

Missouri Bureau of Vital Records

Hospital/Birth Certifier Training Guide



MISSOURI DEPARTMENT OF
**HEALTH &
SENIOR SERVICES**

Missouri Department of Health & Senior Services
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Hospital/Birth Certifier Staff

In Missouri, hospital birth certificate clerks or other certifiers such as professional midwives are those responsible for collecting and submitting the necessary data elements for the completion of the birth certificate as required by state law. The Missouri Electronic Vital Records (MoEVR) system, operated by the Missouri Department of Health and Senior Services – Bureau of Vital Records, exists to support the electronic registration of vital records, such as birth certificates, in Missouri.

Missouri Birth Record Registration and Filing Timeliness

A certificate of live birth for each birth occurring in Missouri must be filed within **five (5) days after the date of birth** (Section 193.085, RSMo) with the Missouri Department of Health and Senior Services by state law.

When a birth occurs in an institution or en route to an institution, the person in charge of the institution or such person's designated representative shall obtain the personal data, prepare the certificate, certify that the child was born alive at the place and time and on the date stated either by signature or an electronic process approved by the department, and file the certificate pursuant to this section or as otherwise directed by the state registrar. The physician or other person in attendance shall provide the medical information required by the certificate and certify to the facts of birth within five days after the birth. If the physician or other person in attendance does not certify to the facts of birth within the five-day period, the person in charge of the institution shall complete the certificate.

Live birth is defined by statute as the complete expulsion or extraction from its mother of a child, irrespective of the duration of pregnancy, which after such expulsion or extraction, breathes or shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached. The definition is also irrespective of birth weight.

Live birth certificate data is used in estimating population, for evaluation of maternal and perinatal health, for the study of fertility patterns, and to assist public health officials in the conduct and evaluation of programs.

Training Resources

National Center for Health Statistics – Training and Instructional Materials

(<https://www.cdc.gov/nchs/nvss/training-and-instructional-materials.htm>)

Missouri Electronic Vital Records (MoEVR) Training and Support

(<https://health.mo.gov/data/vitalrecords/training/index.php>)

Birth Certificate eLearning

(<https://www.cdc.gov/nchs/training/BirthCertificateElearning/>)

The Bureau of Vital Records strongly encourages new birth certifiers to take a specially designed one-hour online course before utilizing MoEVR. The course is available online at [Applying Best Practices for Reporting Medical and Health Information on Birth Certificates](#). Clinical and non-clinical providers of medical/health information for the birth certificate or the report of fetal death will find considerable value in the course.

The National Center for Health Statistics (NCHS) at CDC, in partnership with the National Association for Public Health Statistics and Information Systems (NAPHSIS), and several individual jurisdictions designed the course.

The course:

- Explains the importance of reporting birth record and fetal death information
- Describes how birth registrars and clinicians can improve maternal and infant health data
- Identifies resources available to assist birth registrars and clinicians
- Tests what the individual learned about birth and fetal death registration

Missouri Hospital Data Quality Worksheets

The Bureau of Vital Records has developed Hospital Data Quality Worksheets to provide performance feedback to birth facilities and staff who register births. This two-page reports summarize the timeliness and completeness of selected birth registration items reported by a facility. Aggregate data for all birthing facilities in Missouri is presented for comparison. Facility births registered with missing data are compared to all births in the state and to the National Center Health Statistics quality threshold.

We encourage all birthing hospitals and facilities to utilize these worksheets to review and improve data collection quality. **To start receiving these worksheets, please call 573-751-6387, option 4.**

National Vital Statistics System

In the United States, the legal authority to register births lies within 57 jurisdictions (50 states, 2 cities, and 5 territories). The 57 jurisdictions share birth record information with the National Vital Statistics System (NVSS) at the Centers for Disease Control and Prevention (CDC). The compiled national natality statistics inform a variety of critical medical and health-related research efforts.

Why Go Electronic?

The benefits of being an electronically registered birth certifier in MoEVR include:

- Quickly electronically certify a birth certificate anywhere, anytime

- Real-time prompts, edits, and validations ensure record validity and reduces errors and registration issues
- Reduced registration lag times help ensure statutory compliance and decreased possibility of loss, theft, and fraud

Contact Bureau of Vital Records

The Missouri Bureau of Vital Records has field representative staff who travel the state training vital record data providers. Field staff can also arrange for telephone/web conference training calls.

If you are a vital record data provider (local county health agency, funeral home/director, hospital/licensed birthing center, county official, medical certifier, etc.) and would like to request a personalized training session or gain access to MoEVR, please **call 573-751-6387, option 4**.

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Definitions

193.015. As used in sections 193.005 to 193.325, unless the context clearly indicates otherwise, the following terms shall mean:

(1) **"Advanced practice registered nurse"**, a person licensed to practice as an advanced practice registered nurse under chapter 335, and who has been delegated tasks outlined in section 193.145 by a physician with whom they have entered into a collaborative practice arrangement under chapter 334;

(2) **"Assistant physician"**, as such term is defined in section 334.036, and who has been delegated tasks outlined in section 193.145 by a physician with whom they have entered into a collaborative practice arrangement under chapter 334;

(3) **"Dead body"**, a human body or such parts of such human body from the condition of which it reasonably may be concluded that death recently occurred;

(4) **"Department"**, the department of health and senior services;

(5) **"Final disposition"**, the burial, interment, cremation, removal from the state, or other authorized disposition of a dead body or fetus;

(6) **"Institution"**, any establishment, public or private, which provides inpatient or outpatient medical, surgical, or diagnostic care or treatment or nursing, custodian, or domiciliary care, or to which persons are committed by law;

(7) **"Live birth"**, the complete expulsion or extraction from its mother of a child, irrespective of the duration of pregnancy, which after such expulsion or extraction, breathes or shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached;

(8) **"Physician"**, a person authorized or licensed to practice medicine or osteopathy pursuant to chapter 334;

(9) **"Physician assistant"**, a person licensed to practice as a physician assistant pursuant to chapter 334, and who has been delegated tasks outlined in section 193.145 by a physician with whom they have entered into a collaborative practice arrangement under chapter 334;

(10) **"Spontaneous fetal death"**, a noninduced death prior to the complete expulsion or extraction from its mother of a fetus, irrespective of the duration of pregnancy; the death is indicated by the fact that after such expulsion or extraction the fetus does not breathe or show any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles;

(11) **"State registrar"**, state registrar of vital statistics of the state of Missouri;

(12) "**System of vital statistics**", the registration, collection, preservation, amendment and certification of vital records; the collection of other reports required by sections 193.005 to 193.325 and section 194.060; and activities related thereto including the tabulation, analysis and publication of vital statistics;

(13) "**Vital records**", certificates or reports of birth, death, marriage, dissolution of marriage and data related thereto;

(14) "**Vital statistics**", the data derived from certificates and reports of birth, death, spontaneous fetal death, marriage, dissolution of marriage and related reports.

(L. 1984 S.B. 574, A.L. 2005 S.B. 74 & 49, A.L. 2015 H.B. 618, A.L. 2019 S.B. 514)

Birth Certificates

193.085. Contents, filing, locale, duties of certain persons, time allowed, attestation. —

1. A certificate of birth for each live birth which occurs in this state shall be filed with the local registrar, or as otherwise directed by the state registrar, within five days after such birth and shall be registered if such certificate has been completed and filed pursuant to the provisions of this section.

2. When a birth occurs in an institution or en route to an institution, the person in charge of the institution or such person's designated representative shall obtain the personal data, prepare the certificate, certify that the child was born alive at the place and time and on the date stated either by signature or an electronic process approved by the department, and file the certificate pursuant to this section or as otherwise directed by the state registrar within the required five days. The physician or other person in attendance shall provide the medical information required by the certificate and certify to the facts of birth within five days after the birth. If the physician or other person in attendance does not certify to the facts of birth within the five-day period, the person in charge of the institution shall complete the certificate.

3. When a birth occurs outside an institution, the certificate shall be prepared and filed by one of the following in the indicated order of priority:

- (1) The physician in attendance at or immediately after the birth;
- (2) Any other person in attendance at or immediately after the birth;
- (3) The father, the mother, or, in the absence of the father and the inability of the mother, the person in charge of the premises where the birth occurred.

