

Local Registrar Process

Records Acceptance

Print Birth Certificate

Record Retrieval

Registration and Record Retrieval

TER-participating local registrars can use the system for a variety of functions.

- To retrieve only those birth records are associated with the registration district.
- To create birth records for the following types of non-institutional births:
 - Home Births
 - Foundling
 - Born at Non-Participating Facility
 - Born En Route to Non-Participating Facility

Search Features

Local registrars using TER also have capacity to search for birth records that are needed for updating, printing and/or viewing.

Quick Search

This feature is for conducting a ‘quick search’ by viewing a list of birth records that are unresolved and/or not yet filed with the TDSHS. The Quick Search/Unresolved Work Queue contains the following filters:

- Unsent Paternity
- Uncertified Records
- All

The Quick Search/Unresolved Work Queue lists the records in alphabetical order and identified by the following

- Child’s Last Name
- Child’s First Name
- Child or Mother Indicator (C or M)
- Date of Birth

If the child’s information is not available, the child’s name will be replaced by the mother’s name. This will be followed by an (M) to indicate mother.

Search Engine/Open Birth Record

TER has the capacity to conduct a random access search that will return only records associated with a given local registrar.

The Search Engine/Open Birth record will return only records that are associated with the Local Registrar. This includes the following records:

1. Records that have been created by the local registrar and are resolved or unresolved.
2. Records that were NOT created by the Local Registrar; however, the place of birth is associated with the Local Registrar's district.

The system will support the following search criteria for the Search Engine/Open Birth Record:

- Child's First Name
- Child's Middle Name
- Child's Last Name
- Child's Suffix
- Child's Date of Birth
- Child's Sex
- Mother's First Name
- Mother's Middle Name
- Mother's Maiden Surname
- Mother's Suffix
- Mother's Date of Birth

Local Registrar Work Queue

Once a birth record is batch printed and has a corresponding State File Number assigned, the system routes the electronic data to the associated Local Registrar Work Queue. The Local Registrar retrieves the birth record from the queue and subsequently assigns a Local Registrar Number/Local File Date and prints the record for the local's files.

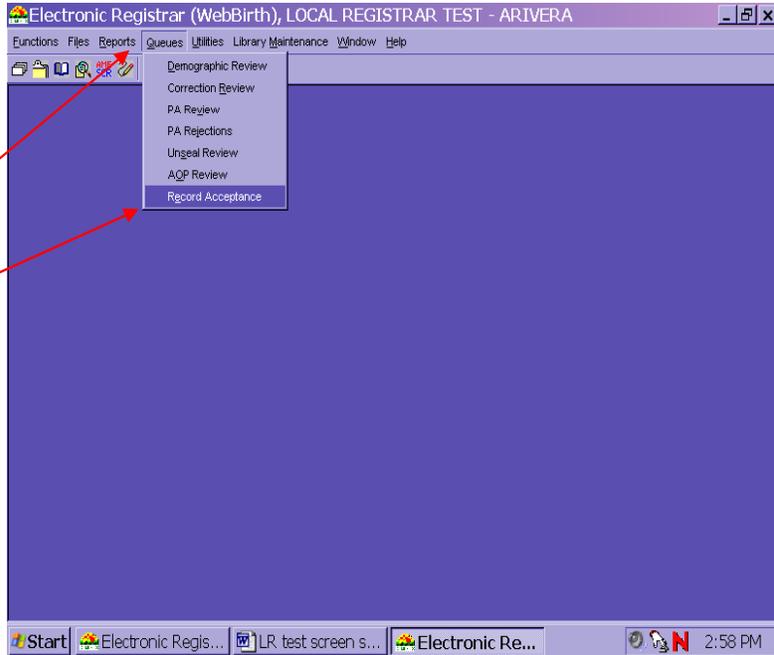
TER retrieves the record to the screen where the Local Registrar responds to the following fields:

- Local File Number
- Local File Date

TER provides the capability to print the birth certificate formatted to follow the state's form VS 111.3 Rev 9/03 (Local Registrar Version). The system also supports a mechanism to reprint the birth certificate should the initial print be unsuccessful.

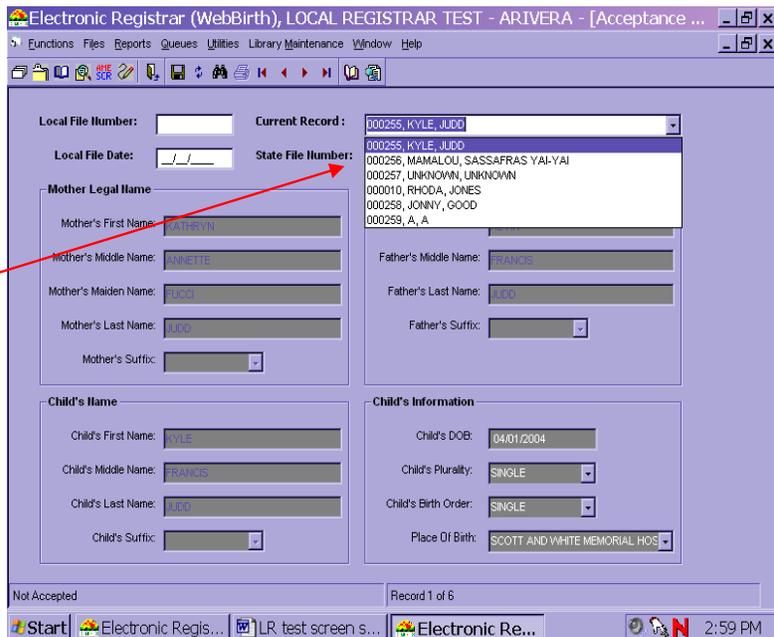
Local Registrar – Records Acceptance

Go to Queues then Records Acceptance.



