

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 20, 2009

**What's Inside:**  
 Birth Certificate  
 Request Form

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: CELESTA HARTGRAVES, ACTING DIRECTOR

SUBJECT: REQUESTING A BIRTH CERTIFICATE

DISCUSSION:

The purpose of this memo is to introduce the birth certificate request form, CD-127. Staff should use this form to request a certified copy of a birth certificate for a child in the custody of the Children's Division. The completed form should be mailed to the Children's Division Central Office. The Bureau of Vital Statistics has requested that all requests for birth certificates for foster youth be approved by Central Office.

Staff should only request a birth certificate for a child who is in the custody of the Children's Division. Only one certified copy will be approved per child. If more than one copy is needed, staff should indicate the reason for multiple copies on the form and send it to Central Office for approval. It is important to note that birth certificates should only be requested for children up to the age of 18. If the child is over the age of 18, please write an explanation about why the birth certificate is needed.

Staff should begin using this form and process immediately. The Birth Certificate Request Form, CD-127, is now available on E-Forms.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT**

Christy Collins  
 (573) 751-9603  
[Christy.Collins@dss.mo.gov](mailto:Christy.Collins@dss.mo.gov)

**PROGRAM MANAGER**

Melody Yancey  
 (573) 751-3171  
[Melody.Yancey@dss.mo.gov](mailto:Melody.Yancey@dss.mo.gov)

<b>CHILD WELFARE MANUAL REVISIONS</b> N/A
<b><a href="#">FORMS AND INSTRUCTIONS</a></b> Birth Certificate Request Form, CD-127
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A
<b>RELATED STATUTE</b> N/A
<b>ADMINISTRATIVE RULE</b> N/A
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A
<b>PROTECTIVE FACTORS</b> Parental Resilience-N/A Social Connections-N/A Knowledge of Parenting and Child Development-N/A Concrete Support in Times of Need-N/A Social and Emotional Competence of Children-N/A
<b>FACES REQUIREMENTS</b> N/A