

# Birth Registration

## BIRTH REGISTRAR:

**Ms. Deloris Stephens**

### **Hours of Operation:**

MON-FRI: 0700-1530

### **Location:**

3551 ROGER BROOKE DRIVE  
FORT SAM HOUSTON, TEXAS 78234

5th Floor  
Room 513-15

### **Services:**

Pre-Admission  
Acknowledgement of Paternity  
Complimentary Birth Certificate

### **Phone Number:**

210-916-5781 (Office)  
210-916-3887 (FAX)

*Congratulations on your new little one!*

## **Pre-Admission**

Please come to Birth Registration Office when you are at least 20 weeks pregnant to get pre-admitted and to begin the Birth Certificate Worksheet. This is to make your labor flawless without delay.

## **Naming Your Baby (Very Important)**

You can name your baby anything you want EXCLUDING numbers or non-alphabetical characters. *State Health & Safety Code Sec. 192.002*

**Website:** [www.dshs.state.tx.us/vs/field/docs/Health-and-Safety-Code\(2\).doc](http://www.dshs.state.tx.us/vs/field/docs/Health-and-Safety-Code(2).doc)

You are required to name your baby BEFORE you leave San Antonio Military Medical Center so that we may comply with state regulations. We are required to submit the Verification of Birth Facts (VOBF) information to the state within 5 days of baby's birth or based on parents religious beliefs, not later than 15 days. (Parent(s) must contact birth registration or admissions as soon as child is named) This is in accordance with the *State Health & Safety Code Sec. 192.003*.

If the worksheet is incomplete or if the VOBF has not been verified or signed by the parent(s) with the time frame, we will release the VOBF information to the state. SAMMC is not responsible for any corrections that may result in an incomplete Birth Certificate. It is the responsibility of the parent(s) to ensure birth facts are verified with the time frame of local state laws.

## **Discharge**

If you are discharged without completing the mother's worksheet, please see Birth Registration or call to let us know you will be coming in. It is important that all information is correct and must be personally verified. We do not take information over the phone

## **Acknowledgement of Paternity**

If you and baby's biological father are not married, and the biological father wants his name on the Birth Certificate, an Acknowledgement of Paternity (AOP) must be completed. If there is a presumed father, he too must sign the denial portion of the AOP. SAMMC can assist you with this, but in order to have it processed by SAMMC, it must be finished within 5 days of the baby's birth, regardless of religious belief. *NOTE: An Acknowledgement of Paternity (AOP) can also be signed before the birth of your baby.*

## **After your Child is born**

Once your baby is born, the Sponsor, or the Spouse with a Power of Attorney, will need to make an appointment to update DEERS. Please bring the Certificate of Live Birth, that has been signed by the Physician and stamped by PAD. The Social Security Card is not needed at the time of the appointment, but DEERs will need a copy of it within 90 days. This update will take up to 48 hours.

DEERs advises that Dual Military and Single Parents will need to get an ID card for their new baby as soon as possible.

After completing DEERs, you should visit TriCare to enroll your new baby. You do not have to wait for the DEERs Update. Be advised that after 60 days from birth, if you have not enrolled you new baby into TriCare, your medical benefits will expire.

## **Complimentary Certificate of Birth**

After having your baby a Certificate of Birth will be given to you by Labor and Delivery. You will also need to bring it to get seal stamped.

Certified Copy of Birth  
Certificates can be obtain by:

**WEBSITE:**

<http://www.vitalchek.com>



*Walk – In Locations can be found on reverse.*

# Walk - In Locations

## **Las Palmas Community Link Center**

Las Palmas Shopping Center  
803 Castroville Rd, Suite 132  
Monday-Friday 8:00 a.m. to 5:00 p.m.  
(210)207-6545

## **South Park Community Link Center**

South Park Mall, Suite 530 (next to J.C. Penney's)  
Monday-Saturday 10:00 a.m. to 7:00 p.m.  
(210)207-6141

## **Valley View Community Link Center**

8523 Blanco & West Ave. (near Marshall's and Blackbuster)  
Monday-Friday 8:00 a.m. to 5:00 p.m.  
(210)207-6150

## **Brooks City Base**

City Base Landing Shopping Center  
3154 SE Military Dr., Suite 102  
Monday-Friday 8:00 a.m. to 5:00 p.m.  
(210)207-6570

## **Oak Ridge Community Link Center**

Oak Ridge Plaza Shopping Center  
11220 Perrin Beitel, Suite 112  
Monday-Friday 8:00 a.m. to 5:00 p.m.  
(210)207-5165

## **DEERs Locations: (Military & Dependents Only)**

### **SAMMC**

Room L 18-5  
Basement level of Hospital (Bed Tower)  
(210)916-0838  
(Appointment Only)

### **Ft Sam Houston**

Bldg 367  
(210)221-0415/2278  
(Appointment Only)

### **WHMC**

1st Floor Room 1C36  
(210)292-7144  
(Walk-in)

### **Lackland AFB**

Bldg 5616, Room 131  
(210)671-3303  
(Appointment Only)

*Please wait 4-6 weeks to allow state to process the Birth Certificate information before submitting your request.*