

GUIDE TO COMPLETING THE REGISTRATION OF BIRTH FORM

GENERAL INFORMATION

- A *Registration of Birth* form must be completed for each child born in Manitoba within five days of the birth or before the child leaves the health facility.
- This document is a permanent legal record. The information will be used to register the birth and to identify the child's parents.
- If a mistake is made when filling out the form, cross out the incorrect information, enter the correct information and initial the change.

CHILD'S INFORMATION

- A child must have at least one given name (first name) and one last name. The last name may consist of up to four names, combined with or without a hyphen (-).
- All names must consist of letters. Numbers and symbols other than a hyphen or apostrophe (') may not be used.
- The following accents may be used:

Upper Case	À	Â	É	È	Ê	Ë	Î	Ï	Ô	Ù	Û	Ç
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- Use a space to separate given names. Only use a hyphen if it is part of a name (ex: Mary-Jane).
- Place of Birth: If not in a health facility, identify location.

MOTHER'S INFORMATION

- **Mother:** The mother is the woman who carries and delivers the child. This applies whether or not she has a genetic link to the child and whether or not she will have custody of the child.
- **Legal Last Name:** The mother's legal last name is the last name that she uses for official or legal purposes.
- **Maiden Last Name:** The mother's maiden last name is usually her last name at the time of her own birth. If the mother was adopted, her maiden last name is her adoptive last name. If the mother legally changed her maiden last name (other than by marriage), her maiden last name is that last name.
- **Manitoba Health Card No.:** Use the six digit registration number on the front of the Manitoba Health card.
- **Artificial Insemination:** This term refers to fertilization inside the mother's body by artificial means, without sex. It does not include other means of assisted reproduction where fertilization occurs outside the mother's body, such as *in vitro* fertilization (IVF) or frozen embryo transfer (FET). If the pregnancy occurred through artificial insemination, a *Consent of Parents* form must be completed before the father or other parent can be registered.
- **Stillbirth:** A stillbirth occurs after a pregnancy of at least 20 weeks or where the weight is 500 grams or more.
- **Mother's Marital Status:** "Married" refers only to a legal marriage and does not include a common-law relationship.

FATHER'S/ OTHER PARENT'S INFORMATION

- If the mother and father/other parent of the child are married to each other, the father's/other parent's information must be provided in this section, with limited exceptions (see "JOINT REQUEST" below).
- If the mother and father of the child are not married to each other and both wish the father to be registered, the father's information must be provided in this section and the Joint Request section must be completed (see "JOINT REQUEST" below).
- **Legal Last Name:** The father's or other parent's legal last name is the last name that is used for official or legal purposes.
- **Birth/Maiden Last Name:** The father's or other parent's birth or maiden last name is usually the last name at the time of birth. If the father or other parent was adopted, the birth or maiden last name is the adoptive last name. If the father or other parent legally changed the birth or maiden last name (other than by marriage), the birth or maiden last name is that last name.

JOINT REQUEST

(Only complete if the mother and father are not married to each other)

- If the mother and father of the child are not married to each other, and both wish the father to be registered, they must both sign this section acknowledging him as the father of the child and consenting to his information being included on the child's *Registration of Birth*.
- Registering the father's information does not need to be done at the time of the child's birth. At a later date, the mother may contact the Manitoba Vital Statistics Agency for a *Joint Request to Register Father*.
- If the mother was married when the pregnancy began but was later separated, divorced or widowed, it may not be possible to register information about a father other than her spouse or former spouse on this form. To register this information, the mother must be able to sign a *Statutory Declaration of a Married Woman* (available from the Manitoba Vital Statistics Agency) stating both that she was living separate and apart from her spouse when the child was conceived and that her spouse is not the child's father/other parent.

PARENT'S SIGNATURE

- If the parents are married to each other, either parent may sign this section. In all other cases, the mother must sign this section. An informant's signature is required only if the mother is not married and is incapable of signing the form.