

Entering Information from the Live Birth Worksheet in VERA A Guide for the Local Registrar Office

- Login to VERA through milogin
- Click on **Life Events** tab
 - Select **Birth** and **Start/Edit New Case**
 - Date of birth, sex and mother’s current last name are required fields. To cast the widest net, and to avoid a duplicate birth, it is recommended that you use only the required fields.
 - Click on the **Search** button.
- If cases are found, you may want to narrow by additional information (such as mother’s first name). Click on **New Search**.

Birth Start/Edit New Case

Child's Information

Child's First Name: Child's Middle Name: Child's Last Name:

Place of Birth Information

Place of Birth Location Type: Place of Birth:

Mother's Information

Mother's Medical Record Number:

Case Id:

- If no cases are found that match the search criteria entered, click On **Start New Case**.

Birth Search Results

There are no cases that match the criteria you have entered.
If this is a new case, select the Start New Case button or select the New Search button to perform a new search.



General Tips

- Key answers in all fields.
- Click **Save** on every page.
- Click **Next** to move to the next page.
- Selections should be made from the dropdown menus, rather than keying the data.
- **Validate Page** can be done on each page or after all pages have been completed.
- If information is not provided,
 - key 99 or 999 in numerical fields (height, weight, Apgar scores, etc.)
 - select “unknown” or key “unknown”
 - key 99 or 99/99/9999 for unknown date information (partial or full). Example: 12/99/2020 if the day is unknown.
- **Names** cannot have diacritics (**accent marks**, i.e. Ñ,ŝ,ü). Dashes (-), commas (,), periods (.), and apostrophes (') are ok.
 - There is a 50-character limit for each of first, middle and last names.
- If validation error(s) appear, review and, if needed, correct the data in the field, re-save, and re-validate page to see if the modified data resolves the validation error. If the data is correct, you can override some validation errors yourself and others require a call to the State at 517-335-6506.

Additional Tips for Specific Pages

• **Child**

- If you didn't key in the child's name on the start/edit new case page, it will populate after you enter the information on the Child Page and click on **Save**. Clicking on **Validate** after clicking on Save can identify potential errors for you.
- At a minimum, the child is required to have a Last Name.
- If the name begins with a lower case letter, you will need to call the State for an override.
- If there's no first name, you will need to call the State for an override.
- **Yes** to the **Social Security** question should only occur if the parent has **signed** the Live Birth Workset and has requested a social security card.
- Safe Delivery refers to the Safe Delivery Law and allows a parent(s) to safely and legally surrender their newborn, no more than 3 days old. For more information: [MDHHS Safe Delivery](#)

886305 :Star Twinkle Constellation FEB-10-2025
/New Event/New Event/NA/Not Registered
Child

3 After data is saved, child's name will appear

Child's Name
First: Star Middle: Twinkle Last: Constellation Suffix:

Date of Birth: FEB-10-2025 Time of Birth: 08:50 AM Sex: Male Child SSN: - - - - -

1 Add information from Live Birth Worksheet

Social Security Registration Requested? No, parent does not want a card issued Is infant a safe delivery/founding baby? No

Is infant to be adopted? No

Was home birth intended? Yes Did mother go into labor intending to deliver at home or freestanding birthing center? Yes

What was the primary attendant type at onset of labor? Other Midwife

Is this a Surrogate Pregnancy? No

4

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Validate Page Next Clear Save Return

• **Attributes for Child, Mother/Birth Parent and Father/Parent**

- These should all be self-reported. If parents do not complete these fields on the Worksheet, type or click on "Unknown". Please do not make assumptions.
- For more information on Race, Ancestry and Hispanic Origin, please watch this monthly minute video from michiganvera.org. [Race Ancestry and Hispanic Origin](#)

• **Mother/Birth Parent's Address**

- **Residence** must be a **physical location** (i.e. not a PO Box). This information is on the Birth Certificate.
- Verify if address is in Township or City.
- The County associated with the City, Township or Village will automatically populate.
- If the address you entered triggers a Birth FIPS coding required message on the banner, you may proceed.

Mother Address

Residence Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
123	▼	Orion Way	▼	▼	
Zip Code	City or Town	County	State	Country	
48837	Watertown Township	Eaton	Michigan	United States	
Locality		Inside City Limits			
Township ▼		No ▼			
City		Reference Address			
Township		PO Box 424			
Unincorporated					
Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
	▼	PO Box 424	▼	▼	
Zip Code	City or Town	State	Country		
48837	Grand Ledge	Michigan	United States		

If PO Box, enter info in Street Name Field

Marital Status

If parents are unmarried, or used Assisted Reproductive Technology (as of 4/2/2025), they may elect to voluntarily complete an Affidavit of Parentage. This can be printed from VERA or can be found on the Vital Records website: [Affidavit of Parentage](#). If they bring one in, check the revision date to make sure it's not prior to 2006.

If the person who gave birth refuses to provide spouse's information, or court documentation that specifically excludes the spouse as the parent of the child, then a spouse refusal will need to be entered, and you cannot provide a birth certificate. A How-To document for entering spouse refusal is available at michiganvera.org/hospitalsandmidwives.

