

Birth Registration Checklist for Expectant & New Parents

- **PRE-REGISTRATION:** Save yourself time and effort and reduce delays by pre-registering. Pre-registration can *start as early as 20 weeks* into your pregnancy! Please visit the Patient Administration Division (PAD) Admissions office, located at the flagpole entrance of the hospital on the 1st floor (Rm 115-3), to begin the process.
- **AFTER THE BABY IS BORN:**
 - Plan to come to the PAD before you leave the hospital to return home
 - Before coming to the PAD office, please ensure you have the following:
 - Discharge order from the ward (entered into Essentris by staff)
 - Footprints (brought from the ward, signed by a physician)
 - Mommy/Child worksheet: must be **fully** completed
 - ID card
 - Be prepared to spend at least 1-2 hours completing the registration process
 - What to expect:
 - Birth Registrar/PAD Technician will review your worksheet, verify completion and accuracy, and enter the information into the Texas Electronic Registry (TER) system. This “Verification of Birth Facts” information must be submitted WITHIN 5 CALENDAR DAYS OF THE BIRTH to the State, so the earlier you come into PAD, the less likely your registration will be delayed.
 - An “Acknowledgement of Paternity” must be completed if the biological father is not married to the biological mother. Please have the father accompany the mother when she visits the Birth Registrar/PAD office. This process can also be completed BEFORE the birth of the child-- this is especially helpful if the father will not be at the hospital for the birth. This must be completed WITHIN 5 CALENDAR DAYS OF THE BIRTH.
 - Birth Registrar/PAD Technician will stamp your footprints sheet. This is NOT the official birth certificate, but this can be taken to the DEERS office to enroll the infant(s).
 - A second staff member from PAD will review all of the information entered into TER. Once verified, they can certify the information to the State. A printout will be given for your records.
 - The Birth Registrar/PAD Technician should give you information about locations where you can go to pick up your birth certificate. This is usually your local library, and we usually recommend going to request it in six (6) weeks. For Bexar County, information can be found at:
<http://www.sanantonio.gov/MunicipalArchivesRecords/BirthDeathRecords.aspx#13108671-locations>.
- **POC:** Contact for PAD birth registration/admissions--
 - 1st floor, main entrance (by the flagpole), behind the information desk, room 115-3
 - Birth registration 0730-1530 Monday-Friday, 210-539-9654
 - After normal business hours: Admissions 24-hours/day, 7 days/week, 210-916-2733
 - NO APPOINTMENTS- Just walk in during the hours listed above.

We look forward to seeing you soon!