4. When a birth occurs on a moving conveyance within the United States and the child is first removed from the conveyance in this state, the birth shall be registered in this state and such place shall be considered the place of birth. When a birth occurs on a moving conveyance while in international waters or air space or in a foreign country or its air space and the child is first removed from the conveyance in this state, the birth

shall be registered in this state but the certificate shall show the actual place of birth insofar as can be determined.

5. If the mother was married at the time of either conception or birth, or between conception and birth, the name of the husband shall be entered on the certificate as the father of the child, unless:

(1) Paternity has been determined otherwise by a court of competent jurisdiction;
or

(2) The mother executes an affidavit attesting that the husband is not the father and the putative father is the father, and the putative father executes an affidavit attesting that he is the father, and the husband executes an affidavit attesting that he is not the father. If such affidavits are executed, the putative father shall be shown as the father on the birth certificate and the signed acknowledgment of paternity shall be considered a legal finding of paternity. The affidavits shall be as provided for in section 193.215.

6. In any case in which paternity of a child is determined by a court of competent jurisdiction, the name of the father and surname of the child shall be entered on the certificate of birth pursuant to the finding and order of the court.

7. Notwithstanding any other law to the contrary, if a child is born to unmarried parents, the name of the father and other required information shall be entered on the certificate of birth only if an acknowledgment of paternity pursuant to section 193.215 is completed, or if paternity is determined by a court of competent jurisdiction or by an administrative order of the family support division.

8. If the father is not named on the certificate of birth, no other information about the father shall be entered on the certificate.

9. The birth certificate of a child born to a married woman as a result of artificial insemination, with consent of her husband, shall be completed pursuant to the provisions of subsection 5 of this section.

10. Either of the parents of the child, or other informant, shall attest to the accuracy of the personal data entered on the certificate in time to permit the filing of the certificate within the required five days.

(L. 1984 S.B. 574, A.L. 1997 S.B. 361, A.L. 2005 S.B. 74 & 49)

Paternity Affidavits

193.087. Voluntary acknowledgment of paternity — forms, contents — immunity for staff presenting form — training of hospital staff — intentional misidentification of parent, penalty — public assistance recipients, duty to cooperate. —

1. In addition to the requirements of subsection 2 of section 193.085, when a birth occurs to an unmarried mother, whether in an institution or en route to an institution, the person in charge of the institution or a designated representative shall:

- (1) Provide a form or affidavit prescribed by the state registrar that may be completed by the child's mother and father to voluntarily acknowledge paternity of the child pursuant to section 193.215;
- (2) File the form, when completed, along with the certificate required by this section; and
- (3) Provide oral and written notice to the affiant required by section 193.215.

2. Any institution, the person in charge or a designated representative shall be immune from civil or criminal liability for providing the form or affidavit required by subsection 1 of this section, the information developed pursuant to that subsection, or otherwise fulfilling the duties required by subsection 1 of this section.

3. The family support division may contract with the department of health and senior services to provide assistance and training to the hospital staff assigned responsibility for providing the information, as appropriate, to carry out duties pursuant to this section. The family support division shall develop and distribute free of charge the information on the rights and responsibilities of parents that is required to be distributed pursuant to this section. The department of health and senior services shall provide free of charge to hospitals the acknowledgment of paternity affidavit, and instructions on the completion of the affidavit.

4. If no contract is developed with the department of health and senior services, then the family support division shall provide the assistance and training activities to hospitals pursuant to subsection 3 of this section.

5. Any affiant who intentionally misidentifies another person as a parent may be prosecuted for perjury, pursuant to section 575.040.

6. Due to lack of cooperation by public assistance recipients, the family support division shall either suspend the entire public assistance cash grant, or remove the needs of the adult recipient of public assistance from the cash grant, subject to good cause exceptions pursuant to federal law or regulations.

(L. 1994 H.B. 1491 & 1134 § 1 merged with H.B. 1547 & 961 § 8 merged with S.B. 508 § 1, A.L. 1997 S.B. 361, A.L. 2005 S.B. 74 & 49)

Adoption – New Birth Certificate

193.125. Missouri adoptee rights act — adoption — new birth certificate, when — reports — duties — inspection of certain records by court order only. —

1. This section and section 193.128 shall be known and may be cited as the "Missouri Adoptee Rights Act".

2. Except as otherwise provided in subsection 3 of this section, for each adoption decreed by a court of competent jurisdiction in this state, the court shall require the preparation of a certificate of decree of adoption on a form as prescribed or approved by the state registrar. The certificate of decree of adoption shall include such facts as are necessary to locate and identify the certificate of birth of the person adopted, and shall provide information necessary to establish a new certificate of birth of the person adopted and shall identify the court and county of the adoption and be certified by the clerk of the court. The state registrar shall file the original certificate of birth with the certificate of decree of adoption and such file may be opened by the state registrar only upon receipt of a certified copy of an order as decreed by the court of adoption or in accordance with section 193.128.

3. No new certificate of birth shall be established following an adoption by a stepparent if so requested by the adoptive parent or the adoptive stepparent of the child.

4. Information necessary to prepare the report of adoption shall be furnished by each petitioner for adoption or the petitioner's attorney. The social welfare agency or any person having knowledge of the facts shall supply the court with such additional information as may be necessary to complete the report. The provision of such information shall be prerequisite to the issuance of a final decree in the matter by the court.

5. Whenever an adoption decree is amended or annulled, the clerk of the court shall prepare a report thereof, which shall include such facts as are necessary to identify the original adoption report and the facts amended in the adoption decree as shall be necessary to properly amend the birth record.

6. Not later than the fifteenth day of each calendar month or more frequently as directed by the state registrar the clerk of the court shall forward to the state registrar reports of decrees of adoption, annulment of adoption and amendments of decrees of adoption which were entered in the preceding month, together with such related reports as the state registrar shall require.

7. When the state registrar shall receive a report of adoption, annulment of adoption, or amendment of a decree of adoption for a person born outside this state, he or she shall forward such report to the state registrar in the state of birth.

8. In a case of adoption in this state of a person not born in any state, territory or possession of the United States or country not covered by interchange agreements, the state registrar shall upon receipt of the certificate of decree of adoption prepare a birth certificate in the name of the adopted person, as decreed by the court. The state registrar shall file the certificate of the decree of adoption, and such documents may be opened by the state registrar only by an order of court. The birth certificate prepared under this subsection shall have the same legal weight as evidence as a delayed or altered birth certificate as provided in section 193.235.

9. The department, upon receipt of proof that a person has been adopted by a Missouri resident pursuant to laws of countries other than the United States, shall prepare a birth certificate in the name of the adopted person as decreed by the court of such country. If such proof contains the surname of either adoptive parent, the department of health and senior services shall prepare a birth certificate as requested by the adoptive parents. Any subsequent change of the name of the adopted person shall be made by a court of competent jurisdiction. The proof of adoption required by the department shall include a copy of the original birth certificate and adoption decree, an English translation of such birth certificate and adoption decree, and a copy of the approval of the immigration of the adopted person by the Immigration and Naturalization Service of the United States government which shows the child lawfully entered the United States. The authenticity of the translation of the birth certificate and adoption decree required by this subsection shall be sworn to by the translator in a notarized document. The state registrar shall file such documents received by the department relating to such adoption and such documents may be opened by the state registrar only by an order of a court. A birth certificate pursuant to this subsection shall be issued upon request of one of the adoptive parents of such adopted person or upon request of the adopted person if of legal age. The birth certificate prepared pursuant to the provisions of this subsection shall have the same legal weight as evidence as a delayed or altered birth certificate as provided in sections 193.005 to 193.325.

10. If no certificate of birth is on file for the person under twelve years of age who has been adopted, a belated certificate of birth shall be filed with the state registrar as provided in sections 193.005 to 193.325 before a new birth record is to be established as result of adoption. A new certificate is to be established on the basis of the adoption under this section and shall be prepared on a certificate of live birth form.

