

# Home Birth Registration Instructions

Effective June 2025

When a birth occurs outside of a medical institution, the responsibility for registering the birth falls to the mother/father, or person attending the birth. If you have delivered a baby at home, please see the requirements below.

To register a home birth in St. Joseph County, all required documentation must first be submitted to the County Clerk's Office. This includes the completed birth worksheet, parent identification, any supporting affidavits, and proof of pregnancy and residency if the birth was unattended or assisted by an unlicensed individual.

## REQUIRED STEPS TO REGISTER A HOME BIRTH

### If Not Attended by a Licensed Midwife (Self-Delivered/Unassisted or Delivered by an Unlicensed Midwife)

At least one parent must come into the County Clerk's office and have the following:

#### You must provide the following supporting documentation:

- a. **Proof of Pregnancy – Minimum 1**  
(Prenatal records, OB/GYN visits, ultrasound, pregnancy test, etc.)
- b. **Proof of Live Birth**  
(Hospital or pediatric records, immunization records, or in-person presentation of the baby  
*Presenting an infant at the local registrar's office is not acceptable as the sole source of proof.*)
- c. **Proof of Michigan Residency**  
(Michigan ID, utility bill, lease, or signed witness statement - notarized)
- d. **Marriage Certificate** — If applicable

#### In addition, you must provide the following supporting documentation:

##### For Married Parents:

- Proof of ID (see list of acceptable documentation)
- Completed birth worksheet signed by Mother/Father/Informant (LIVE BIRTH CERT. WORKSHEET/Local Reg and State Use)
- Copy of marriage certificate

##### For Unmarried Parents:

- Proof of ID (see list of acceptable documentation)
- Completed birth worksheet signed by Mother/Father/Informant (LIVE BIRTH CERT. WORKSHEET/Local Reg and State Use)
- **Affidavit of Parentage** (if father is to be listed)

Once received, the Clerk's staff will enter the birth details into the **Vital Events Registration Application (VERA)**, which is the official system used by the State of Michigan for vital records. The information is then forwarded to the **Michigan Department of Health and Human Services (MDHHS)** for review and approval. After MDHHS processes and approves the registration, the parents may request and purchase certified copies of the child's birth certificate.

The Clerk may request **additional verification** if any information appears incomplete or inconsistent.

**The Michigan Department of Health and Human Services (MDHHS) can be contacted at**

[VRCustomerService@michigan.gov](mailto:VRCustomerService@michigan.gov) or at (517) 335-8666.