

## Electronic Birth Registration

### News Messages

- **ROVER Helpdesk  
405.271.5380, New Birth  
Desk 405.271.4212**

These phone numbers are NOT for public use. If a parent needs to contact us, our office number is 405.271.4040. We must have an application, valid photo ID, and payment in our office before we can speak to them about the status of their request.

- **Remember to Sign**

Certifiers must remember to sign the signature page in the box located at the bottom of the form. The lack of a Certifier signature will prevent the record from being registered. The Certifier signature is mandatory. And don't forget to check a Title box, too.

- **SSA and Health Registry  
MUST be NO when:**

- (1) The parents did not sign the signature page.
- (2) Anytime the child is not named (ex., Baby Boy or Baby Girl).
- (3) The mother refuses to give husband's information.
- (4) The child is being placed

for adoption.

- **Stamps on Signature Pages**

For those using stamps on Signature Pages, such as "Do Not Release or Copy," never put a stamp in the parent or certifier signature box, or in the upper left corner where the barcode is printed. The Fax Server is designed to read these areas and the stamps are interfering with the registration of these records.

- **Common user issues can  
create ROVER backlogs**

- (1) Signature pages faxed but records not complete.
- (2) Signature pages faxed without parents signature and 16a&b marked YES. We have to update and change to NO before filing.
- (3) Signature pages faxed without Certifier signature.
- (4) Signature pages faxed upside down. The server can not properly code these records and therefore requires a manual review.
- (5) Marital status handled improperly. Call us if you have any questions about this.
- (6) Baby is not named, 16a&b MUST be NO.

- (7) Parents only may say YES to 16a&b, DHS CANNOT give permission.
- (8) Father/husband tab has REFUSED typed — there is a checkbox for this and it should be used.

- **Hospital Paternity defined**

- The \$25 fee can be waived if all of the following conditions are met:
- (1) Child's last name is entered into ROVER as the parents desire it to be (typically father's last name).
  - (2) Father's information is correctly entered into ROVER.
  - (3) Paternity is signed by both parents at the hospital.
  - (4) Paternity is properly signed by a witness and witness's address is complete.
  - (5) Hospital submits the PA to our office via OSDH prepaid envelope within 7 days of the child's Date of Birth.

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### Vital Records Training Pages and Resources

We have reorganized the Vital Records training pages on the Oklahoma State Department of Health website. It is our hope this makes the information more accessible and user friendly. It includes basic instructions on how to complete a birth certificate and a stillbirth certificate. In addition, a special

web address was created that will bypass the surfing through the website and go straight to the "Training & Materials" page. From there you can choose which training material you would like to view. A special thank you goes out to Rebecca Moore for making this reorganization possible.

The special web address is:  
<http://vrtraining.health.ok.gov>.

You can also access applications for certified copies of birth certificates and stillbirth certificates at other locations on our website. If you need help finding these resources, give us a call and we will talk you through the process.

### ROVER Training and Enrollment Team

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Electronic Birth Registration  
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### ROVER System Requirements

For the system to run at optimal performance, your computer should have the following features:

- Internet Explorer 6.0 or later
- Adobe Acrobat Reader
- Laser Printer
- Broadband Internet Connection



## Center for Health Statistics



ATTACH MAILING LABEL HERE.

1000 NE 10th Street  
Oklahoma City, OK 73117

ROVER Helpline: 405-271-5380  
ROVER Fax Local: 405-271-1235  
ROVER Fax Toll Free: 877-885-7470  
ROVER E-mail: AskROVER@health.ok.gov

We Collect, Analyze, and Disseminate  
Health Statistics to Help Create a State of  
Health.

### Hospital Paternity defined (continued from front page)

- ☆ If OSDH reviews the record and the PA, without having to make any updates to the record or reject the PA, the parents will not have to pay the \$25 administrative fee.
- ☆ If OSDH must change the child's last name, the \$25 fee due will be required before the first certified copy of the record will be issued.
- ☆ If the PA is not acceptable, the father's information will be removed. The parents will be issued a letter and will have to pay the \$25 fee when/if they submit a new PA.
- ☆ If the PA is not received in a timely manner (we stamp them with a received date), we must remove the father and file the record. We typically allow two weeks before removing the father, but this is not guaranteed.

## Field Services Update

The Field Services Team has been traveling the state providing support and training to staff responsible for completing certificates of birth and stillbirth. If your facility would like assistance with training new staff, or would like refresher training for current staff, please use the ROVER Helpline to give us a call or send us an e-mail. We would love to come out and spend some time with you.

Sherrie Thrower is our newest field rep. She started on the job February 1st. Sherrie came to us from the coding unit within the Health Department's Center for Health Statistics. She already has a vast amount of knowledge dealing with the vital records industry and has spoken with a number of industry participants regarding various vital records issues. You will see a lot of Sherrie in the coming months, so please give her a warm welcome.

### Careful with Special Characters!

**'#' signs should not be used in Rover records!** When the '#' symbol is used (apt.#) SSA is rejecting the files and we are having to remove the symbol. Also, do not use '/' as in "Brooks/Smith." Always use the hyphenated "Brooks-Smith."

**OSDH is on the  
web at  
health.ok.gov**

### Heirloom Birth Certificates

Oklahoma state law provides for the issuance of an Heirloom Certificate of Birth. The Heirloom Certificate of Birth is 8.5" x 11" with a chocolate brown and mint green color palette bearing a depiction of a redbud - the State Tree. The certificate will reflect the child's name, date of birth, gender, place of birth, and the names of the parents. The cost for a Heirloom Certificate of Birth is \$35.00. This fee will provide for the issuance of both one heirloom birth certificate and one standard certified birth certificate. In accordance with state law, \$25 of the proceeds from the sale of the Heirloom

Certificate of Birth shall be used by the Child Abuse Training and Coordination Program to provide training and technical assistance to judges, prosecutors, and members of the multidisciplinary child abuse teams who intervene in circumstances of child abuse.

The same eligibility and identity requirements for any birth certificate also apply to the request for an heirloom certificate. The Heirloom Certificate of Birth is a commemorative certificate and should not be used for proof of birth or identity for legal purposes.

