

## Birth Registration Forms

**Document Number** PD2005\_509

**Publication date** 01-Mar-2005

**Functional Sub group** Clinical/ Patient Services - Records  
Clinical/ Patient Services - Baby and child

**Summary** Requirement that hospital staff enter specified information on birth registration forms.

**Author Branch** Demand and Performance Evaluation Branch

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**Applies to** Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations - Non Declared, NSW Dept of Health, Public Hospitals

**Distributed to** Public Health System, NSW Department of Health, Public Hospitals

**Review date** 01-Mar-2010

**Policy Manual** Not applicable

**File No.** A26438/1

**Previous reference** 96/1

**Issue date** 10-Jan-1996

**Status** Active

### Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

## CIRCULAR

<b>File No</b>	A26438/1
<b>Circular No</b>	96/1
<b>Issued</b>	10 January 1996
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### BIRTH REGISTRATION FORMS

Under the Registration of Births, Death and Marriages Act, parents are responsible for registering the birth of any baby born in NSW with the Registry of Births, Deaths and Marriages. The birth registration is undertaken by the parent submitting a Birth Registration Form to the Registry.

Current policy is that hospitals are to enter specific details on the Birth Registration Form before handing it to the baby's parent. This policy is long-standing and was originally implemented in response to a request from the Registry.

The Department was recently advised by the Registry that many hospitals, particularly some in country areas, are no longer recording birth details on the Birth Registration Form before giving the form to the mother. Where these details are not recorded by the hospital, the parent registering the child quite often omits to supply all of the relevant details or supplies incorrect birth details - particularly birth weight.

The Registry has requested the Department to again ask hospitals to arrange for staff to enter the following details onto each Birth Registration Form before handing it to the baby's mother :

- \* date of birth ;
- \* place of birth ;
- \* sex ; and
- \* birth weight (in grams)

This Circular replaces Circular 74/193 issued in November 1974.

John Wyn Owen  
**Director-General**

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