



District of Columbia Department of Health <h2 style="text-align: center;">Delayed Registration of Live Birth</h2>		PROCEDURE 1110.000 Implementing Office: Center for Policy Planning and Evaluation/Vital Records Division Training Required: Yes Originally Issued: JUN 13 2022 Revised/Reviewed:
Approved by:  LaQuandra S. Nesbitt MD, MPH; Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: JUN 13 2022 Valid Through Date: JUN 13 2025

I. Authority	Reorganization Plan No. 4 of 1996; Mayor’s Order 1997-42; Vital Records Modernization Amendment Act of 2018 § 7-231.11; DCMR 2803; 2804; 2805; 2806; 2807; 2809
II. Reason for the Policy	The District of Columbia Vital Records Division (DCVRD or “the Division”) within the Center for Policy Planning and Evaluation (CPPE) is responsible for collecting, preserving and administering the District’s system of birth records for individuals born in the District of Columbia. There are circumstances under which a person born in the District may not have had that birth recorded in the District within one year of the birth. In this case, the Division may have to register a record of such birth more than one year after the birth. A protocol is needed to ensure that such birth is registered appropriately for those individuals who present probative documentary evidence of live birth in the District of Columbia.
III. Applicability	This SOP shall apply to all employees, contractors, vendors, and student interns working within DCVRD. These individuals are collectively referred to herein as “employees” or “DCVRD employees.”
IV. Policy Statement	Delayed Registration of Live Birth is located within the DCVRD portfolio. The DC State Vital Records Registrar (“the Registrar”) is the accountable manager over this process. The Registration and Policy Unit (RPU) and the Compliance and Code Enforcement

Unit (CCEU) are jointly tasked with managing Delayed Registration of Live Birth according to a division of labor enumerated herein. The RPU Supervisor and the CCEU Supervisor are the accountable managers over those respective units.

All requests for birth registration occurring greater than one calendar year after the registrant's date of birth must be treated as a Delayed Registration of Live Birth.

The registrant, their parent, legal guardian, adult next of kin, or any other adult acting for the person, are the only individuals legally entitled to apply for a Delayed Registration of Live Birth. A person age 18 years or older whose birth is not recorded in the jurisdiction of birth can request the registration of a delayed certificate of birth, subject to the requirements provided by D.C. Law. If the person is under 18 years of age, a parent or legal guardian can request the registration of a delayed registration of birth, subject to the requirements provided by D.C. Law.

DCVRD employees shall not initiate procedures for Delayed Registration of Live Birth before first receiving an Application for Delayed Registration of Birth in the format prescribed by the Registrar. An employee receiving an incomplete application shall return it to the applicant with guidance on completing the application.

An applicant must provide documentation to verify their identity, and document a relationship to the registrant that legally entitles them to register a birth and/or receive the birth record (See SOP 1127.000 Vital Records Entitlement and Identity Verification). The Registrar shall issue a guidance document clearly articulating how many documents will be required to establish eligibility and entitlement, and which documents will be accepted.

For Delayed Registration of Live Birth Registration applications that are submitted no later than seven (7) years from the actual date of birth, two documents from the primary supporting document options in the most recent guidance document must be presented to substantiate the claim to live birth in the District of Columbia.

	<p>For Delayed Registration of Live Birth applications that are submitted more than seven (7) years from the actual date of birth, three documents from the primary supporting document options in the most recent guidance document must be presented to substantiate the claim to live birth in the District of Columbia. If the applicant is unable to produce three documents from the primary supporting document options, they may also satisfy supporting document requirements by producing four (4) documents from a combination of the primary supporting document options and secondary supporting document options in the most recent version of the guidance document. In such an instance, at least one document must be from the primary supporting document options.</p> <p>All documents produced for the purpose of substantiating the claim to live birth in the District of Columbia (from both the primary and secondary supporting document options) must specifically identify the registrant's birthplace as the District of Columbia and contain, at a minimum: the registrant's full name, the registrant's date of birth, the mother's full name, and the registrant's sex assigned at birth.</p> <p>The DCVRD employee serving the applicant shall conduct a search of the database to verify that there is not already a birth record for the registrant. The DCVRD employee shall search the year of birth indicated by the applicant, as well as the year before and the year after. The applicant shall receive a Certificate of Search and be assessed the accompanying fee.</p> <p>Once it is verified that there is no existing birth record, the DCVRD employee shall route copies of all submitted documentation to RPU. The Application for Delayed Registration of Birth and the most recent guidance document must be provided to the applicant.</p> <p>DCVRD employees shall inform the applicant that all required documents must be submitted within one calendar year of the date the application was submitted. If one year passes with documentation requirements outstanding, DCVRD shall issue a letter of rejection to the applicant stating the reasons for the rejection.</p>
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	<p>RPU employees are responsible for maintaining regular communication with the applicant until the request is resolved. The RPU employee is responsible for verifying that all documents submitted for substantiating the claim to live birth in the District of Columbia are authentic. They shall contact the issuer of a document to verify its authenticity. The RPU employee shall compile the application and all associated documents for CCEU's review. CCEU will give recommendation for approval. The State Registrar will make the final review, approving or denying the application.</p> <p>The Registrar has the authority to grant or deny a request for Delayed Registration of Live Birth. If they reject the request, the RPU employee is responsible for drafting a letter of rejection to the applicant (to be signed by the Registrar) and supplying a copy of all materials to DC Superior Court (DCSC).</p> <p>An applicant receiving a letter of denial may petition DCSC to order the DCVRD to complete a Delayed Registration of Live Birth. DCSC may request witness testimony by the Registrar during a show cause hearing. With or without such a hearing, DCVRD may comply with an order or request that the Office of the Attorney General contest the order via a motion for reconsideration or dismissal.</p> <p>DCVRD employees may only register and issue a record to an applicant after all listed service fees have been paid. DCVRD employees shall ensure the registrant's social security number is not displayed on a certification of birth.</p> <p>Any DCVRD employee violating any part of this SOP may be subject to commensurate disciplinary action.</p>
<p>IV. Definitions & Acronyms</p>	<p>Applicant- The individual requesting a record be registered and/or issued.</p> <p>Birth Registration- An official record of a person's date and place of birth and parentage.</p> <p>CCEU- Compliance and Code Enforcement Unit</p>