Local Registrar – Records Acceptance

Choose a file from the 'Current Record' pick-list



Local Registrar – Records Acceptance

Assign your local file number and local file date to the record, then click 'Save'.

Electronic Registrar (WebBirth), LOCAL REGISTRAR TEST - ARIVERA - [Acceptance ...]

Functions Files Reports Queues Utilities Library Maintenance Window Help

Local File Number: 01-03 Current Record: 000255, KYLE, JUDD

Local File Date: 08/24/2004 State File Number: Paternity Affidavite Number:

Mother Legal Name

Mother's First Name: KATHRYN
 Mother's Middle Name: MARLETTE
 Mother's Maiden Name: JACO
 Mother's Last Name: JACO
 Mother's Suffix:

Father Legal Name

Father's First Name: KEVIN
 Father's Middle Name: FRANCIS
 Father's Last Name: JUDD
 Father's Suffix:

Child's Name

Child's First Name: KYLE
 Child's Middle Name: FRANCIS
 Child's Last Name: JUDD
 Child's Suffix:

Child's Information

Child's DOB: 04/01/2004
 Child's Plurality: SINGLE
 Child's Birth Order: SINGLE
 Place Of Birth: SCOTT AND WHITE MEMORIAL HOS

Not Accepted Record 1 of 6

Start Electronic Re... LR test scree... Electronic ... Inbox - Micr... 3:11 PM

Local Registrar – Records Acceptance

Choose the "Print" icon

After the certificate is successfully printed, complete the Local Registrar's signature item, then index and issue as usual.

Electronic Registrar (WebBirth), LOCAL REGISTRAR TEST - ARIVERA - [Acceptance ...]

Functions Files Reports Queues Utilities Library Maintenance Window Help

Local File Number: 0103 Current Record: 000255, KYLE, JUDD

Local File Date: 08/24/2004 State File Number: Paternity Affidavite Number:

Mother Legal Name

Mother's First Name: KATHRYN
 Mother's Middle Name: MARLETTE
 Mother's Maiden Name: JACO
 Mother's Last Name: JACO
 Mother's Suffix:

Father Legal Name

Father's First Name: KEVIN
 Father's Middle Name: FRANCIS
 Father's Last Name: JUDD
 Father's Suffix:

Child's Name

Child's First Name: KYLE
 Child's Middle Name: FRANCIS
 Child's Last Name: JUDD
 Child's Suffix:

Child's Information

Child's DOB: 04/01/2004
 Child's Plurality: SINGLE
 Child's Birth Order: SINGLE
 Place Of Birth: SCOTT AND WHITE MEMORIAL HOS

Accepted Record 1 of 6

Start Electronic Re... LR test scree... Electronic ... Inbox - Micr... 3:15 PM

Acceptance WQ
 Local Registrar's certificate was printed successfully.
 OK

Birth Certificate (Local Version)

STATE OF TEXAS		CERTIFICATE OF BIRTH		BIRTH NUMBER	
1. Name First Middle Last			2. Date of Birth		3. Sex
[REDACTED]			07/07/2004		FEMALE
4a. Place of Birth - County		4b. City or Town (If outside city limits, give precinct no.)		5. Time of Birth	6a. Plurality - Single, Twin, Triplet, etc.
TRAVIS		AUSTIN		08:08 PM	SINGLE
7a. Place of birth: <input type="checkbox"/> Clinic / Doctor's Office <input type="checkbox"/> Licensed Birthing Center <input checked="" type="checkbox"/> Hospital <input type="checkbox"/> Residence <input type="checkbox"/> Other (Specify):			7b. Name of Hospital or Birthing Center (If Not Institution, Give Street Address)		
			DGHTRS OF CHTY HTH SVCS OF AUSTIN-SETON NTHWEST		
8a. Attendant's Name and Mailing Address			9a. Certifier - I certify that this child was born alive at the place and time and on the date as stated.		
BLUMHAGEN, GUY 11111 RESEARCH BLVD. #475 AUSTIN, TEXAS 78759			WHITE, DENISE Name and Title		07/08/2004 Date
8b. <input checked="" type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> CNM <input type="checkbox"/> Midwife <input type="checkbox"/> Other (Specify):			9b. <input type="checkbox"/> Attendant <input checked="" type="checkbox"/> Facility Administrator / Designee <input type="checkbox"/> Other (Specify):		
10. Name First Middle Maiden Surname			11. Date of Birth		12. Birthplace (State or Foreign Country)
[REDACTED]			08/08/1989		CANADA
13a. Residence - State		13b. County	13c. City or Town		13d. Street Address or Rural Location
TEXAS		WILLIAMSON	ROUND ROCK		2435 CLOUD PEAK LANE
13a. Inside City Limits <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Mother's Mailing Address (If Same As Residence, Enter Zip Code Only)			
		78681			
15. Name First Middle Last			16. Date of Birth		17. Birthplace (State or Foreign Country)
[REDACTED]			03/22/1968		
18a. Registrar's File Number		18b. Date Received by Local Registrar		18c. Signature of Local Registrar	
0209886		07/16/2004			
VS-111.3 REV. 09/03 WARNING: THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT IN THIS FORM CAN BE 2-10 YEARS IN PRISON AND A FINE OF UP TO \$5,000. 147371					

Local Registrar Birth Lookup

- Log in to TER.
- Processing/Birth/Queues/Record Acceptance
- Search
- Enter local registrar file number

Search Work Queue

Local File Number:
0102

OK Cancel

LR Birth Lookup continued. . .

- Use if local registrar file number is **unknown**.
- Processing/Birth/Functions/Registration Inhouse.
- Search. 
- Enter child's information/ search / select record.
- Obtain local registrar file number.
- Follow previous slide steps.