11. If no certificate of birth has been filed for a person twelve years of age or older who has been adopted, a new birth certificate is to be established under this section upon receipt of proof of adoption as required by the department. A new certificate shall be prepared in the name of the adopted person as decreed by the court, registering adopted parents' names. The new certificate shall be prepared on a delayed birth certificate form. The adoption decree is placed in a sealed file and shall not be subject to inspection except upon an order of the court.

(L. 1984 S.B. 574, A.L. 1997 H.B. 343, A.L. 2005 S.B. 74 & 49, A.L. 2008 H.B. 1640, A.L. 2016 H.B. 1599)

New Certificate of Birth or Amendment

193.135. New certificate of birth established or old one amended, when — inspection of certain records by court order only. —

1. The state registrar shall establish a new certificate of birth for a person born in this state when he or she received the following:

(1) A certificate of decree of adoption as provided in section 193.125 or a report of adoption prepared and filed in accordance with the laws of another state or foreign country, or a certified copy of the decree of adoption, together with the information

necessary to identify the original certificate of birth and to establish a new certificate of birth; except that a new certificate of birth shall not be established if so requested by the court decreeing the adoption, the adoptive parents, or the adopted person;

(2) A request that a new certificate be established upon such evidence as required by the department proving that such person has been legitimated.

2. When a new certificate of birth is established, the actual place and date of birth shall be shown. The new certificate shall be substituted for the original certificate of birth in the files, and the original certificate of birth and the evidence of adoptions or legitimation shall not be subject to inspection except upon order of a court of competent jurisdiction or as provided by department rules.

3. Upon receipt of a report of an amended decree of adoption, the certificate of birth shall be amended.

4. Upon receipt of a report or decree of annulment of adoption, the original certificate of birth shall be restored to its place in the files and the new certificate and evidence shall not be subject to inspection except upon order of a court of competent jurisdiction or as provided by department rules.

5. When a new certificate of birth is established by the state registrar, all copies of the original certificate of birth in the custody of any other custodian of vital records in this state shall be sealed from inspection or forwarded to the state registrar, as he directs.

(L. 1984 S.B. 574)

Death Certificate Electronic System

193.145. Death certificate – electronic system – contents, filing, locale, duties of certain persons, time allowed – certificate marked presumptive, when. –

1. A certificate of death for each death which occurs in this state shall be filed with the local registrar, or as otherwise directed by the state registrar, within five days after death and shall be registered if such certificate has been completed and filed pursuant to this section. All data providers in the death registration process, including, but not limited to, the state registrar, local registrars, the state medical examiner, county medical examiners, coroners, funeral directors or persons acting as such, embalmers, sheriffs, attending physicians and resident physicians, physician assistants, assistant physicians, advanced practice registered nurses, and the chief medical officers of licensed health care facilities, and other public or private institutions providing medical care, treatment, or confinement to persons, shall be required to use and utilize any electronic death registration system required and adopted under subsection 1 of section [193.265](#) within six months of the system being certified by the director of the department of health and senior services, or the director's designee, to be operational and available to all data providers in the death registration process. However, should the person or entity that certifies the cause of death not be part of, or does not use, the electronic death registration system, the funeral director or person acting as such may enter the required personal data into the electronic death registration system and then complete the filing

by presenting the signed cause of death certification to the local registrar, in which case the local registrar shall issue death certificates as set out in subsection 2 of section [193.265](#). Nothing in this section shall prevent the state registrar from adopting pilot programs or voluntary electronic death registration programs until such time as the system can be certified; however, no such pilot or voluntary electronic death registration program shall prevent the filing of a death certificate with the local registrar or the ability to obtain certified copies of death certificates under subsection 2 of section [193.265](#) until six months after such certification that the system is operational.

2. If the place of death is unknown but the dead body is found in this state, the certificate of death shall be completed and filed pursuant to the provisions of this section. The place where the body is found shall be shown as the place of death. The date of death shall be the date on which the remains were found.

3. When death occurs in a moving conveyance in the United States and the body is first removed from the conveyance in this state, the death shall be registered in this state and the place where the body is first removed shall be considered the place of death. When a death occurs on a moving conveyance while in international waters or air space or in a foreign country or its air space and the body is first removed from the conveyance in this state, the death shall be registered in this state but the certificate shall show the actual place of death if such place may be determined.

4. The funeral director or person in charge of final disposition of the dead body shall file the certificate of death. The funeral director or person in charge of the final disposition of the dead body shall obtain or verify and enter into the electronic death registration system:

(1) The personal data from the next of kin or the best qualified person or source available;

(2) The medical certification from the person responsible for such certification if designated to do so under subsection 5 of this section; and

(3) Any other information or data that may be required to be placed on a death certificate or entered into the electronic death certificate system including, but not limited to, the name and license number of the embalmer.

5. The medical certification shall be completed, attested to its accuracy either by signature or an electronic process approved by the department, and returned to the funeral director or person in charge of final disposition within seventy-two hours after death by the physician, physician assistant, assistant physician, advanced practice registered nurse in charge of the patient's care for the illness or condition which resulted in death. In the absence of the physician, physician assistant, assistant physician, advanced practice registered nurse or with the physician's, physician assistant's, assistant physician's, or advanced practice registered nurse's approval the certificate may be completed and attested to its accuracy either by signature or an approved electronic process by the physician's associate physician, the chief medical officer of the institution in which death occurred, or the physician who performed an autopsy upon the decedent, provided such individual has access to the medical history of the case, views the deceased at or after death and death is due to natural causes. The person

authorized to complete the medical certification may, in writing, designate any other person to enter the medical certification information into the electronic death registration system if the person authorized to complete the medical certificate has physically or by electronic process signed a statement stating the cause of death. Any persons completing the medical certification or entering data into the electronic death registration system shall be immune from civil liability for such certification completion, data entry, or determination of the cause of death, absent gross negligence or willful misconduct. The state registrar may approve alternate methods of obtaining and processing the medical certification and filing the death certificate. The Social Security number of any individual who has died shall be placed in the records relating to the death and recorded on the death certificate.

6. When death occurs from natural causes more than thirty-six hours after the decedent was last treated by a physician, physician assistant, assistant physician, advanced practice registered nurse, the case shall be referred to the county medical examiner or coroner or physician or local registrar for investigation to determine and certify the cause of death. If the death is determined to be of a natural cause, the medical examiner or coroner or local registrar shall refer the certificate of death to the attending physician, physician assistant, assistant physician, advanced practice registered nurse for such certification. If the attending physician, physician assistant, assistant physician, advanced practice registered nurse refuses or is otherwise unavailable, the medical examiner or coroner or local registrar shall attest to the accuracy of the certificate of death either by signature or an approved electronic process within thirty-six hours.

7. If the circumstances suggest that the death was caused by other than natural causes, the medical examiner or coroner shall determine the cause of death and shall complete and attest to the accuracy either by signature or an approved electronic process the medical certification within seventy-two hours after taking charge of the case.

8. If the cause of death cannot be determined within seventy-two hours after death, the attending medical examiner, coroner, attending physician, physician assistant, assistant physician, advanced practice registered nurse, or local registrar shall give the funeral director, or person in charge of final disposition of the dead body, notice of the reason for the delay, and final disposition of the body shall not be made until authorized by the medical examiner, coroner, attending physician, physician assistant, assistant physician, advanced practice registered nurse, or local registrar.

9. When a death is presumed to have occurred within this state but the body cannot be located, a death certificate may be prepared by the state registrar upon receipt of an order of a court of competent jurisdiction which shall include the finding of facts required to complete the death certificate. Such a death certificate shall be marked "Presumptive", show on its face the date of registration, and identify the court and the date of decree.

10. (1) The department of health and senior services shall notify all physicians, physician assistants, assistant physicians, and advanced practice registered nurses licensed under [chapters 334](#) and [335](#) of the requirements regarding the use of the electronic vital records system provided for in this section.

(2) On or before August 30, 2015, the department of health and senior services, division of community and public health shall create a working group comprised of representation from the Missouri electronic vital records system users and recipients of death certificates used for professional purposes to evaluate the Missouri electronic vital records system, develop recommendations to improve the efficiency and usability of the system, and to report such findings and recommendations to the general assembly no later than January 1, 2016.

