Florida Department of Children & Families

State of Florida
Department of Children and Families

Rick Scott
Governor

David E. Wilkins
Secretary

DATE: July 26, 2011

TO: Regional Directors

THROUGH: Pete Digre, Assistant Secretary for Operations

FROM: Jamie Self, Ed.D., Executive Director, Family and Community Services

SUBJECT: Birth Certificates

PURPOSE: This memorandum is a follow-up to the January 28, 2011 memorandum titled Certified Birth Certificates. Since the issuance of the January 28 memorandum, the Department of Health/ Bureau of Vital Statistics has advised that they will no longer furnish free copies of "For Official Use Only" birth certificates. This is because of the online access to this birth information and the ability of the Department or Community-Based Care (CBC) staff to print the "For Official Use Only" birth certificate.

BACKGROUND: The purpose of the January 28 memorandum was to ensure local processes are in place to obtain certified birth information for children in out-of-home care and to remind of the appropriate use of birth information obtained through the Department of Health/ Bureau of Vital Statistics electronic data exchange.

As a reminder, "For Official Use Only" birth certificates are only for the use of community-based care providers, caseworkers/case management staff, dependency court personnel and Sheriffs' Offices. 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.

ACTION REQUIRED: Please share this memo with all CBC lead agencies and relevant persons.

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.

cc: Meg Bates, Child Welfare
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Advance Personal and Family Recovery and Resiliency