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/Legal Invalid/Medical Invalid/NA/Not Registered/Legal Pending/Medical Pending/Birth FIPS coding Required/AOP Pending

Marital Status

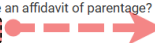
Marital Information

Mother's Current Marital Status
Never married ▼

Mother/Parent married at the time the child was conceived, at the time of birth, or anytime in between conception and time of birth?
No ▼

Paternity Information

Did a court rule that the husband was not the father? Date of Divorce (if during term of pregnancy)
Not Applicable ▼ 
MMM-dd-yyyy

Do you intend to file an affidavit of parentage?
Yes ▼  **Print AOP**

Parental Description on Birth Certificate
Select parental description on the child's birth certificate **Mother/Father** ▼



Validate Page **Next** **Clear** **Save** **Return**

Validation Results **List All Errors** **Save Overrides** **Hide**

Error Message

BR9319: The case cannot be certified until the Paternity form has been printed. Print the AOP form before attempting to certify the record.

Override **Goto Field** **Popup**

If AOP question is answered Yes, then you must click on **Print AOP**. Failure to do so will result in an error code and you will be unable to register the case.

Place of Birth

Make selection from the dropdown menu. If home-planned or home-unplanned is selected, the birth parent’s residence address will populate. If the baby was delivered someplace other than that address, then add the correct location of the delivery address.

Note: Other/specify is used only for Safe Delivery. Descriptions such as car, second home, cabin should **not** be used in this field.

There is a short video titled, “Non-Facility Births” at [Monthly Minute – Michigan VERA \(Vital Events Registration Application\)](#) which may be used as a reference.

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/Legal Invalid/Medical Invalid/NA/Not Registered/Legal Pending/Medical P

Place of Birth

Type of Place of Birth: Home - Planned (dropdown menu open showing options: Hospital, Hospital - en route, Home - Planned, Home - Unplanned, Home - Unknown if Intended, Clinic/Doctor's Office, Freestanding Birthing Center, Other (Specify), Unknown, Birthing Center - enroute)

Other Specify: [text input]

Facility NPI: [text input]

Name or Rural Route, etc.: [text input]

Way: [text input]

County: Eaton | State: Michi

Prenatal, Pregnancy Factors, Labor, Deliver, Newborn, Newborn Factors

- Prenatal
- Pregnancy Factors
- Labor
- Delivery
- Newborn
- Newborn Factors

Enter as much information as possible from the **Live Birth Parent Worksheet**.

If information is not available, remember to click on “unknown”, type unknown, or use “9s” for unknown numbers and dates.

For an out-of-institution birth that’s unfacilitated by a medical professional, you will only need to complete a few of the questions in this portion, and those questions will be found on the Live Birth Parent Worksheet. One of those questions is about plurality.

On the **Newborn** page, you’ll find **Plurality**. Plurality is defined by the CDC’s [Guide to Completing the Facility Worksheets for the Certificate of Live Birth and Report of Fetal Death](#) as “the number of fetuses delivered live or dead at any time in the pregnancy regardless of gestational age, or if the fetuses were delivered at different dates in the pregnancy. ‘Reabsorbed’ fetuses/’vanishing twin’ (those that are not delivered: expelled or extracted from the mother) should not be counted.”

If the parent/informant indicates that there was a plural birth, care should be taken to ensure that either the other live birth (s) will be filed or that a fetal death was recorded. Contact the State Registration unit at 517-335-6506 with any questions.



The [Guide to Completing the Facility Worksheets for the Certificate of Live Birth and Report of Fetal Death](#) is an excellent resource if you have any questions related to the Facility categories.

Attendant/Certifier

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/Legal Invalid/Medical Invalid/NA/Not Registered/Legal Pending/Medical Pending/AOP Pending

Attendant/Certifier

Attendant at Birth  

Could be self, partner, or any other person who was with the person giving birth, at the time of birth

Attendant's Name

First Middle Last

Attendant's Title Other Specify

Attendant NPI

This will most likely be "other". In the event of a home birth without a licensed medical professional, it will often be a parent. Please specify.

Certifier  

Same As Attendant

Certifier's Name

First Middle Last Suffix

Certifier's Title Other Specify

Certifier NPI Date Certified 
MMM-dd-yyyy


Wait! Add this last. Once this date is added, the case will be registered. Date certified is the date the form was completed and signed.


Certifier's Phone Number (555-555-1234 ext.)

- Add the date certified only when you are certain that everything is correct, and you've had an opportunity to print and review the working copy (see below). If you add the date certified and there are no validation errors, the record will be registered and changes to the record will require an amendment.

Identifiers

Local Registrar

Local File Number File Date 
MMM-dd-yyyy

City File Number File Date 
MMM-dd-yyyy

Office
Eaton

Filing Registrar

First Middle Last

You're almost done!

Check the local filing registrar name. It may have defaulted to the name of the person entering the record. Use the drop-down menu to select the current local registrar's name.

Print Working Copy

Review the working copy of the certificate for errors. **The working copy is NOT to be distributed for any reason. It can be provided to parents for review and for their signature, but it should not leave the office.**

Identifiers and Attendant/Certifier

- Return to the Attendant /Certifier tab and enter the Date Certified.
- Return to the identifiers tab and add the Local File Number and Local File Date if it did not auto-populate. The local file date and the state file date should be the same date. Once the local file date is added, the case will be filed.

Follow Your Processes

If you print a Vault Copy, do so at this time.