

Instructions for Birth Certificate Requests

Per OP-060203, "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 have the inmate fill out the appropriate application for a birth certificate immediately following transfer from a reception center.
- II. When the inmate is within 365 days of discharge, the application for a birth certificate should be submitted electronically to Programs Services. If the inmate is not within 365 days of discharge, the completed Birth Certificate Request form should 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 365 days of discharge for medical purposes if requested by the facility Clinical Health Services Administrator.
- IV. Case management should encourage inmates to have their birth certificates forwarded to their facility records officers by family members at any time during their incarceration.

The chart below provides a guide for actual days remaining by earned credit level for projected release date within 365 days.

Earned Credit	#Days Remaining	X Prorated Earned Credits	=#Days Projected Release
ENHANCED LEVEL 4	1075	.34	365
ENHANCED LEVEL 3	913	.40	365
LEVEL 4	890	.41	365
LEVEL 3	760	.48	365
LEVEL 2	630	.58	365
LEVEL 1	365	0	365

- V. Inmates who are at minimum security or higher and who will be eligible for community corrections placement should 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", should 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 their birth certificate in their 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, and if unobtainable, the appropriate Birth Certificate request form should be completed.
 - B. The Oklahoma Birth Certificate request form can be found at:
<https://oklahoma.gov/content/dam/ok/en/health/health2/documents/18008vr-vr-birth-application-eng-eform.pdf>
 - C. The completed form must be submitted to Program Services thru 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 and the Oklahoma Birth Certificate request form and a copy of the CRC must be uploaded for submission.** 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 any other supporting documents such as copy of State issue ID, driver's license, tribal ID or other legal identification with correct legal name listed.
 1. Program Services will coordinate the birth certificate process.
 2. Once birth certificates are received by Program Services they will be submitted back to the requesting 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 OMS in a case note and under >Alias and Other Identifiers screen in OMS.
 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, with a copy in the field file and document in OMS 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 should 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 their birth certificate in their legal file. If a birth certificate is not present, case management will meet with inmate 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.
- B. Requests for OUT OF STATE birth certificates will be submitted thru the [Out of State birth certificate request](#) Link.
- C. Forms for birth certificate requests from all states can be found at <https://www.cdc.gov/nchs/w2w/index.htm>.

IX. Instructions for Out of State Birth Certificate Requests

- A. Form(s) for OUT OF STATE birth certificates must be completed fully to request birth certificates. Program Services will require:
 - Birth certificate request form,
 - Copy of page one of the CRC, 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.
 1. **All required fields must be completed.**
 2. **If the inmate's legal name does not match the J&S name, please ensure it is 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, with a copy stored in the field file.
6. Case management will document received birth certificates in OMS in a case notes and under the Alias and Other Identifiers 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, with a copy in the field file and document in OMS 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 should the birth certificate be returned to the issuing State's vital records departments.** If the inmate has discharged and there is no forwarding address, forward the birth certificate to the Program Services Unit.

X. Unable to Obtain Birth Certificate

- A. If an inmate is unable or refuses to obtain a birth certificate (does not know details to fill out form, etc.) the inability to obtain the birth certificate should be selected in the Alias and Other Identification screen in OMS, and a case note documenting the unknown information or the refusal.