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Self-Sufficiency Medical Programs

Authorized Signature

Number: SS-IM-07-016

Issue Date: 09/18/2007

Topic: Medical Benefits

Subject: Use of SPOTS card to order Birth Certificates from VitalChek

Applies to (check all that apply):

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|--------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): CAF SSP |

Message: We have recently learned of a quicker and easier way to order birth certificates from out of state – VitalChek Express Certificate Service. You can connect at the following website: <https://www.vitalchek.com/>. This option is available to State offices with access to the SPOTS card.

The process for ordering through this service is very self-explanatory and simple. No more trying to locate where to request a birth certificate from multiple states – it is at your fingertips on the web.

When you are in the VitalChek website, click on ‘Birth Certificate’ in the left column and fill in the blanks. When you pay with your SPOTS card, it saves the \$75.00 processing cost of a revolving fund check. It is also possible to request ‘Rush Delivery’ for those emergent situations. Pay for this service using SPOTS pay reason code 6913 (**do not** use 6912).

Note for AAAs: Continue to use the special cash pay process (SDS 437) for the purchase of birth certificates.

Note for CAF SSP: The 415 F application has been revised to include information on place of birth for each applicant. If the parent/guardian completes the place of birth and relationship for each child applicant and signs the application, this replaces the DHS 694 ‘Statement of Identity for Children under 16 years of Age’. The DHS 694 and the 415F can now be used as an identity statement for children up to the age of 18, per update from CMS.

If you have any questions about this information, contact:

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