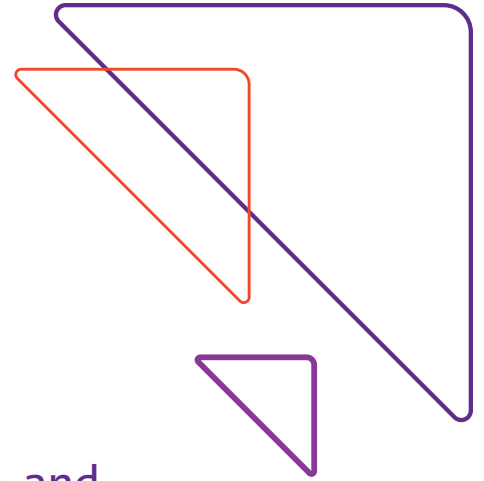




Women's New Life Center:
What to know about registering
your newborn's birth



Long Island Jewish Forest Hills
Northwell Health®



Congratulations on your new baby!

We understand you have a lot to do, and registering your newborn's birth may feel overwhelming. The dedicated staff at our hospital's Birth Registrar office is here to guide you through the process. We'll help you understand the New York City Department of Health guidelines and laws for reporting your newborn's birth, as well as answer any questions you may have. Free interpretation services are available upon request.

Frequently asked questions

Birth certificates

What is a birth certificate?

A birth certificate is your baby's first legal document. It provides your state with a record of the birth, and it shows your child's identity and nationality.

What do I need to bring with me to the hospital to apply for my newborn's birth certificate?

You will need to fill out a "Mother/Parent" form at the hospital. To complete the form, please make sure you have the following information:

- The mother's and father's dates of birth, places of birth and Social Security numbers
- If you are legally married and do not have the same last name, bring your marriage license or certificate of ceremony
- For same sex marriages, bring your marriage license so that the other parent's name can be added to the birth certificate (the Department of Health does not accept verbal proof of marriage)

How will this information be used?

The completed form will be given to the hospital's Birth Registrar office within 48 hours after your newborn is delivered. The Birth Registrar will put the information into a special computer system, so the Bureau of Vital Records for the New York City Department of Health can receive and process your information.

Paternity

How do I add a father's name to the birth certificate if we are not legally married?

If you were not legally married at the time you gave birth, the law will not recognize the newborn's biological father as the legal father. If you are not married, you may sign a voluntary Acknowledgement of Paternity (AOP) form to help you establish parenthood. If you decide to fill out this form, you will need the Social Security number of one or both parents. Please let us know if you or the father does not have a Social Security number or if you or the father does not live in this county or is out of state.

Where can I get an AOP form?

AOP forms are available at:

- The Birth Registrar's office at the hospital
- The New York State Department of Health
125 Worth Street, Room 125
New York, NY 10013
- [Nyc.gov/health](https://www.nyc.gov/health)

When will I receive my baby's birth certificate?

A birth certificate will be mailed to you within three to four weeks. If you do not receive it after four weeks, please call 311 for assistance.

If I did not name my newborn right away, how do I add their name to the birth certificate?

You can add your newborn's name to the birth registration by completing a Birth Correction application and sending it to the hospital with the newborn's original birth certificate. You will receive a new birth certificate in about four weeks. There is no extra cost for additions made by the hospital if they are sent in within 12 months of your newborn's birth. You can find the Birth Correction application at the hospital or at [Nyc.gov/health](https://www.nyc.gov/health)

How do I correct mistakes made on my newborn's birth certificate?

If there's a mistake(s) on your newborn's birth certificate, please fill out a Birth Correction application and send it to the hospital with your newborn's current birth certificate, and the correction(s) will be made. If the Birth Registrar made the mistake(s), corrections are free. If a parent made the mistake(s), corrections cost \$40.

When should an AOP form not be filled out?

- The mother was legally married to anyone at the time she became pregnant or during pregnancy up until the baby's birth
- The mother is separated and not legally divorced
- The man is not sure that he is the father

Can parents have a DNA test done at the hospital at the time of delivery?

Our hospital does not perform DNA testing. If you would like DNA testing, please call the Office of Child Support Enforcement at **(212) 480-7564**.

Important documents

How do I get a Social Security card for my newborn?

To receive a Social Security card for your newborn, please check “yes” to question number two on the Mother/Parent form. A Social Security card will be mailed to you within one month. If you do not receive the card or want to apply on your own, please call **(800) 772-1213**, visit your local Social Security office or visit [Ssa.gov](https://www.ssa.gov)

How do I get a Medicaid insurance card for my newborn?

If the mother/parent has Medicaid insurance, their Medicaid information will be sent to the Bureau of Medicaid enrollment and their baby will receive a Medicaid insurance card within two to three weeks. If you have any questions about Medicaid insurance or if you wish to apply for Medicaid for your newborn, call the HRA Medicaid Helpline at **(888) 692-6116**.

How do I get a confirmation of birth for my newborn?

Once you complete the Mother/Parent form, the Birth Registrar will give you a letter that says your newborn was born at our hospital. Please let the Birth Registrar know when you hand in your form so the letter can be prepared for you before you're discharged. You will need proof of your newborn's birth before you can apply for Medicaid insurance or WIC.

For questions or concerns, please email
LJFH-maternity@northwell.edu

Important contact information

Long Island Jewish Forest Hills

102-01 66th Road
Forest Hills, NY 11375
(718) 830-4000

Birth Registrar Office

(718) 830-4195

New York City Department of Health and Mental Hygiene Bureau of Vital Statistics

(212) 788-4520 or 311
[Nyc.gov/health](https://nyc.gov/health)

Social Security Administration

(800) 772-1213
[Ssa.gov](https://www.ssa.gov)

Office of Child Support Enforcement

(212) 480-7564

Human Resource Administration Medicaid Helpline

(888) 692-6116

Contact us

Long Island Jewish Forest Hills

Birth Registrar Office

102-01 66th Road, 3rd Floor

Forest Hills, NY 11375

Phone: (718) 830-4195

Fax: (718) 830-1898



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