



State of Florida  
Department of Children and Families

Rick Scott  
Governor

David Wilkins  
Secretary

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**DATE:** January 28, 2011

**TO:** Regional Directors

**THROUGH:** David L. Fairbanks, Assistant Secretary for Programs  
Pete Digre, Assistant Secretary for Operations

**FROM:** *Mary Dee Richter*  
Mary "Dee" Richter, Deputy Director, Family Safety Program Office

**SUBJECT:** Certified Birth Certificates  
**ACTION REQUESTED:** Review local practice for providing certified birth certificates to young people  
**DUE DATE:** None

*DMV [Signature]*

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**PURPOSE:** The purpose of this memorandum is to provide assistance to case managers as they help youth get their drivers' licenses and to resolve a practice likely to jeopardize the Department's access to electronic birth information from the Bureau of Vital Statistics (BVS) within the Department of Health (DOH).

**BACKGROUND:** The BVS maintains and furnishes birth information in the State of Florida. Recently birth information from the BVS system was printed and provided to some older youth to use as birth verification to assist with getting drivers' licenses. The Division of Motor Vehicles (DMV) will not accept this type of birth verification printed from a computer screen—a certified copy of the youth's birth certificate is required.

The DMV has contacted DOH about the improper verification of birth information on multiple occasions. DOH has now stated to this office that they may withdraw the Department's access to the vital statistics birth information if this practice continues.

Because DCF has a written agreement with DOH allowing access to birth information via an electronic data exchange, such as, confirming identification, determining paternity or locating relatives for children jointly served by the Department and its community partners, we want to preserve the agreement.

**ACTION REQUESTED:** Please remind case management staff not to use the electronic documents from the BVS for obtaining birth information for driver's licenses so that the agreement remains intact and vital information regarding our children can continue to be easily obtained.

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

In order to assist with youth having the necessary documents to get a driver's license, Community-Based Care agencies may decide to make arrangements for payment to BVS/DOH so as not to delay the issuance of a certified birth certificate. The cost for a certified birth certificate from the BVS is \$9.00. Please check the child's file to see if there is a certified birth certificate and if not, it may be necessary to purchase one. DOH has assured us they will turn these requests around very quickly.

The contact at BVS/DOH is:

Bill Hughes  
Bureau of Vital Statistics  
Post Office Box 201 (Zip 32231)  
Or  
1217 Pearl Street (Zip 32202)  
Jacksonville, FL  
(904) 359-6900, ext 1058

Please use this information as appropriate for your local area.

**CONTACT INFORMATION:** Should you have questions on this, please contact Tiffany Lynn, Family Safety Program Office at [tiffany\\_lynn@dcf.state.fl.us](mailto:tiffany_lynn@dcf.state.fl.us) or at (850) 414-1840.

cc: Ken Jones, DOH/BVS