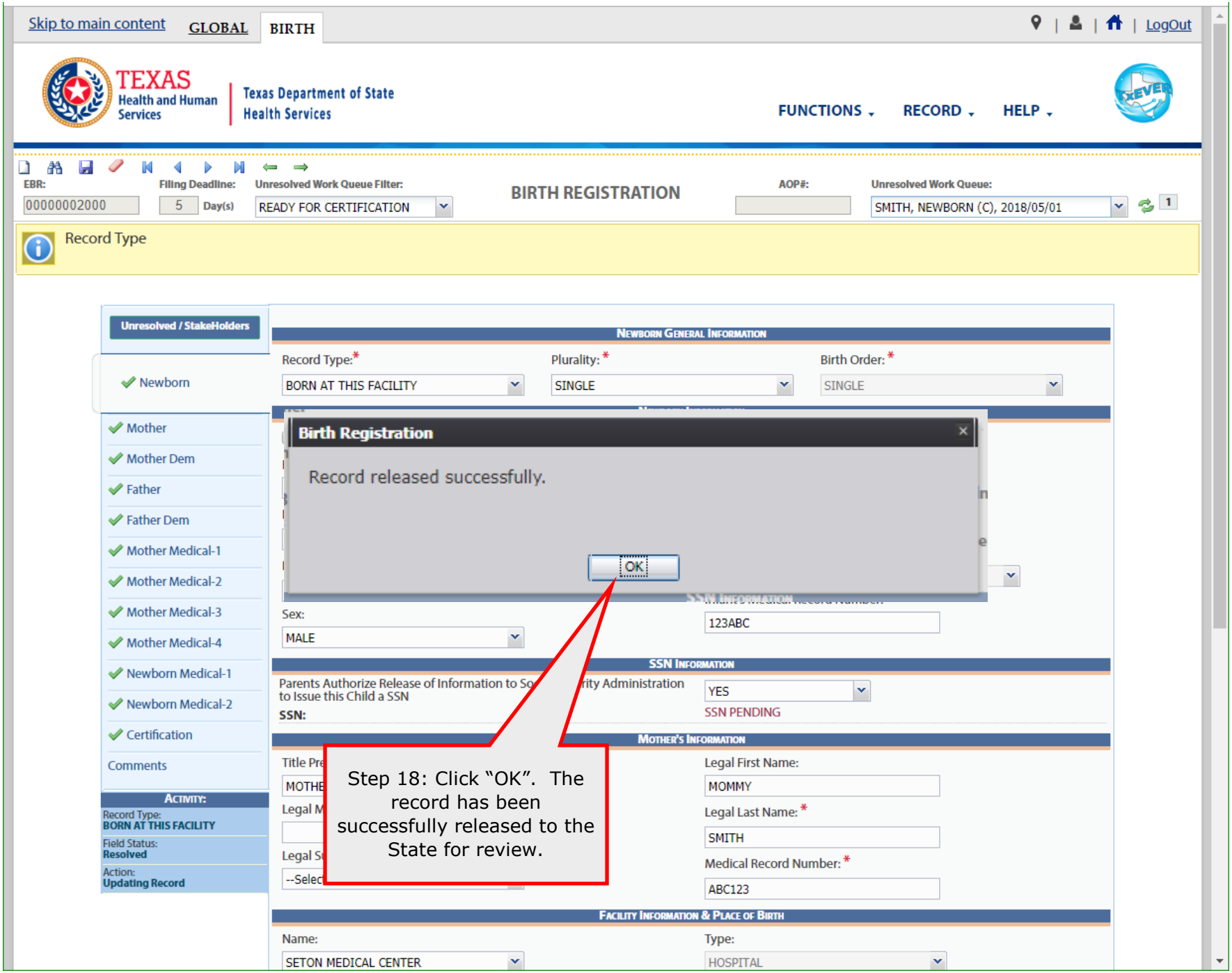

Skip to main content
GLOBAL
BIRTH
LogOut
TEXAS
Health and Human Services
Texas Department of State Health Services
FUNCTIONS
RECORD
HELP
EBR:
00000002000
Filing Deadline:
5
Day(s)
Unresolved Work Queue Filter:
READY FOR CERTIFICATION
BIRTH REGISTRATION
AOP#:
Unresolved Work Queue:
SMITH, NEWBORN (C), 2018/05/01
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
Comments
ACTIVITY:
SSN:
Title Preference
MOTHER
Legal Middle Name:
FACILITY INFORMATION & PLACE OF BIRTH
Type:
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.

