



State of Florida
Department of Children and Families

Rick Scott
Governor

David E. Wilkins
Secretary

DATE: October 17, 2011

TO: Regional Directors

THROUGH: *John* John Cooper, Assistant Secretary for Operations
Jamie Self, Ed.D., Executive Director, Family and Community Services

FROM: *Self* Christie Ferris, Director, Office of Child Welfare
Christie Ferris

SUBJECT: "For Official Use Only" Birth Certification

PURPOSE: The Department of Health/ Bureau of Vital Statistics is rescinding the July decision to no longer furnish free copies of the "For Official Use Only" birth certification. The Bureau of Vital Statistics will provide one (1) free birth certification that will be stamped for "Official Use Only."

BACKGROUND: In July the Department of Health/ Bureau of Vital Statistics advised that they would no longer furnish the two free copies of "For Official Use Only" birth certification. This was because of the online access to the birth information through the electronic data exchange with the Bureau of Vital Statistics. However, as many of you shared, the data exchange does not meet the needs in registering a child in school or obtaining social security benefits.

It continues to be important to have local processes in place to obtain certified birth information for children in out-of-home care and to understand the appropriate use of birth information obtained through the Department of Health/ Bureau of Vital Statistics electronic data exchange. There are specific purposes for which information from the data exchange may be used. Among these are to confirm identification, determine paternity or locate relatives for dependent children who are subjects of child protective investigations or under protective supervision.

There are specific purposes for which the "For Official Use Only" birth certifications are to be used. These are registering a child for school and applying for social security benefits. Community-Based Care providers, caseworkers/case management staff, child protective investigators and Sheriffs' Offices must **strictly** adhere to these purposes for which this privilege is being granted.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

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The Department has assured the Department of Health that the "For Official Use Only" birth certifications **will not** be given to the family. If the Department of Health learns of a situation where the "For Official Use Only" birth certification is given to a family member, they will no longer furnish the one free copy. Please refer to the attached interoffice memorandum that the Department of Health has issued to the Chief Deputy Registrars.

ACTION REQUIRED: Please provide this information to Community-Based Care lead agencies, case management organizations, and child protective investigators including Sheriffs' Offices. The use of the "For Official Use Only" birth certifications for the stated purposes must be followed.

CONTACT INFORMATION: If you have any questions or for additional information, please contact Sallie Bond at 850-717-4657 or Sallie_Bond@dcf.state.fl.us.

Attachment

cc: CBC CEOs
Sheriffs' Offices
Vivian Myrtetus, Chief of Staff
Lori Schultz, Information Technology
Ken Jones, DOH/BVS



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Governor

H. Frank Farmer, M.D., PhD. FACP
State Surgeon General

INTEROFFICE MEMORANDUM

DATE: October 14, 2011
TO: Chief Deputy Registrars
FROM: Ken Jones, Deputy State Registrar
SUBJECT: Department of Children and Families – 1 Free Copy of Birth Certificate
ACTION REQUIRED: Immediate Implementation

As outlined in an earlier memo to the county vital statistics offices, the Department of Children and Families (DCF) participates in an electronic data exchange, Enterprise Client Index, with the Bureau of Vital Statistics that allows them to view the birth information needed for protective services custody actions.

After further discussion with DCF it has been determined that the data exchange does not meet the current requirements in registering a child in school and/or obtaining social security benefits. Therefore, an agreement has been made between the Department of Health and DCF to provide DCF and their Community Based Care Agencies with one (1) free birth certification strictly for school registration and social security benefits. These certifications are to be stamped for "Official Use Only".

DCF has agreed that "For Official Use Only" birth certifications are not to be given to the family; and any requests for additional copies after the initial free copy will be paid for by DCF. DCF is not to request a free copy of the child's birth certification from more than one county health department. DOH will continue to work with DCF in getting the schools and SSA to accept the Enterprise Client Index printouts.

If any DCF agent is unaware of the new agreement, suggest they contact their DCF coordinator.

If you are presented certifications stamped "For Official Use Only" by a family member, contact one of the quality assurance field representatives.

If you have any questions regarding this agreement, please contact Quality Assurance.