

641—96.6 (144) Non-birthing institutions.

96.6(1) Institutions that do not register birth records through the electronic birth registration system shall request instructions from the state registrar.

96.6(2) The person in charge of the non-birthing institution or the person's designee shall submit to the state registrar for registration of the live birth at a minimum the following:

- a.* A cover letter that is on business letterhead of the institution and that identifies the live birth submitted for registration, supports the facts of the live birth, and contains the original signature of the person responsible for registering the live birth;
- b.* A copy of the hospital delivery report, emergency department admittance, or physician notes;
- c.* The original Iowa official birth worksheet completed and signed by the mother, or her legal husband, or as directed by the state registrar; and
- d.* Payment of the fees, which shall be included with the birth worksheet.

[ARC 0483C, IAB 12/12/12, effective 1/16/13]