11. Notwithstanding any provision of law to the contrary, if a coroner or deputy coroner is not current with or is without the approved training under [chapter 58](#), the department of health and senior services shall prohibit such coroner from attesting to the accuracy of a certificate of death. No person elected or appointed to the office of coroner can assume such elected office until the training, as established by the coroner standards and training commission under the provisions of section [58.035](#), has been completed and a certificate of completion has been issued. In the event a coroner cannot fulfill his or her duties or is no longer qualified to attest to the accuracy of a death certificate, the sheriff of the county shall appoint a medical professional to attest death certificates until such time as the coroner can resume his or her duties or another coroner is appointed or elected to the office.

(L. 1984 S.B. 574, A.L. 1989 S.B. 389, A.L. 1997 S.B. 361, A.L. 2005 S.B. 74 & 49, A.L. 2010 H.B. 1692, et al. merged with S.B. 754, A.L. 2013 S.B. 186, A.L. 2015 H.B. 618, A.L. 2020 H.B. 2046)

Fetal Death Reports

193.165. Spontaneous fetal death report — release of reports — application for certificate of birth resulting in stillbirth, procedure. —

1. Each spontaneous fetal death of twenty completed weeks gestation or more, calculated from the date the last normal menstrual period began to the date of delivery, or a weight of three hundred fifty grams or more, which occurs in this state shall be reported within seven days after delivery to the local registrar or as otherwise directed by the state registrar.

2. When a dead fetus is delivered in an institution, the person in charge of the institution or his or her designated representative shall prepare and file the report.

3. When a dead fetus is delivered outside an institution, the physician in attendance at or immediately after delivery shall prepare and file the report.

4. When a spontaneous fetal death required to be reported by this section occurs without medical attendance at or immediately after the delivery or when inquiry is required by the medical examiner or coroner, the medical examiner or coroner shall investigate the cause of spontaneous fetal death and shall prepare and file the report within seven days.

5. When a spontaneous fetal death occurs in a moving conveyance and the fetus is first removed from the conveyance in this state or when a dead fetus is found in this

state and the place of the spontaneous fetal death is unknown, the spontaneous fetal death shall be reported in this state. The place where the fetus was first removed from the conveyance or the dead fetus was found shall be considered the place of the spontaneous fetal death.

6. Notwithstanding any provision of law to the contrary, individuals with direct and tangible interest, as defined by the department of health and senior services, may receive the spontaneous fetal death report.

7. In the event of a spontaneous fetal death, regardless of whether such death occurs before or after August 28, 2004, either parent, or if both parents are deceased, a sibling of the stillborn child, shall have the right to file an application with the state registrar and other custodians of vital records requesting a certificate of birth resulting in stillbirth. The certificate shall be based upon the information available from the spontaneous fetal death report filed pursuant to this section.

(L. 1984 S.B. 574, A.L. 1999 S.B. 25, A.L. 2004 H.B. 1136)

Mother's Right to Determine

194.378. Final disposition of fetal remains, mother has right to determine. – In every instance of fetal death, the mother has the right to determine the final disposition of the remains of the fetus, regardless of the duration of the pregnancy. The mother may choose any means of final disposition authorized by law or by the director of the department of health and senior services.

(L. 2004 H.B. 1136) Effective – 28 Aug 2004

Protected Mother's Rights

194.384. Written standards required for protection of mother's right to determine final disposition. – Every hospital, outpatient birthing clinic, and any other health care facility licensed to operate in this state shall adopt written standards for the final disposition of the remains of a human fetus as provided in sections [194.375 to 194.390](#) for protection of a mother's right pursuant to section [194.378](#) and for notice as required in section [194.387](#).

(L. 2004 H.B. 1136) Effective – 28 Aug 2004

Miscarriage and Mother's Rights

194.387. Miscarriage – mother's right to determine final disposition of remains – counseling made available, when. –

1. Within twenty-four hours after a miscarriage occurs spontaneously or accidentally at a hospital, outpatient birthing clinic, or any other health care facility, the facility shall

disclose to the mother of the miscarried fetus, both orally and in writing, the mother's right to determine the final disposition of the remains of the fetus. The facility's disclosure shall include giving the mother a copy of the facility's written standards adopted pursuant to section [194.384](#).

2. The facility shall make counseling concerning the death of the fetus available to the mother. The facility may provide the counseling or refer the mother to another provider of appropriate counseling services.

(L. 2004 H.B. 1136) Effective – 28 Aug 2004

Important Birth Registration Tips

- Registration of births and fetal deaths are completed in the Missouri Electronic Vital Records (MoEVR) system using information from both the Mother's Worksheet and the Facility Worksheet. If a birth was unattended or will not be certified by a professional, the birth shall be recorded in accordance with ["Out of Hospital/Institution Births or Home Births"](#) process.
- Names and words on Missouri birth certificates will print in all capital letters. When naming a child and providing related information, any unknowns, extra character spaces, incorrect suffixes, and other specific naming sequences such as adding numbers to names may prevent the automatic issuance of a social security number [known as Enumeration at Birth (EAB)]. For more info, see [State Processing Guidelines for Enumeration at Birth.](#)
 - The vital record will still be accepted and registered. However, the Social Security Administration (SSA) may have to be contacted directly and the completion of a Form SS-5 may be necessary to properly register a child for a social security number. In addition, while MoEVR can accept all general special characters and accents (viewable by logging in to MoEVR and clicking on "Accent Characters" in the upper right hand corner of the screen), some versions of birth certificates may not display all special characters and accents.
- The person who gives birth to a child is always listed as the mother and should be the person who completes the Mother's Worksheet.
- If a mother is unmarried, the birth record should be registered without the father. If a father is to be added, paternity affidavits (mother's affidavit, father's affidavit, and if applicable, husband's denial) must be sent in together to the Bureau of Vital Records after the registration of the birth.
- If sending a correction affidavit, supporting documents must always be included. Preferably the Mother's Worksheet/Facility Worksheet should be used as supporting documents. If sending one of those worksheets you must send all pages, not just the page that supports the correction. If neither of these are available or they are listed incorrect, please call the bureau for further guidance at 573-751-6387 option 4.
- Co-parents (same-sex female couples) can only be added if they are married to the mother and if added at the time of birth. Otherwise, a court order is required to add a co-parent after birth registration.
- Verify pre-pregnancy weight -vs- weight at delivery. If one of these fields is unknown, list 999. If you enter 99, it will recognize it as 99lbs and result in a query.

- If a date field is unknown, you must enter a 9 for every required field.
 - Ex: mm/dd/yyyy = 99/99/9999 or if one of the fields is unknown such as day of month is should be entered as 05/99/2020
- If height is unknown, enter 99 for feet and 99 for inches. If you enter one 9 in each field, it will recognize it as 9ft 9in and result in a query.
- If number of cigarettes is $\frac{1}{2}$ of a cigarette round up to 1.
- Number of previous cesareans (Risk Factors in Pregnancy): This number should not include the current birth. It should match or be less than the number of children now living and/or dead.
 - Ex: Mom has one previous child born via cesarean. This current baby was also born via cesarean. You would enter 1 as the number of previous cesareans, not 2.
- Newborn living at time of report: This question is often misread and marked as no when child is actually living. It will be queried as unlikely based on weight, APGAR, and gestation.

Birth Facility Worksheet and Mother's Worksheet

- [Birth Certificate Facility Worksheet](#)
- [Birth Certificate Mother's Worksheet](#) | [En español](#)

Downloadable Forms: Fillable PDFs of birth registration-related forms (in English and Spanish) along with other vital records-related forms can be found online at:

<https://health.mo.gov/IVrecords/>

Same-Sex Couples – Birth Registration Information

- **Women in same-sex marriages**, lawfully entered into in jurisdictions where same-sex marriage legal, who give birth in Missouri, may choose to have their spouse listed as the baby's co-parent on the birth certificate.
- The person who gives birth to a child is always listed as the mother. In instances, where the **mother wishes to list the biological dad** on the birth certificate, she can list the father in lieu of the female spouse. The female spouse **does not** sign a Husband's Denial of Paternity. In this case, the birth record is registered with only the mother on the record. Information for the "co-parent" is not added and the mother and father will need to complete paternity affidavits to add the father to the birth record after the record is registered.
- A mother in a same-sex marriage who **refuses to provide her spouse's information** on the record at the time of birth will **require a court order** to add the co-parent later.
- **Men in same-sex relationships or marriages** (using a donor egg/surrogate) will have the person who gives birth to the child listed as the mother. Paternity affidavits are then needed to add the biological father. If the couple chooses to mix sperm, either father may be listed. Finally, a court order is then needed to remove the mother and add the father's spouse/co-parent.
- **Unmarried same-sex female couple using donor sperm.**
The person who gives birth to a child is listed as the mother. No father is listed on the birth certificate. A court order is required to add co-parent.
- If a **same-sex female couple** is not married, the person who gives birth to a child is listed as the mother, and then a court order is needed to list her partner.

