

Instructions for Birth Certificate Requests

Per OP-060203 entitled "Adjustment Review", it is the responsibility of the case manager to assist the inmate in securing appropriate identification.

Oklahoma birth certificate request forms and out-of-state birth certificate request forms can be located online as described below.

- I. Case managers will assist or have the inmate fill out the appropriate application for a birth certificate immediately following transfer from the reception center.
- II. When the inmate is within ONE year of discharge, the application for a birth certificate will be submitted electronically to Programs Services. If the inmate is not within ONE year (365 actual days) of discharge, the completed Birth Certificate Request form will be stored in the inmate's legal file until the inmate reaches the required days remaining.
- III. The birth certificate form may be submitted in advance of one year of discharge for medical purposes. If the birth certificate is needed for this purpose, Program Services will contact the facility Case Manager IV for the submission of the request or a scan of the birth certificate stored in the legal file.
- IV. Case management will encourage inmates to have their birth certificates forwarded to their facility records officers by family members at any time during their incarceration.
- V. Inmates who are at minimum security or higher and who will be eligible for community corrections placement will have birth certificates prior to transfer to community placement.
 - A. Inmates who are eligible for community placement at 4,000 days remaining per OP-060104 entitled "Community Corrections Assessment", will have birth certificates requested six months prior to the 4,000-day eligibility date.
 - B. New receptions placed at community corrections directly from A&R will obtain birth certificates prior to work release eligibility.
- VI. All ODOC requests for Oklahoma birth certificates will be processed through Program Services.
- VII. **Instructions for Oklahoma Birth Certificate Requests**

- A. Case management will first determine if the inmate has a certified copy of the birth certificate in the legal file. If a birth certificate is not present, case management will meet with the inmate on their caseload who are within appropriate days remaining and encourage inmates to obtain certified birth certificates from family or other supports, and if unobtainable, the appropriate Birth Certificate Request form will be completed.
- B. The Oklahoma Birth Certificate request form can be found at:
<https://oklahoma.gov/content/dam/ok/en/health/health2/documents/18008-vr-vr-birth-application-eng-eform.pdf>

The completed form will be submitted to Program Services through the [OK Birth Certificate Request Link](#) found on the *Inside the Wire* homepage or each facility's SharePoint homepage. **All required fields must be completed on the Oklahoma Birth Certificate request form.** If the inmate's legal name does not match the J&S name, the legal name must be listed as an alias on the CRC. The completed Oklahoma birth certificate form must be uploaded to the Oklahoma Birth Certificate request form.

1. Program Services will coordinate with Oklahoma State Health Department Vital Records to order the Oklahoma birth certificates
2. Once birth certificates are received by Program Services, will be mailed to the facility's records officer for storage in the inmate's legal file.
3. Once received, case management and/or records officers will document received birth certificates in ICON under [the Offender Identification>Other Offender ID Document Status screen](#) and scan into Scan Documents in ICON. Certified birth certificate will be stored in the legal file.
4. If the inmate has transferred to another facility, the transferring facility is responsible for forwarding the birth certificate to the records officer at the receiving facility. The receiving facility will store the birth certificate in the legal file, and document in ICON as detailed above.
5. If the inmate has discharged, the facility is responsible for forwarding the birth certificate to the inmate's discharge address on record. **Under no circumstances will the birth certificate be returned to OSDH/Vital Records.**

If the inmate has discharged and there is no forwarding address, forward the birth certificate to the Program Services unit.

VIII. All out of state birth certificate forms will be processed through Program Services

- A. Case management will first determine if the inmate has a certified copy of the birth certificate in the legal file. If a birth certificate is not present, case management will meet with inmates on their caseload who are within appropriate days remaining and encourage inmates to obtain certified birth certificates from family or other supports. If unobtainable, case management will complete the request form specific to the state they were born in and gather the required information for processing. All required information must be completed on the birth state's form.
- B. Requests for OUT OF STATE birth certificates will be submitted thru the [Out of State birth certificate request](#) link. This link can be found on the *Inside the Wire* homepage or each facility's SharePoint homepage.

IX. Instructions for Out of State Birth Certificate Requests

- A. Form(s) for OUT OF STATE birth certificates will be completed fully to request birth certificates. Program Services will require:
- Birth certificate request form,
 - , and
 - Copy of the inmate ID card to be included in the upload (PDF format)
- B. If the birth state requires additional information like a letter or proof of custody, Program Services will provide correspondence. If additional information is needed to process the form, Program Services will contact the submitting case manager or designated person.
1. **All required fields will be completed on the birth certificate form.**
 2. **If the inmate's legal name does not match the J&S name, it must be listed as an alias on the CRC.** Include this discrepancy in the comment section on the submission form and attach all other supporting documents identifying the correct legal name listed (such as a SS card, CDIB identification or other legal identification).

3. Program Services will batch the applications and remit payment for the birth certificates.
4. All birth certificates will be sent to Program Services for distribution to facility records officers.
5. Record officers will store certified birth certificate in the legal file.
6. Case management will document received birth certificates in ICON under [the Offender Identification>Other Offender ID Document Status screen](#).
7. If the inmate has transferred to another facility, the transferring facility is responsible for forwarding the birth certificate to the records officer at the receiving facility. The receiving facility will store the birth certificate in the legal file, and document in ICON as detailed above.
8. If the inmate has discharged, the facility is responsible for forwarding the birth certificate to the inmate's discharge address on record. **Under no circumstances will the birth certificate be returned to the issuing State's vital records departments.** If the inmate has discharged and there is no forwarding address or invalid forwarding address the birth certificate will be mailed to the Program Services unit.

X. **Refused Birth Certificate- refused to obtain/Unable to obtain**

- A. If the inmate refuses to obtain a birth certificate, the case manager will document "inmate refused to obtain birth certificate" under [Offender Identification>Other Offender ID Document Status screen, with proper Status and ID Document Status Comment](#).
- B. If the inmate is unable to provide the required information to successfully gain a birth certificate, the case manager will document under [the Offender Identification>Other Offender ID Document Status screen, with proper Status and ID Document Status Comment](#).