Rules for birth certificate

1. Document Structure and Formatting:

a) The document should be titled "ANY COUNTY HEALTH DEPARTMENT" at the top.

b) The county seal should be present in the top left corner.

c) The document should be labeled "CERTIFICATE OF LIVE BIRTH" with "FLORIDA" underneath.

d) The layout should include sections for child's information, mother's information, and father's information.

e) A "CERTIFIED COPY" section should be present at the bottom of the document.

f) The document should fit on a single page.

2. Header Information:

a) The header must include the full address of the health department.

b) A phone number should be provided in the header.

c) The header should include a P.O. Box number.

3. Certificate Identification:

a) A birth number should be present in the top right corner.

b) A local file number should be included.

4. Child's Information:

a) Full name (First, Middle, Last) must be provided.

b) Sex of the child should be indicated.

c) Date and time of birth must be recorded.

d) City, town, or location of birth should be listed.

e) County of birth must be specified.

5. Mother's Information:

a) Mother's full maiden name (First, Middle, Last) should be listed.

b) Mother's age at the time of birth should be recorded.

c) Mother's state of birth must be included.

d) Mother's residence information (state, county, city/town) should be provided.

e) Mother's street address should be listed.

6. Father's Information:

a) Father's full name (First, Middle, Last) should be listed.

b) Father's age at the time of birth should be recorded.

c) Father's state of birth must be included.

7. Hospital Information:

a) The name and address of the hospital should be provided.

8. Certification and Signatures:

a) The document should include a certification statement from the attendant or certifier.

b) The certifier's name, title, and signature should be present.

c) The registrar's name and signature should be included.

d) The date the document was signed should be recorded.

9. Additional Certifications:

a) A statement certifying the document as a true and correct copy should be included.

b) The County Health Director and Local Registrar's signature should be present.

c) The Chief Deputy Registrar's signature should be included.

d) The date the certified copy was issued should be recorded.

10. Security Features:

a) A warning statement about the document's validity should be included.

b) Reference to a raised seal should be made in the warning statement.

11. Data Consistency:

a) All dates on the document should be consistent and logical (e.g., birth date, signing date, issuance date).

b) The child's birth date should match the date in the certifier's statement.

12. Completeness:

a) No required fields should be left blank.

b) If information is unknown or not applicable, it should be marked as such.

13. Legibility:

a) All handwritten information should be clearly legible.

b) Printed text should be clear and unobstructed.

14. Privacy Considerations:

a) Sensitive information (like full Social Security numbers) should not be displayed.