For more information or guidance on additional scenarios, please contact the Bureau of Vital Records at 573-751-6387, Option 4.

Surrogacy Births

When a surrogate mother is involved in a birth process, please note the following regarding filing of the birth certificate:

- The surrogate should complete the mother's worksheet.
- The hospital will list the surrogate as the mother.
- If surrogate is not married and wishes to list the father on the record, paternity affidavits shall be completed. If father is not listed at this time, the father can be added later via surrogacy court order documents as applicable.
- If surrogate is married, but the child does not biologically belong to the husband, the mother may refuse to provide husband's information.
- There are two contracts involved in using a surrogate, the pre-birth contract and the post-birth contract. Only the *post*-birth contract approved by the court will be used by the Bureau of Vital Records. The surrogacy court order documents must be sent to amend the mother (and father if not already listed on the certificate through paternity affidavits prior to court order). Before sending documents, it is recommended parents contact the Bureau of Vital Records – Amendment Unit at 573-751-6387, Option 2.

Paternity

The Affidavit Acknowledging Paternity is a legal document. Before you complete an Affidavit Acknowledging Paternity, you must receive oral (spoken) notice of specific information contained in the Notice of Rights. If you are completing the Affidavit at the hospital when your child is born, you may receive oral notice from hospital staff. If you are completing the affidavit after the birth certificate has been filed, you may receive oral notice from the agency that gave you the form. You may also receive oral notice by calling (toll-free) 1-888-677-2083. The Mother's and Father's Affidavit Acknowledging Paternity and the Husband's Denial of Paternity (if applicable) must be submitted together to the Bureau of Vital Records. View more on [paternity](#).

- [Affidavit Acknowledging Paternity Notice of Rights](#) | [En español](#)
- [Father's Affidavit Acknowledging Paternity](#) | [En español](#)
- [Husband's Denial of Paternity](#) | [En español](#)
- [Mother's Affidavit Acknowledging Paternity](#) | [En español](#)
- [Rescission of Affidavit Acknowledging Paternity](#) | [En español](#)

Downloadable Forms: Fillable PDFs of paternity-related forms (in English and Spanish) along with other vital records-related forms can be found online at:

<https://health.mo.gov/lvrecords/>



Now available!

APPLYING BEST PRACTICES FOR REPORTING MEDICAL AND HEALTH INFORMATION ON BIRTH CERTIFICATES

Description

This course is designed to increase knowledge of the importance of and best practices for reporting birth certificate and report of fetal death information.

Target Audience

Physicians, nurses, and non-clinical staff at hospitals or free standing birthing centers who are responsible for completing the medical and health information for the certificate of live birth and report of fetal death.

To access the course, visit:

www.cdc.gov/nchs/training/BirthCertificateElearning

Course content provided by representatives from the Centers for Disease Control and Prevention's National Center for Health Statistics, National Association of Public Health Statistics and Information Systems, and vital statistics agencies across the U.S.

**DISCOVER YOUR ROLE
IN IMPROVING
MATERNAL AND
INFANT HEALTH DATA**

**UNDERSTAND THE
BENEFITS FOR YOUR
FACILITY, STATE, AND
THE NATION**

**IDENTIFY RESOURCES
AVAILABLE TO YOU TO
ASSIST IN THIS
IMPORTANT ROLE**

**APPLY YOUR
KNOWLEDGE USING
INTERACTIVE
DISPLAYS AND
QUIZZES**

**CONTINUING EDUCATION
(CME, CNE, CEU, & CPH)
&**

**COURSE CERTIFICATES
ARE AVAILABLE FOR THIS
COURSE**

Fetal or Infant Deaths – Which to File?

Situations involving a fetal or infant death are always difficult for both family and hospitals. There is often confusion whether a fetal death report should be filed or a birth certificate along with a death certificate.

If the infant shows any sign of life, as indicated in the Missouri Revised Statutes defining “Live Birth” and “Spontaneous Fetal Death”, a Certificate of Live Birth must be completed and filed along with a Certificate of Death. If there is no sign of life, and the fetus meets the criteria of 350 grams or 20 weeks gestation, then a fetal death report must be completed and filed.

In Missouri, although it is no longer the funeral director’s responsibility to file a fetal death report, there is sometimes a lack of communication on the part of the hospital personnel and the funeral director in determining which to file. The confusion comes when a funeral director is involved and is not made aware of the live birth. They often assume, or are told by the parents, that the infant was “stillborn.” The result is a birth certificate filed with no death certificate, a death certificate with no birth certificate for the infant, or a death certificate and a fetal death report for the same infant. To assist in determining which records should be filed, information is obtained from several sources.

Often times, conscientious clerks who prepare birth certificates will indicate on the birth certificate that an infant expired. Indicators placed in our system edit low birth weight for infants of 500 grams and under; and a review board, commissioned to research deaths of children age 17 and under provides a monthly listing and information that also assists in locating and matching birth certificates to death certificates.

Although field staff uses the information to investigate and follow-up with hospitals and funeral directors in an attempt to ensure proper filing, timeliness of recording these certificates remains a serious problem.

In conducting training workshops, hospital personnel are encouraged to inform funeral directors whether an infant lived any time after delivery. Funeral directors are also encouraged to ask questions regarding the delivery status when infants are released to them.

Good communication appears to be the essential key to effectively recording these certificates. A simple response of yes or no, to an important question, “Did this infant live any time after delivery?” could assist in a more efficient and timely process of which is appropriate to file.

For more general information regarding these terms, visit the [National Center for Health Statistics](#).

Fetal Death Quick Tips

- Determine if the case meets the definition of a fetal death versus a birth and a subsequent death of an infant.
 - A **fetal death** is defined as a **non-induced** death prior to the complete expulsion or extraction from its mother of a fetus, irrespective of the duration of pregnancy. The death is indicated by fact that after such expulsion or extraction the fetus **does not breathe or show any other evidence of life** such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles.
- If a delivery has resulted in a live birth, a birth certificate must always be registered, regardless of how long the newborn lives. If a newborn infant passes away, a death certificate must also be filed. If the death occurs before the child is discharged, then a death certificate must also be completed by whomever is in charge of final disposition (typically funeral home, unless gift of body/hospital disposition.)
- If a spontaneous fetal death does occur (twenty (20) completed weeks gestation or more, calculated from the date of last normal menstrual period began to the date of delivery, or a weight of three hundred fifty (350) grams or more), then a Report of Fetal Death will need to be completed. No birth certificate will be created.
- If a funeral home is involved, be sure to clarify if the death is a fetal death or if it was a live birth. There is often confusion that all infant deaths are fetal deaths. Therefore, many birth and/or death certificates go unregistered.
- Induced Termination of Pregnancy (ITOP): This is **not** a spontaneous fetal death. This is a medically induced or otherwise induced fetal death. Follow your specific hospital guidelines for reporting this type of death.

Fetal Death Facility Worksheet and Mother's Worksheet

- [Fetal Death Facility Worksheet](#)
- [Fetal Death Mother's Worksheet](#)

Downloadable Forms: Fillable PDFs of fetal death registration-related forms along with other vital records-related forms can be found online at: <https://health.mo.gov/lvrecords/>

Induced Termination of Pregnancy (ITOP)

An induced termination of pregnancy (ITOP), also known as an abortion, is defined as the **intentional** destruction of life of an embryo or fetus in his or her mother's womb or the **intentional** termination of pregnancy of a mother with an intention other than to increase the probability of a live birth or to remove a dead or dying unborn child. This events are **not** registered in the Missouri Electronic Vital Records (MoEVR) system. **Follow your specific hospital guidelines for reporting this type of death.**

Information received from the [Report of Induced Termination of Pregnancy](#) and the [Complication Report for Post-Abortion Care](#) are confidential, only used for statistical purposes, and to preserve maternal health and life by adding to the sum of medical knowledge through the compilation of relevant maternal health and life data and to monitor all abortions performed to assure that they are done only under and in accordance with the provisions of the law.