	<p>CPPE- Center for Policy Planning and Evaluation</p> <p>DCSC- District of Columbia Superior Court</p> <p>DCVRD- District of Columbia Vital Records Division</p> <p>Delayed Registration of Live Birth- A birth registration officially requested one year or more after an individual’s birth.</p> <p>Registrant- The individual whose birth is documented on the birth record.</p> <p>RPU- Registration and Policy Unit</p>
<p>VI. Procedures</p>	<p>Procedure A: Request/Identity and Entitlement Verification</p> <ol style="list-style-type: none"> 1. The applicant request a Certificate of Birth or Delayed Registration of Birth at the DCVRD Fulfillment Center or via a remote order. Delayed Registration of Live Birth 2. The applicant shall complete the electronic identity and entitlement verification process (see SOP 1100.000 Vital Records Entitlement and Identity Verification). 3. The DCVRD employee shall search the registrant’s listed birth year, the preceding year, and the succeeding year. If an existing record is found, the standard procedure for issuing a new birth certificate shall be followed. 4. If there is no record in the system, the DCVRD employee shall copy all documentation provided and forward it to RPU. 5. The RPU employee shall provide the Delayed Registration of Birth application and guidance document to the applicant. <p>Procedure B: Documentation Review</p>

	<ol style="list-style-type: none">1. The RPU employee shall verify whether sufficient documentary evidence has been provided and shall request additional documentary evidence from the applicant if the applicant has not provided the required documentation.2. The RPU employee shall verify that all documents supplied by the applicant are authentic, contacting the issuing authority if necessary.3. The RPU employee shall compile all documents and submit the application to CCEU for review.4. CCEU will provide recommendation for approval to Registrar.5. The Registrar shall authorize the registration and issuance of the birth record (Procedure C) or deny the request (Procedure D). <p>Procedure C: Registration and Issuance</p> <ol style="list-style-type: none">1. The RPU employee shall create an electronic and physical record.2. The RPU employee shall list all supporting documentation in the physical record.3. The RPU employee shall submit the physical record to the Registrar for review.4. Upon receipt of the Registrar's approval, the RPU employee shall schedule a meeting with the applicant.5. The applicant shall sign the document delayed birth record.6. A DCVRD employee, who is also a notary public, shall notarize the document.7. The RPU employee shall register both the electronic and physical record.
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	<ol style="list-style-type: none"> 8. The RPU employee shall upload the physical record and case file into the electronic system. 9. The RPU employee shall verify the applicant has paid all applicable service fees. 10. The RPU employee shall issue the certified delayed birth record to the applicant. <p>Procedure D: Rejected Requests</p> <ol style="list-style-type: none"> 1. The RPU employee shall draft a rejection letter and submit it to the CCEU Supervisor for review. 2. The CCEU Supervisor shall review the rejection letter and sign the letter approval of the letter's content. 3. The RPU employee shall schedule a meeting with the applicant. 4. The RPU employee shall discuss the reasons the request was rejected with the applicant. 5. The RPU employee shall request the applicant sign the rejection letter. 6. The RPU employee shall email a copy of the case record to DCSC. 7. If the applicant chooses to contest the rejection, the Registrar shall testify at a show cause hearing if so directed by the Court. 8. If the Registrar disputes the outcome of the show cause hearing, they may request that the OAG contest the order via a motion for reconsideration or dismissal. 9. The Registrar shall direct DCVRD staff to honor the final outcome of the adjudication of the request.
<p>VII. Contacts</p>	<p>State Vital Records Registrar</p>

	Registration and Policy Unit Supervisor Compliance and Code Enforcement Unit Supervisor
VIII. Related Documents, Forms and Tools	Application for Delayed Certificate of Birth