

Where to Apply for a Birth Certificate

You can apply for a birth certificate in person at one of the following locations:

- ∞ **Wake County Register of Deeds**
421 Fayetteville Street, Suite 300
One Bank of America Plaza
Raleigh, NC 27601
919-856-5460
- ∞ **Wake County Eastern Regional Center**
1002 Dogwood Drive
Zebulon, NC 27597
919-404-3900
- ∞ **Wake County Northern Regional Center**
350 E. Holding Avenue
Wake Forest, NC 27587
919-562-6300
- ∞ **Wake County Southern Regional Center**
130 N Judd Parkway NE
Fuquay Varina, NC 27526
919-557-2501
- ∞ **North Carolina State Vital Records Office**
225 North McDowell Street
Raleigh, NC 27603-1382
919-733-3000
- ∞ **By Mail - At the following locations. Please contact by telephone for details.**
 - ∞ North Carolina State Vital Records Office
 - ∞ Wake County Register of Deeds

Cost of Birth Certificates Fees/Cost

Each birth certificate filed in Wake County costs:

- \$10 - Wake County Register of Deeds
 - Wake County Eastern Regional Center
 - Wake County Northern Regional Center
 - Wake County Southern Regional Center

\$24 each (1st copy) and \$15 for each additional copy- North Carolina State Vital Records Office

Requirements

Individuals who can request a birth certificate for someone are:

- ∞ The person named on the birth certificate
- ∞ A family member (mother, father, spouse, sibling, adult child, grandparent, grandchild)
- ∞ Guardian
- ∞ Attorney
- ∞ City, County, State, or Federal Government Officials



For More Information, Contact:
**Wake County Human Services
Vital Records**
Post Office Box 14049
Raleigh, NC 27610
919-250-3917

Wake County Vital Records

All You Need to Know About Registering Your Child's Birth



Congratulations on your new baby! There is much to do when your baby arrives. One of the most important things is to register your child's birth. This guide tells you what you need to know to register the birth of a child born in Wake County. It also will help you make a birth record for your child.

Your child's birth record is a legal document that will follow your child throughout his/her life. Hospitals usually give "birth registration packages" to parents when their child is born. Wake County Vital Records uses the information from the birth registration package to register your child's birth.

Once a birth record has been registered, a parent can pick up a birth certificate. Certified birth certificates are necessary to obtain:

- ∞ A passport
- ∞ Social Security card
- ∞ Medicaid benefits

What's In this Brochure

- ∞ Your Child's Name
- ∞ When Parents are not Married
- ∞ Birth Record Review
- ∞ Your Child's Social Security Number
- ∞ Your Child's Certified Birth Record
- ∞ Where to Apply for a Birth Certificate
- ∞ Cost of a Birth Certificate

Your Child's Name



(Our parent's forgot to name us!)

Your child's name is one of the most important parts of your child's birth record. Your choice of names is an important decision for you and your child. You can give your child any name you choose. A child can have:

- ∞ the mother's last name (surname)
- ∞ the mother and father's last name (hyphenated or not) or
- ∞ any name the parents choose.

Usually children born to married parents have the same last name as their father.

It is important to name your baby *before you leave the hospital*. No name will be listed on your child's birth record if your baby is not named. You will have to pay to add your child's name to the record later.



When Parents Are Not Married



When parents are not married, the father of the child can only be listed on the birth record:

- ∞ if he acknowledges paternity (confirms he is the biological father) or
- ∞ through a court order.

Parents can take care of this by filling out a form called “Affidavit of Parentage For Child Born Out Of Wedlock.” Parents get the form from the hospital after the child is born. The mother and father must both confirm that the father is the biological father of the child when they “acknowledge paternity.” The father and mother both agree to be responsible for the child’s financial and medical support until he or she is an adult.

The father’s name can be added to the birth record later if he is not present for the birth. This is done by the North Carolina State Vital Records Office. You may contact North Carolina Vital Records' Paternity department at 919-792-5989 to schedule an appointment. At this time, North Carolina Vital Records does not charge a processing fee to add the father’s name to a birth certificate.

Birth Record Review

The birth registrar at the hospital will put the information from the “Mother’s Worksheet for Child’s Birth Certificate” on a form called “Mother’s Verification of Fact.” You will be asked to review the form and sign it. Look at the form *carefully* before you sign. Make sure all names are spelled right and the address and other information is correct. If it is not correct, let the birth registrar know so the information can be corrected. Once the corrections have been made you will be given a new “Mother’s Verification of Fact” and you should review it to make sure the changes were made before signing it. There is a fee to change information on a birth record once it is registered by Wake County Vital Records. There is an additional fee if the Wake County Register of Deeds office assists you with the paperwork.

Your Child’s Social Security Number



You can request a Social Security Number for your child at the time your child’s birth record is made. Check “Yes” for a Social Security number on your child’s birth record. The Social Security Administration will give your child a Social Security number within four (4) weeks and mail you his or her Social Security card. *Make sure the mailing address on the application is correct.* Be sure to request a social security number for your child to avoid delays in receiving one.

Your Childs Certified Birth Record

A birth certificate is an official copy of your child’s birth record. You will not automatically receive your child’s birth certificate, you must apply for it. The hospital will give you a copy of the “Mothers Verification of Facts” but it is not an official birth certificate.

You should apply for a copy of your child’s birth certificate as soon as possible. A birth certificate is needed for many things including:

- ∞ Getting a Social Security number for your child (if you do not apply for one when your child is born).
- ∞ Applying for most public assistance programs.
- ∞ Enrolling your child in school. (Be sure to allow enough time to get a copy of the birth certificate if you wait until your child is older. This will help you avoid unexpected delays that could affect when your child starts school).

Certified Copy of a Birth Certificate

North Carolina State Vital Records Office and the Wake County Register of Deeds office keep official records of births that occur in Wake County. Your child’s birth certificate is available within days of his or her birth. Under North Carolina Law, you can legally get a certified copy of your:

- ∞ own birth certificate
- ∞ child’s birth certificate (your name must appear on the child’s birth certificate).



Remember To:

- Have a name chosen for your baby
- Complete the “Mother’s Worksheet for Child’s Birth Certificate”
- Complete the “Affidavit Of Parentage For Child Born Out of Wedlock”
- Review the “Mother’s Verification of Facts” make sure to correct any information that is not right.
- Request a Social Security Number for your child.
- Apply for a copy of your child’s certified birth certificate.