Safe Haven Baby

As outlined in [210.950, RSMo](#), the "Safe Place for Newborns Act of 2002" was created in Missouri law to protect newborn children from injury and death caused by abandonment by a parent and to provide safe and secure alternatives to such abandonment. When the "Safe Haven" statute has been enacted by a mother, **a birth certificate must still be registered** using the foundling option box in MoEVR, combined with whatever information is available at the time of registration, and indicating unknowns where necessary to complete the birth certificate.

Since future adoption is common of safe haven babies, the birth mother may want to complete a [birth parent contact preference form](#) so she can determine whether she wants identifying information released in the future.

Vital Records Frequently Asked Questions (FAQs)

A list of answers to the most commonly asked vital records questions can be found at: <https://health.mo.gov/data/vitalrecords/faqs.php>

If you have additional questions, feel free to reach out to the Bureau of Vital Records via email at VitalRecordsInfo@health.mo.gov or call 573-751-6387.

Instructions for Correcting a Birth, Death, or Fetal Death Certificate by an Affidavit for Correction

Instructions

PRINT or **TYPE** all information identifying the certificate and the item(s) to be corrected. The original and fully completed affidavit (not a copy) must be submitted and be free of erasures, write-overs, and/or white-out. Some items are related and correcting one item may require the correction of other related items.

The following information is general guidance for completing an Affidavit for Correction (correction affidavit). **For additional instructions**, see 19 CSR 10-10 or contact the Bureau of Vital Records at 573-751-6387.

Fees

There is no fee to process a correction affidavit. Processing a court order requires a \$15.00 fee. For any new copies of the revised certificate, the standard \$15.00 fee per birth certificate or fetal death/still birth and \$14.00 fee (\$11 additional copies) per death certificate will apply.

Notary

All affidavits must always be signed in the presence of a notary public by an individual legally authorized, per 19 CSR 10-10, to make the correction.

Who Can Amend a Vital Record

To amend a **birth certificate**, depending on what is being corrected, application may be made by one (1) of the parents, the legal guardian, the registrant, if of legal age, or the individual responsible for the filing of the certificate. The mother's first, middle, and maiden name on a birth record can be corrected by a notarized affidavit from the hospital's medical records department if the hospital prepared the original record in error. If the error was not made by the hospital, then one (1) of the recorded parents or the registrant, if of legal age, shall furnish a notarized affidavit requesting correction and a certified copy of the mother's birth record or a certified copy of the parent's marriage license or a certified statement of marriage from the recorder of deeds' office. The **medical information** on a birth certificate can be changed only by the medical certifier or personnel of the institution responsible for filing the certificate. For additional birth correction information, see 19 CSR 10-10.

To amend a **death certificate** by affidavit, application may be made by the informant or the funeral director or person acting for the funeral director on the following items: decedent's first name, decedent's middle name, decedent's sex, decedent's date of death (affidavit of funeral home representative or certifier only), decedent's Social Security number, decedent's age, decedent's month of birth, decedent's day of birth, was decedent ever in United States armed forces?, place of death, marital status, surviving spouse's name (see 19 CSR 10-10.110, paragraph (2)(A)8), decedent's usual occupation and kind of business or industry, decedent's residence, decedent's origin and race, decedent's education, father's first name, father's middle name, mother's first name, mother's middle name. Informant's name, informant's mailing address, disposition information, name and address of funeral home and funeral establishment license number can be amended only by affidavit of funeral home representative. The **medical information** on a death certificate can be changed only by the medical certifier, coroner, or medical examiner who certified the cause of death. A funeral director or other person acting as such cannot change medical information.

To amend a **fetal death/still birth certificate**, application may be made by informant, coroner, medical examiner, or personnel from the hospital, clinic, or funeral home who prepared the certificate. Except for medical information, the amendment process is the same as for a birth or death certificate. The **medical information** can be changed only by the medical certifier, coroner, medical examiner, or personnel of the institution responsible for filing the certificate. **Cause of death information** can be changed only by the medical certifier, coroner, or medical examiner. To correct all other items on a fetal death certificate, documentary evidence considered necessary to preserve the integrity of the certificate shall be required.

Documentary Evidence

To correct an item(s) on a certificate, documentary evidence necessary to preserve the integrity of the certificate shall be required. Depending on the number of items to be corrected, more than one (1) document may be required. Generally, original documents are not required and copies/photocopies are acceptable. However, some changes require a certified copy of the documentation.

The burden of submitting proof is on the applicant. The state registrar shall determine whether the document submitted satisfactorily supports the correction requested. When the applicant cannot submit proper documentation, the applicant shall be notified of the deficiencies and given appeal rights to a court of competent jurisdiction.

Documentary evidence which supports the alleged facts shall be a filed document which shows, as a minimum, the correct full name and correct age or date of birth, and shall have been filed at least **five (5) years** prior to the date of application for the amendment.

A filed document is defined as a record which is **permanently maintained** by an agency, organization, or business and is accessible for verification at a later date. The burden of submitting proof is on the applicant. The state registrar shall determine whether the document submitted satisfactorily supports the correction requested. When the applicant cannot submit proper documentation, the applicant shall be notified of the deficiencies and given appeal rights to a court of competent jurisdiction.

Suggested Documents

The following list of suggested documents are possible examples. Other similar documents may also be acceptable. Not all suggested documents may be acceptable for all types of corrections.

- | | | |
|---------------------------------------|---|-------------------------|
| • Church Record/Baptismal Record Card | • Social Security Card and/or Numident Form | • Voter ID Registration |
| • Prenatal Records | • State and/or Federal Tax Return | • Certified Copy of |
| • Parent's Birth Certificate | • Driver's License | • Certified Copy of |
| • School Enrollment Record | • Insurance Policy | • Bank Statements |
| • Marriage Certificate or Statement | • W-2, I-9, or Similar Employment Record | • Mother's Worksheet |
| • U.S. Passport | • Military Record | • Facility Worksheet |
| • U.S. Census Record | | |
| • Physician/Hospital Record | | |

Court Orders

Major deficiencies on individual vital records shall be corrected or amended by court order. The Bureau of Vital Records shall be furnished with a certified copy of an order from a court of competent jurisdiction indicating the desired change(s). The order shall identify the record(s) as presently filed and indicate the items to be corrected or amended.

Major deficiencies specifically requiring a court order are those that:

1. Change year of birth on a birth record;
2. Change any birth, death, or fetal death record created or previously amended or corrected by court order, adoption, or legitimation;
3. Change an item previously amended or corrected by affidavit, except when the cause or manner of death on a death record is being corrected from pending investigation;
4. Change on a birth record the registrant's first name, middle name, last name, or suffix when different from the mother's birth certificate worksheet used to originally register the birth certificate (not including if first and middle names not yet chosen);

5. Completely change the mother's name on a birth record. The mother's first, middle, and maiden name can be corrected by a notarized affidavit from the hospital's medical records department if the hospital prepared the original record in error. If the error was not made by the hospital, then one (1) of the recorded parents or the registrant, if of legal age, shall furnish a notarized affidavit requesting correction and a certified copy of the mother's birth record or a certified copy of the parent's marriage certificate from the recorder of deeds' office or a certified statement of marriage;
6. Completely change, on the birth record, the name of the natural parent or add the name of a parent when deceased;
7. Change, on the birth record, the surname of the registrant, last name of the mother, or the last name of the father by changing three (3) or more letters, or by changing one (1) or two (2) letters which results in a different pronunciation of the last name;
8. Change, on the death record, the last name of the deceased by changing three (3) or more letters or by changing one (1) or two (2) letters which results in a different pronunciation of the last name;
9. Change both the sex and registrant's name when the name appears to be that typically used for the opposite sex;
10. Change a written signature (new signature will be typed);
11. Delete father's name on a birth record. To delete the father's name from a birth certificate, the court order shall find that he is not the natural father and then direct the Bureau of Vital Records to delete his name from the birth record. If the court also finds the natural father and the mother have been legally married, the birth certificate can be legitimated by the same court order. The order shall give the date and place of marriage. The order also shall give the natural father's full name, date of birth, race, Social Security number, and the natural mother's date of birth and Social Security number to establish a new birth certificate by legitimation. If the child's name is to be changed, the order also shall indicate the name change.