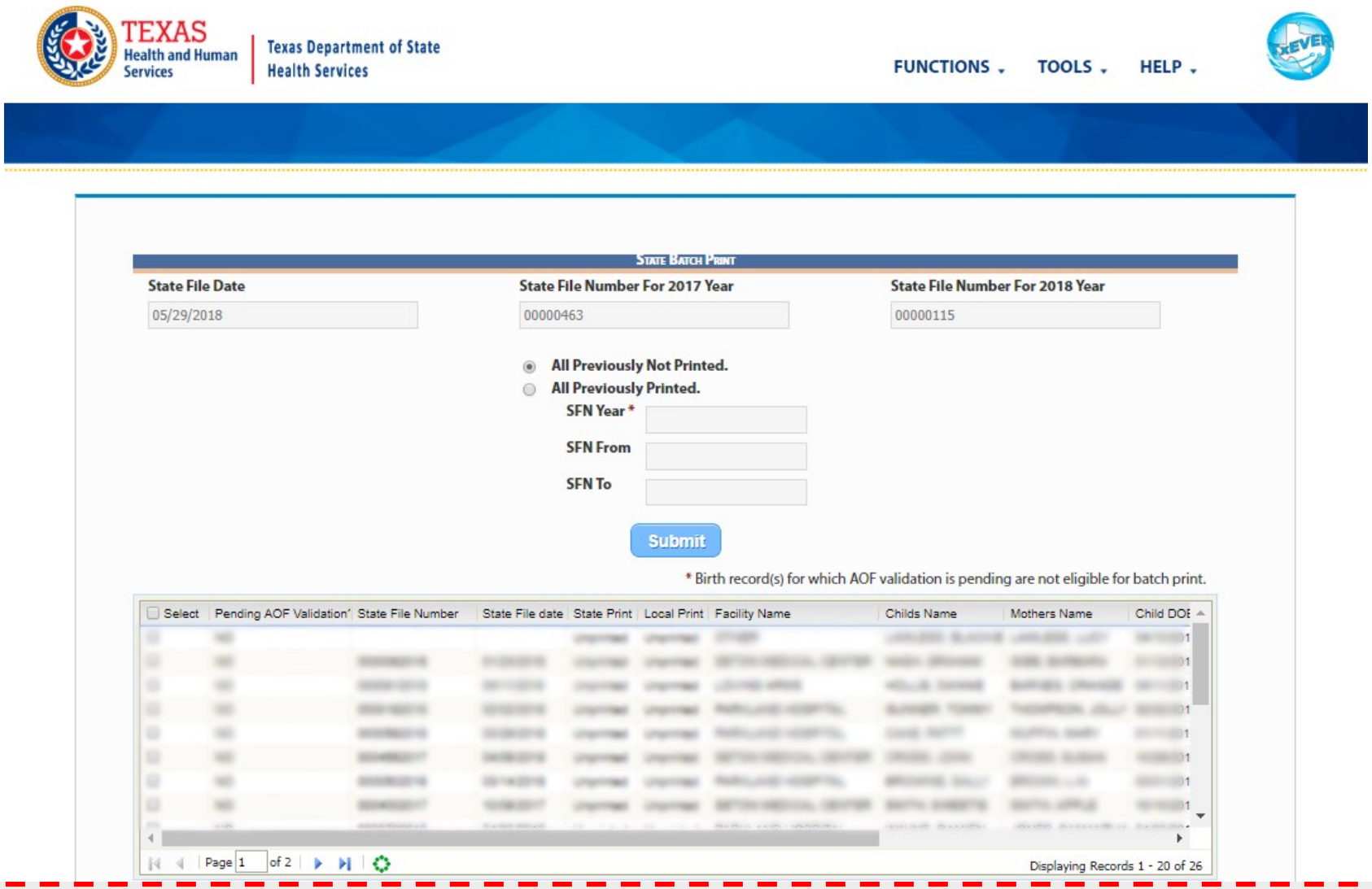

Skip to main content
GLOBAL
BIRTH
LogOut
TEXAS
Health and Human Services
Texas Department of State Health Services
FUNCTIONS
RECORD
HELP
EBR:
00000002000
Filing Deadline:
5
Day(s)
Unresolved Work Queue Filter:
READY FOR CERTIFICATION
BIRTH REGISTRATION
AOP#:
Unresolved Work Queue:
SMITH, NEWBORN (C), 2018/05/01
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?
Yes
No
Preview
Close
Certification
Certifier Pin:
Ok
Close
Step 15: Click "Yes"
Certification
Comments
Activity:
Record Type: BORN AT THIS FACILITY
Field Status: Resolved
Action: Updating Record
SSN:
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
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:
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
Attendant:
WILLIAMS-JONES ALICIA
First Name:
ALICIA
Middle Name:
Last Name:
Title:
Other (Specify):
Address:
Apt:
State:
TEXAS
County:
TRAVIS
City/Town:
AUSTIN
Zip:
78750
Zip Ext:
NPI:
License Number:
R3939
Certifier Information
Certifier same as Attendant?
Certifier:
SETON-CERTIFIER SETON
First Name:
SETON
Middle Name:
CARE
SETON-CERTIFIER
OTHER
CERTIFIER
1313 RED RIVER ST, SUITE 100
Apt:
State:
TEXAS
County:
TRAVIS
City/Town:
AUSTIN
Zip:
78701
Zip Ext:
Date Certified:
__/__/____
Birth Registration
Record Successfully Certified.
OK
Previous
Save
Next


Skip to main content
GLOBAL
BIRTH
LogOut
TEXAS
Health and Human Services
Texas Department of State Health Services
FUNCTIONS
RECORD
HELP
New
Search
Save
Cancel
Certify
De-Certify
View Signatures
Release
EBR:
00000002000
Filing Deadline:
5
Day(s)
Unresolved Work Queue Filter:
READY FOR CERTIFICATION
BIRTH REGISTRATION
AOP#:
Record Type
Step 16: After Successfully Certified, Click Release from the RECORD dropdown menu.
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


TEXAS
Health and Human Services
Texas Department of State Health Services
FUNCTIONS
RECORD
TOOLS
HELP
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
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?
Yes
No
Step 17: The system will check the record again and ask if you wish to release the record. Click "Yes" to release the record.
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

