

Bureau of Vital Records

Bulletin

This bulletin is issued by the Arizona Department of Health Services Bureau 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 Systems.

Inputting Last Name

Birth records and/or other hospital personnel have a responsibility to remain neutral through the baby naming process. This includes how the parents decide to record their child's last name. (e.g Hispanic and other nationalities). DO NOT give any suggestions of how you believe the name should appear on the birth record. This is the parents' decision.

Example:

- Parent(s) states the name of the newborn child is: Sponge Bob Square-Pants
- Mother's maiden name is: Margaret Cecilia Pants-Bubble
- Father's name is: Harold Sherm Square

Procedure

1. Ask the customer to enter the child's name on the hospital worksheet as they want it to appear on the child's birth record/certificate. (i.e., First name = Sponge, Middle = Bob, Last Name = Square-Pants)
2. Ask the parents to enter their name and verify if the name listed is the current legal name that is listed on their birth certificate
 - a. If yes, have the parent proceed with entering their information on the hospital worksheet as it should appear on their child's birth record.
 - b. If no, inform the parent conflicting names on their birth record and the child's birth certificate may result in potential issues in the future (i.e., going out of country with child, passports, etc.)

Note: Vital Records also receives many requests from parents who want to correct their date of birth or place of birth on the child's birth record. To avoid errors, please verify this information with the parent in their native language (especially Spanish-speaking parents) if possible. Have the parent to verify the information, sign and date the worksheet.

For any questions regarding birth registration email: EBRS@azdhs.gov