VITAL STATISTICS AGENCY

GUIDE TO COMPLETING THE REGISTRATION OF BIRTH FORM

Manitoba

GENERAL INFORMATION

- A *Registration of Birth* form must be completed for every child born in Manitoba within 5 days of the birth or before the child leaves the health facility.
- **The *Registration of Birth* form is a <u>permanent legal record,</u> which starts the creation of your child's legal identity.**
- Birth certificates are produced based on the information you provide on this form.
- If you make a mistake on this form, cross out or bracket the incorrect information, enter the correct information above or below the incorrect information (whichever is clearest), and initial the change.
- **After this form is received by the Vital Statistics Agency, changes to your child's registration may <u>not</u> be possible or may require payment of fees. Changes can only be made as permitted by *The Vital Statistics Act* of Manitoba.**

CHILD / ENFANT

- **After this form is received by the Vital Statistics Agency, changes to your child's name may <u>not</u> be possible or may require a Legal Change of Name and payment of fees. Changes can only be made as permitted by *The Change of Name Act* of Manitoba.**
- Your child must have at least one FIRST NAME and one LAST NAME.

FIRST NAME	MIDDLE NAME(S)	LAST NAME
Also described as: personal name or given name or forename. This name is specific to this child and identifies this child from other family members.	This is a personal name placed after the first name and before the last name. The child can have more than one middle name. Middle names are optional.	*Also described as:* family name or surname. This name is usually inherited and shared with other members of the child's immediate family. If the last name will be a combination of names, you can combine up to 4 names with or without a hyphen (-).

- All names must consist of letters. Numbers and symbols other than a hyphen (-) or apostrophe (') cannot be used.
- Clearly separate names. Only use a hyphen (-) if it is part of a name.

Examples:	FIRST NAME	MIDDLE NAME(S)	LAST NAME
	Mary-Jane Mary	Irene Anna Eve Jane	Smith Jones Smith-Jones

- The following special characters can be used:

À	Â	É	È	Ê	Ë	Î	Ï	Ô	Ù	Û	Ü	Ç

- If the place of birth is not a health facility, identify the location. For a home birth, enter the home address.

MOTHER / MÈRE

- MOTHER: this is the woman who carried and delivered 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.
- MAIDEN LAST NAME: this is the mother's last name before marriages, and is generally her last name as shown on her birth certificate. If adopted, this is her adoptive last name before any marriages. If the mother legally changed her maiden name, write her name as it was after the change.
- MB HEALTH CARD #: the 6 digit registration on the front of the mother's MB Health Card.
- LEGAL LAST NAME: this is the mother's current name, as might appear on a valid driver's licence or passport.
- ARTIFICIAL INSEMINATION: check "no" if the baby was conceived naturally or through assisted reproduction such as *in vitro* fertilization (IVF) or frozen embryo transfer (FET). Artificial insemination refers ***only*** to fertilization inside the mother's body by artificial means, without sex. If the pregnancy occurred through artificial insemination, a *Consent of Parents* form (available from the Vital Statistics Agency) must be completed before the father or other parent can be registered.
- STILLBIRTH: this involves 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 common-law relationships.

FATHER OR OTHER PARENT / PÈRE OU AUTRE PARENT

- Complete this section if the mother and father are married to one another OR if the mother and father are not married to each other but both wish to register the father.
- If the mother and father are not married to each other, they must complete the "Joint Request" section otherwise the father's information may not be registered.
- CURRENT LAST NAME: this is the father/other parent's current name, as might appear on a valid driver's licence or passport.
- LAST NAME AT BIRTH: this is the father/ other parent's last name before marriages, and is generally the last name as shown on the birth certificate. If the father/other parent was adopted, this is the adoptive last name before any marriages. If the father/other parent had a legal change of name, write the name as it was after the change.

JOINT REQUEST / DEMANDE CONJOINTE

- If the mother and father are not married to each other, both parents must sign this section to acknowledge the father and consent to his information being included on the child's *Registration of Birth.*
- If the mother was married when the pregnancy began but was later separated, divorced or widowed, she may need to register information about her husband/ former husband, unless she can sign a *Statutory Declaration of a Married Woman* (available from the Manitoba Vital Statistics Agency) stating she was living separate and apart from her husband when the child was conceived AND that her spouse is not the child's father.

PARENT SIGNATURE / SIGNATURE DU PARENT

- If the parents are married to each other, either parent can sign this section.
- If the parents are not married to each other, the mother must sign this section.
- If the mother is not married and is incapable of signing the form, an informant can sign the form.