

# Birth Registry

## Q.A. Bulletin

This bulletin is issued by the Arizona Department of Health Services Office of Vital Records as part of a continuing effort to improve the quality, completeness and accuracy of data submitted to the State's Vital Records System.

If you have any questions, please call us at 602-364-0042.

### PUNCTUATION AND ACCENT MARKS

This revision supersedes Bulletin #8 dated, 02/01/2010.

The Office of Vital Records provides the Social Security Administration (SSA) with information to create a social security card for a newborn child if the parent requests this service. However, the child's and parent's name must be entered into the Electronic Birth Certificate (EBC) system accurately in order for the information to be transferred to SSA. The following punctuation marks are acceptable to use on the birth record for names in EBC.

- Apostrophe (O'Brien, Renae')
- Hyphen (Smith-Jones)
- Period (D.J.)
- Space (Amy Sue)

Additionally, the information below shows the approved common codes for generating special characters. They may be used for a child and their parents. Please proofread the hospital worksheet carefully to make sure the child and parents' last name reflects the same punctuation (when they are the same). Do not use any additional codes for other characters not included on this table.

**How to enter special characters:** While holding the "Alt" key down, enter the number code from your keypad to the right of your keyboard. Release the Alt key and the letter with the special character will appear.

Á = ALT+0193	Í = ALT+0205	Ú = ALT+0218	Û = ALT+0220
É = ALT+0201	Ó = ALT+0211	Ñ = ALT+0209	

NOTE: In order to find the registrant in EBC that has special characters in their name, you must include the special characters when entering the name to perform the search. If you are not sure if special characters were originally used, try performing the search with a shortened version of the name.

If you have any questions, please call the number listed above for assistance.