Processing a Correction

The original certificate/office working copy of the birth, death, or fetal death shall have the correction entered on its face by interlineation with a line drawn through the incorrect entries. It shall be marked amended. The date of amendment and a summary description of the evidence submitted in support of the amendment shall be endorsed on or made part of the record.

More information

For more vital records information, visit: www.health.mo.gov/vitalrecords or call the Bureau of Vital Records at 573-751-6387.

Access/Download Affidavit for Correction:

[https://health.mo.gov/data/vitalrecords/forms/?/\\$!#collapseTwo](https://health.mo.gov/data/vitalrecords/forms/?/$!#collapseTwo)



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF VITAL RECORDS
**AFFIDAVIT FOR CORRECTION OF A BIRTH, DEATH,
OR FETAL DEATH RECORD**

Save

Print

Reset

STATE FILE NUMBER

Completed by State

STEP 1 - REVIEW INSTRUCTIONS

PRINT or **TYPE** all information identifying the certificate and the item(s) to be corrected. Once an item is amended, it cannot be amended again unless by a certified court order. **This form must be:**

1. The original and fully completed affidavit (not a copy) and free of erasures, write-overs, and/or white-out;
2. Accompanied by documentary evidence that supports the indicated correction(s);
3. Signed in the presence of a notary public by an individual legally authorized, per 19 CSR 10-10, to make the correction;
4. Mailed to: DHSS - Bureau of Vital Records, 321 West Main Street, Jefferson City, MO 65101.

Provide information on the current vital record

Some requirements will be waived for items related to COVID-19. If one item may require the correction of other related deficiencies, per 19 CSR 10-10, and cannot be corrected by an Affidavit for Correction. Such deficiencies must be corrected by a separate affidavit.

To correct a vital record, see reverse for instructions, visit: <http://www.health.mo.gov/vitalrecords>, or call 573-751-6387.

STEP 2 - IDENTIFYING VITAL RECORD TO CORRECT

SELECT ONE: <input type="checkbox"/> BIRTH <input checked="" type="checkbox"/> DEATH <input type="checkbox"/> FETAL DEATH	FULL NAME ON RECORD FIRST JOHN MIDDLE DOE LAST SMITH	DATE OF BIRTH OR DEATH MONTH 01 DAY 01 YEAR 2021	SELECT ONE: <input type="checkbox"/> FEMALE <input checked="" type="checkbox"/> MALE <input type="checkbox"/> UNKNOWN
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STEP 3 - ITEM(S) TO CORRECT (IF ITEM IS/SHOULD BE BLANK, PRINT/TYPE "BLANK")

ITEM NO. OR ITEM NAME #33	INSTEAD OF PENDING INVESTIGATION	SHOULD READ NATURAL	Method 1 – For shorter correction (Completed on one line)
ITEM NO. OR ITEM NAME	INSTEAD OF	SHOULD READ	
ITEM NO. OR ITEM NAME CERTIFIER'S MAILING ADDRESS	INSTEAD OF 123 WEST MAIN STREET, JEFFERSON CITY, MISSOURI 65101	SHOULD READ 321 WEST MAIN STREET, JEFFERSON CITY, MISSOURI 65101	Method 2 – For longer correction (Completed on two lines)
ITEM NO. OR ITEM NAME	INSTEAD OF	SHOULD READ	
ITEM NO. OR ITEM NAME #28A. #28B.	INSTEAD OF MYOCARDIAL INFARCTION BLANK	SHOULD READ ACUTE RESPIRATORY DISTRESS SYNDROME PNEUMONIA	Method 3 – For several corrections (Two corrections in each box)
ITEM NO. OR ITEM NAME #28C. #28 PART II	INSTEAD OF BLANK BLANK	SHOULD READ COVID-19 ISCHEMIC STROKE	

STEP 4 - AFFIANT INFORMATION (SIGNED IN PRESENCE OF NOTARY)

AFFIANT'S FULL NAME FIRST SUSAN MIDDLE ANN LAST SMITH	RELATIONSHIP TO REGISTRANT MEDICAL EXAMINER
AFFIANT'S MAILING ADDRESS NUMBER AND STREET AND/OR P.O. BOX 321 WEST MAIN STREET CITY JEFFERSON CITY STATE MISSOURI ZIP 65101	AFFIANT'S PHONE NUMBER (573) 751-6387
SUBJECT TO THE PENALTY OF PERJURY, I DO SOLEMNLY DECLARE AND AFFIRM THAT I AM ELIGIBLE, PURSUANT TO CHAPTER 193, RSMO AND 19 CSR 10-10, TO CORRECT THE VITAL RECORD IDENTIFIED ABOVE AND THAT THE INFORMATION IN THIS AFFIDAVIT FOR CORRECTION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.	
AFFIANT'S SIGNATURE (MUST BE SIGNED IN THE PRESENCE OF NOTARY)	DATE (MM/DD/YYYY) 01/15/2021

NOTARY PUBLIC BOSSER SEAL	STATE MISSOURI	COUNTY COLE
Must be signed in the presence of a notary	SUBSCRIBED AND SWORN BEFORE ME, THIS 15 DAY OF JANUARY 2021	USE RUBBER STAMP IN CLEAR AREA BELOW
	NOTARY PUBLIC SIGNATURE JANE SMITH	Completed by Notary
	NOTARY PUBLIC NAME JANE SMITH	

FOR STATE USE ONLY

DATE PROCESSED	<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED	IF APPROVED, DOCUMENT(S) PROVIDED
IF REJECTED, REASON(S) FOR REJECTION/INSTRUCTIONS TO RESOLVE	PROCESSED BY	
DATE PROCESSED	<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED	Completed by State
IF REJECTED, REASON(S) FOR REJECTION/INSTRUCTIONS TO RESOLVE	PROCESSED BY	

Training & Resources

Website for MoEVR Login: <https://moevr.dhss.mo.gov/>

Links & Information on this document can be found at:

<https://health.mo.gov/data/vitalrecords/training/index.php>

The purpose of the Missouri Electronic Vital Records (MoEVR) system is to support the registration of Missouri vital events for the Missouri Department of Health and Senior Services and other users such as funeral directors, attending physicians, medical examiners, and birthing facilities.

Therefore, **before utilizing MoEVR**, complete the following training modules.



[Module 1: Medical Certifier Rules and Regulations Training](#)

[Module 2: MoEVR Login & Password Reset](#)

[Module 3: MoEVR Medical Certification Process](#)

[Module 4: Death Certificate Affidavit of Correction and Query Letters](#)

[Module 5: MoEVR Knowledge Check](#)



The Missouri Bureau of Vital Records has field representative staff who travel the state training vital record stakeholders. Field staff can also arrange for telephone/web conference training calls. If you are a vital record stakeholder (local county health agency, funeral home/director, hospital/licensed birthing center, county official, medical certifier, medical examiner/coroner, etc.) and would like to request personalized training or a private training session from the Missouri Bureau of Vital Records, **call 573-751-6387, option 4.**



According to the National Center for Health Statistics (NCHS), birth and death information is an important source of statistical data for identifying public health problems, monitoring progress in public health, informing the allocation of research and prevention funds, and conducting scientific research. For these reasons, complete, accurate, and standardized reporting of vital events is critical.

Therefore, **before completing vital event data in Missouri**, review the [comprehensive training and instructional materials](#) made available by the National Center for Health Statistics.



