



BIRTH CERTIFICATE VERIFICATION FORM

Wisconsin law prohibits photocopying vital records, including birth certificates.

The District's Birth Certificate Verification Form has been developed to certify that a district staff member has viewed a true certified copy of a birth certificate and checked the information on the birth certificate against the information on the Birth Certificate Verification Form.

_____ Please check here if the birth certificate is not provided
(form should be blank/staff signature and date only)

Legal Birth Name: (as listed on the birth certificate)

Legal First Name: _____

Legal Middle: _____

Legal Last Name: _____

Date of Birth: _____ Gender: _____

Legal – Mother Name (as listed on the birth certificate): _____

Legal – Father Name (as listed on the birth certificate): _____

Place of Birth: (if any of the information below is not listed on the birth certificate, enter N/A on that line)

City: _____

County: _____

State: _____

*Country: _____

*If out of U.S. – Need the date the student first entered a U.S. School _____

also need Native Language _____

Staff has seen and verified the information from the birth certificate
Please attach this form to the inside cover of student's Cumulative folder

Staff Signature/Position

Date

Birth Certificate Verification Process

New Students

This form should be used when enrolling new students into the district.

Parents can be asked to fill the form out ahead of time. However, if the form is completed by the parent ahead of time, the district staff member must see both the birth certificate and the Birth Certificate Verification Form to verify that the information on the Birth Certificate Verification Form matches the birth certificate. The staff signature verifies that this has occurred. The district staff member should also insure that the information on the Birth Certificate Verification Form is legible. If there is any information listed on the Birth Certificate Verification Form that is not on the birth certificate, please enter a N/A in that space.

Transfers In

For students transferring in to the district, check the student's file for a copy of their birth certificate.

- A. If there is a copy of the birth certificate: use the information on the birth certificate to complete the Birth Certificate Verification Form, sign it and place it in the student's file. Shred the copy of the birth certificate or if original birth certificate, return it to the parents.
- B. If there is a Birth Certificate Verification Form in the file: nothing more needs to be done.
- C. If there is neither a birth certificate nor a Birth Certificate Verification Form: ask the parent to complete the Birth Certificate Verification Form and bring it and the birth certificate in to be verified. Sign the form and place it in the student's file.

Transfers Out

For students transferring out of the district, check the student's file for a copy of their birth certificate. Do **not** forward the birth certificate to the receiving school. If the birth certificate is in the file, use the information on the birth certificate to complete the Birth Certificate Verification Form, sign it and place it in the student's file. Shred the copy of the birth certificate or if original birth certificate, return it to the parents.