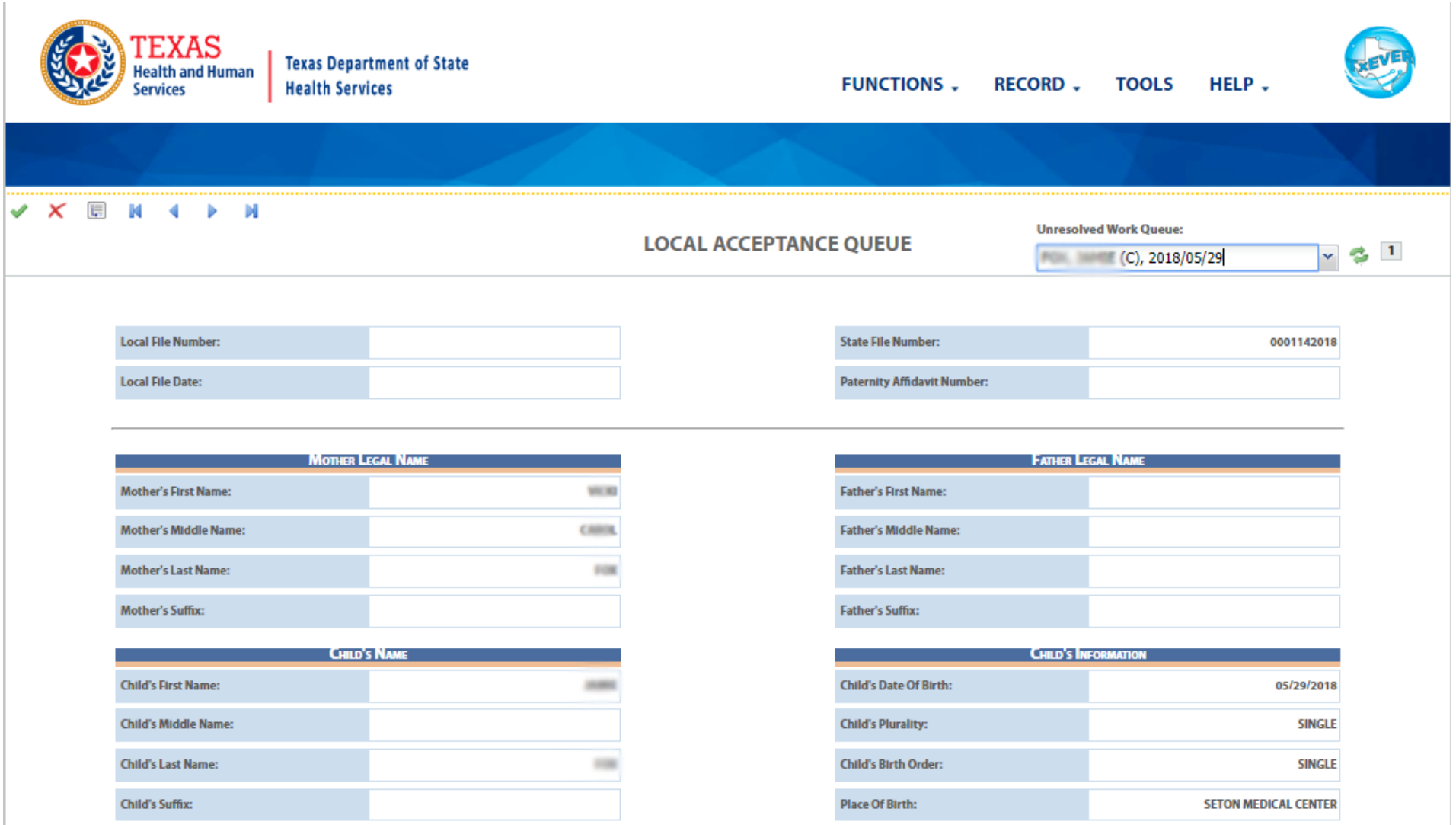

Skip to main content
GLOBAL
BIRTH
LogOut
TEXAS
Health and Human Services
Texas Department of State Health Services
FUNCTIONS
RECORD
HELP
EBR:
00000002000
Filing Deadline:
5
Day(s)
Unresolved Work Queue Filter:
READY FOR CERTIFICATION
BIRTH REGISTRATION
AOP#:
Unresolved Work Queue:
SMITH, NEWBORN (C), 2018/05/01
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
Birth Registration
Record released successfully.
OK
Sex:
MALE
123ABC
SSN INFORMATION
Parents Authorize Release of Information to So rity Administration to Issue this Child a SSN
YES
SSN:
SSN PENDING
MOTHER'S INFORMATION
Title Pre
MOTHE
Legal First Name:
MOMMY
Legal M
Legal Last Name:*
SMITH
Legal Su
--Selec
Medical Record Number:*
ABC123
FACILITY INFORMATION & PLACE OF BIRTH
Name:
SETON MEDICAL CENTER
Type:
HOSPITAL
Step 18: Click "OK". The record has been successfully released to the State for review.