Bureau of Vital Records Contact List

930 WILDWOOD DRIVE, JEFFERSON CITY, MO 65109 www.health.mo.gov/vitalrecords

TEAM MEMBER	TITLE/SERVICE AREA	PHONE	EMAIL
Dylan R. Bryant, MPA	State Registrar & Chief	573-751-6458 573-526-1511	dylan.bryant@health.mo.gov
Lani De La Garza	Deputy Chief	573-526-4717	lanidelagarza@health.mo.gov
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Cherie Snellen	Public Health Program Specialist - South Region	573-751-6376	cherie.snellen@health.mo.gov
Kimberly (Kim) Cisneros	Public Health Program Specialist - West Region	573-526-2786	kimberly.cisneros@health.mo.gov
Bureau of Vital Records Main Line		573-751-6387	VitalRecordsInfo@health.mo.gov
Certification Unit	Issues Vital Records	573-751-6387, Opt 1	VitalRecordsInfo@health.mo.gov
Amendment Unit	Corrects Vital Records	573-751-6387, Opt 2	VitalRecordsInfo@health.mo.gov
Central Processing Unit	Registers Vital Records	573-751-6387, Opt 3	VitalRecordsInfo@health.mo.gov
Public Health Program Specialists	MoEVR/Stakeholder Support	573-751-6387, Opt 4	MoEVRsupport@health.mo.gov
LPHA/County Dedicated Email Support (15 minute response time)			VitalRecordsSupport@health.mo.gov
ITSD	PROD/TN 3270 Help Desk	573-751-6388	
To Order Supplies:	Fax request on agency letterhead or email	FAX: 573-526-3846 Email: VitalRecordsSupport@health.mo.gov	



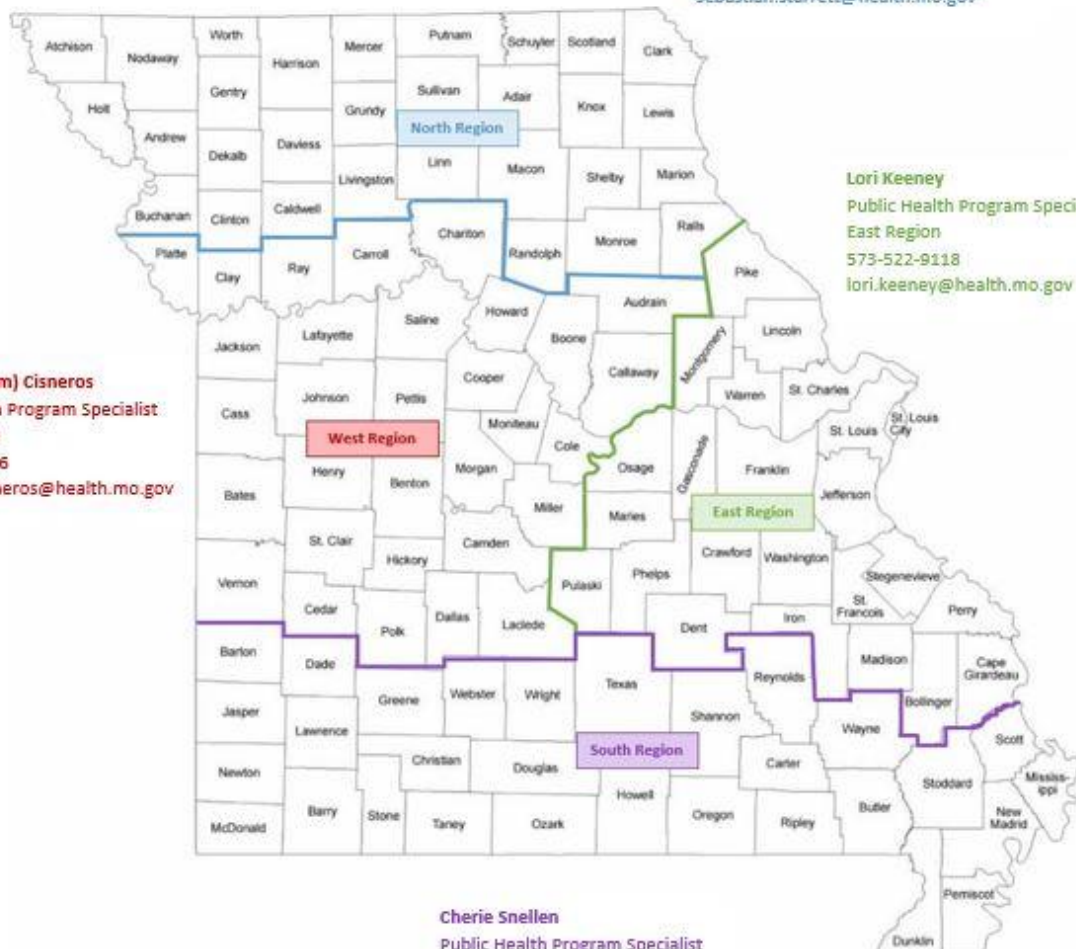
Public Health Program Specialists Region Map

Bureau of Vital Records
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Jefferson City, MO 65109
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NORTH REGION		EAST REGION		SOUTH REGION		WEST REGION	
Sebastian Starrett		Lori Keeney		Cherie Snellen		Kimberly (Kim) Cisneros	
573-751-6375		573-522-9118		573-751-6376		573-526-2786	
ADAIR	1	BOLLINGER	17	BARRY	9	AUDRAIN	7
ANDREW	3	CAPE GIRARDEAU	31	BARTON	11	BATES	13
ATCHISON	5	CRAWFORD	55	BUTLER	23	BENTON	15
BUCHANAN	21	DENT	65	CARTER	35	BOONE	19
CALDWELL	25	FRANKLIN	71	CHRISTIAN	43	CALLAWAY	27
CLARK	45	GASCONADE	73	DADE	57	CAMDEN	29
CLINTON	49	IRON	93	DOUGLAS	67	CARROLL	33
DAVIESS	61	JEFFERSON	99	DUNKLIN	69	CASS	37
DEKALB	63	LINCOLN	113	GREENE	77	CEDAR	39
GENTRY	75	MADISON	123	HOWELL	91	CHARITON	41
GRUNDY	79	MARIES	125	JASPER	97	CLAY	47
HARRISON	81	MONTGOMERY	139	JOPLIN CITY		COLE	51
HOLT	87	OSAGE	151	LAWRENCE	109	COOPER	53
KNOX	103	PERRY	157	MCDONALD	119	DALLAS	59
LEWIS	111	PHELPS	161	MISSISSIPPI	133	HENRY	83
LINN	115	PIKE	163	NEW MADRID	143	HICKORY	85
LIVINGSTON	117	PULASKI	169	NEWTON	145	HOWARD	89
MACON	121	ST CHARLES	183	OREGON	149	JACKSON	95
MARION	127	ST FRANCOIS	187	OZARK	153	JOHNSON	101
MERCER	129	ST LOUIS	189	PEMISCOT	155	KANSAS CITY	
MONROE	137	ST LOUIS CITY	510	REYNOLDS	179	LACLEDE	105
NODAWAY	147	STE GENEVIEVE	193	RIPLEY	181	LAFAYETTE	107
PUTNAM	171	WARREN	219	SCOTT	201	MILLER	131
RALLS	173	WASHINGTON	221	SHANNON	203	MONITEAU	135
RANDOLPH	175			STODDARD	207	MORGAN	141
SCHUYLER	197			STONE	209	PETTIS	159
SCOTLAND	199			TANEY	213	PLATTE	165
SHELBY	205			TEXAS	215	POLK	167
SULLIVAN	211			WAYNE	223	RAY	177
WORTH	227			WEBSTER	225	ST CLAIR	185
				WRIGHT	229	SALINE	195
						VERNON	217

Bureau of Vital Records Training Evaluation

I was trained today by: _____

1. Please rate the training you received today:

Excellent Above Average Average Below Average Poor

2. Do you feel the training was helpful in educating you and/or your staff in relation to what was asked of the field representative to provide? Please provide comments so we understand where we can make changes in the training.

Yes

Somewhat

No

Comments:

3. Were your questions answered in this training? Please provide comments so we understand where we can make changes in the training.

Yes

Somewhat

No

Comments:

4. How can we improve this training to better suit your needs?

5. How can the Bureau of Vital Records better serve you?