

Vermont Department of Health  
Vital Records Office

Physicians' and Midwives' Responsibilities in the Completion of:  
**Birth Certificates**

The Law

The physician or midwife who is attendant at a birth shall file a birth certificate (in the form prescribed by the Commissioner of the Department of Health) with the clerk of the town where the birth occurs within ten days of the birth.

The Authority

Title 18, Vermont Statutes Annotated, Section 5071

What it means

When a physician or midwife delivers a live infant, it is that physician's or midwife's duty to provide the following:

1. The details of the birth, including date and time of birth, sex of infant, plurality, and identity of the mother.
2. The medical information required for the statistical portion of the birth record.

Birth certificates are generated through a web-based electronic birth registration system used by Vermont hospitals and by the Vital Records Office at the Vermont Department of Health.

Though every hospital has its' own business process, in general, when a birth occurs in a hospital, a designated staff member gathers the information provided in the prenatal care and hospital records, and enters that information into the electronic birth registration system. Once the record has been completed, and edits have been addressed, the staff person submits the electronic record to the Department of Health and prints a copy of the legal birth certificate to deliver to the local town clerk for filing.

Even though the hospital provides these services, it is still the physician's or midwife's responsibility to ensure that the delivery record, along with the mother's prenatal information, is accurate, complete and made available to the hospital staff in a timely manner, so the birth record can be completed, and the legal birth certificate can be filed with the town clerk within ten days of the birth, as prescribed by law.

When a birth occurs at home, it is the physician's or midwife's responsibility to complete and submit a birth worksheet to the Vital Records Office at the Department of Health as soon as possible. Worksheets are available by calling the Vital Records Office at 802-863-7275.