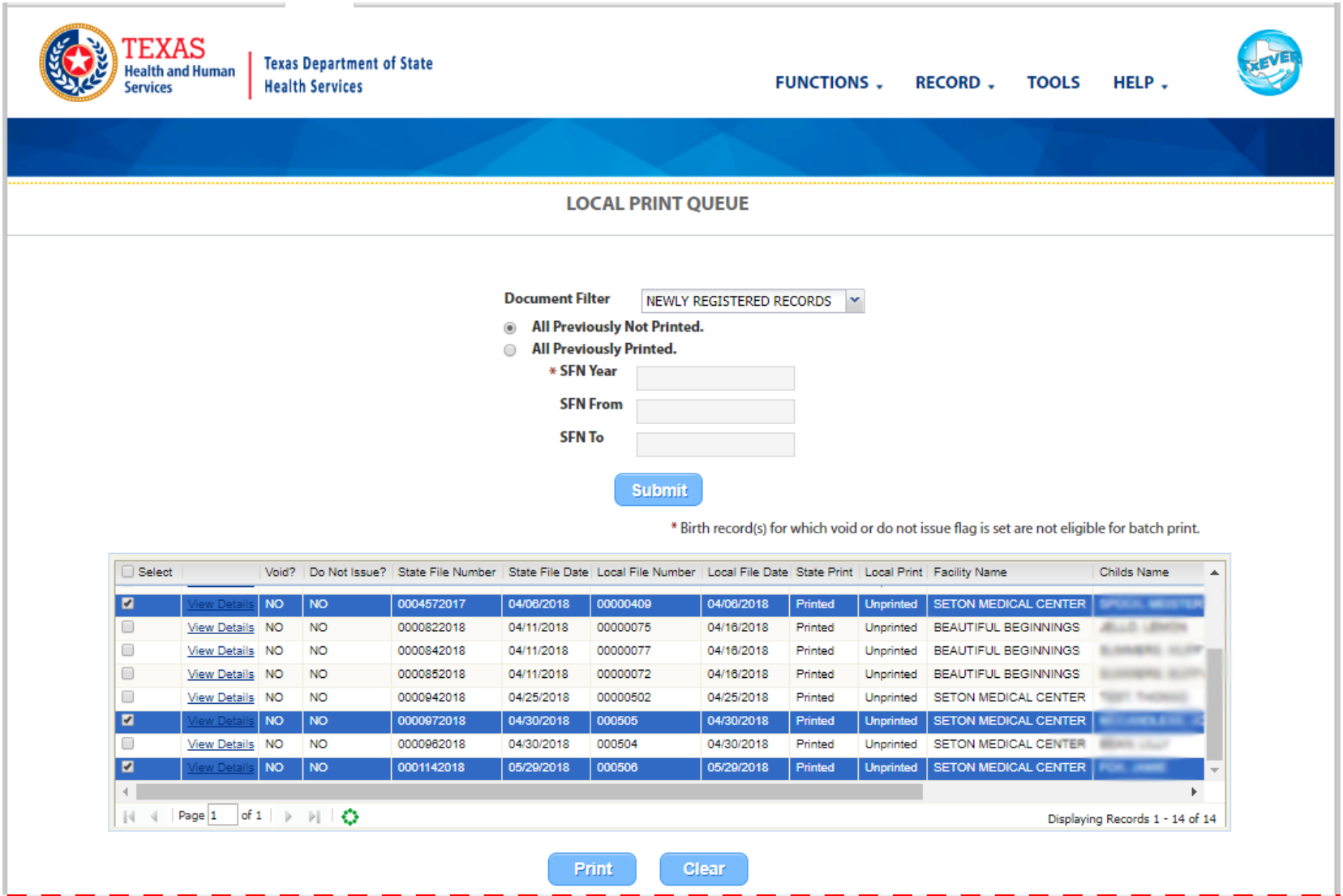
The state will review the records, assign a state file number, and print the state's copy of the record. Once this is completed the record will be sent on to the Local Registrar.

BASIC BIRTH REGISTRATION

Local Registrar Accept & Print Birth Record



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.



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