

After the birth of your baby there are forms you need to fill out to get the important papers you need to have for your baby.

Baby's First Footprint Keepsake

- After your baby is born, your nurse will scan the feet of your newborn. Your baby's footprints will be printed on a **Footprint Keepsake** for you.

Post Delivery Birth Registration Record

- The Post Delivery Birth Registration Record will be provided to you after your delivery. This form is how you name and register your baby in the hospital.
- The Social Security Office will mail you your baby's **Social Security Card** in 12-14 weeks (about 3 months).
- If you leave the hospital without naming your baby, you can return within 10 days of delivery to ChristianaCare Birth Records Office to name your baby.
- After 10 days, if you have still not named your baby, you will need to go to the Office of Vital Statistics (see back side for more information). After the baby's name is recognized by the Office of Vital Statistics, you will need to apply for your baby's Social Security Number at the Social Security Administration (see back side for more information). Court costs and fees may apply.

Postpartum Birth Records Packet

Voluntary Acknowledgement of Paternity (white/yellow/green pack)

- Single or unmarried parents use this form to name the legal father of the child without having to go to court.
- This form allows the father's name to be printed on the birth certificate.
- Fill out the top portions of this form, but do not sign it without a notary (special person who will witness you signing) there.
- When both parents are here with photo IDs (example: driver's license or state ID), dial 301-2391 from the hospital phone for a notary to witness the signing. The notary is available Monday through Friday from 7:30 a.m. until 3 p.m. and on Saturday and Sunday from 7 a.m. until 11 a.m.

Birth Certificate Application (yellow sheet)

- **Birth Certificates cannot be ordered online or by mail until 10 business days after the birth of the baby.**
- Fill out this form and mail it with a \$25 check or money order to the Office of Vital Statistics to have the birth certificate mailed to you.
- Or, you can complete the form online at www.vitalcheck.com.
- If you are single or unmarried and want the father's name on the birth certificate, you must fill out the Voluntary Acknowledgement of Paternity Form first (see steps above).

Souvenir Heirloom Birth Certificate (blue sheet)

- If you want a souvenir heirloom birth certificate, fill out this form and mail it to the address listed with a payment of \$35.

Newborn Insurance Enrollment

- If you have any medical insurance, remember to contact your health care insurance provider to add your newborn(s) to the policy. Most health insurance policies require your child's birth certificate and notification to be done within 30 days of the birth.
- If your newborn will not be added to your primary or secondary insurance, please contact Maternity Admitting at 302-301-1374 if you wish to apply for Medicaid.

Contact the Birth Records Office at 302-301-2391 with any questions about these forms.

Newborn Birth Record Videos

Naming and Registering



Birth Certificate



Yellow Form



Online



Information

Voluntary Acknowledgement of Paternity: (white/yellow/green pack)



Notice of Rights
& Responsibilities




How To Complete
the Form

Office of Vital Statistics

Jesse S. Cooper Building


417 Federal Street
Dover, DE 19901

 (302) 744 – 4549

Mon–Fri 8:00 am – 4:30 pm

Chopin Building

258 Chapman Road
Newark, DE 19702

 (302) 283 – 7130

Mon–Fri 8:00 am – 4:15 pm

Thurman Adams State Service Center

546 S. Bedford Street
Georgetown, DE 19947

 (302) 856 – 5495

Mon–Fri 8:00 am – 4:30 pm

Social Security Office

New Castle County


920 West Basin Road
Suite 200
New Castle, DE 19720

 1-866-667-7221

Mon–Fri 9:00 am – 4:00 pm

Kent County

655 South Bay Road
Suite 3J
Dover, DE 19901

 1-877-701-2141

Mon–Fri 9:00 am – 4:00 pm

Sussex County

12001 Old Vine Blvd
Suite 101
Lewes, DE 19958

 1-866-864-1803

Mon–Fri 9:00 am – 4:00 pm