

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.

Punctuation and Accent Marks

Birth

The Bureau 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 Registry System (EBRS) 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 EBRS.

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

Note: To review more information on the Enumeration at Birth process review Social Security Verification bulletin.

The table below shows the approved common codes for generating special characters. They may be used for the child and parents' names. 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. Release the Alt key and the letter with the special character will appear.

Ã	ALT + 142	Í	ALT + 0205
Á	ALT + 0193	Ó	ALT + 0211
Ë	ALT + 0203	Û	ALT + 0220
É	ALT + 0201	Ú	ALT + 0218
Ñ	ALT + 0209		

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

Death and Fetal Death

The table below shows the approved common codes for generating special characters in DAVE. 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. Release the Alt key and the letter with the special character will appear.

Ä	ALT + 142	Í	ALT + 0205
Á	ALT + 0193	Ó	ALT + 0211
Ë	ALT + 0203	Û	ALT + 0220
É	ALT + 0201	Ú	ALT + 0218
Ñ	ALT + 0209		

For any questions regarding death registration email: BVRsupport@azdhs.gov