



# Defense Health Agency

## ADMINISTRATIVE INSTRUCTION

NUMBER 6025.11

May 6, 2021

Incorporating Change 1, November 18, 2022

---

---

DAD-HCO

SUBJECT: Birth Certificate and Birth Reporting Procedures

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (l), establishes the DHA's procedures for Birth Certificate and Birth Reporting Procedures at military medical treatment facilities (MTFs).
2. APPLICABILITY. This DHA-AI applies to the DHA, Direct Reporting Markets (DRM), Small Market and Stand-Alone Military Medical Treatment Facility Organization (SSO), DHA Regions (DHAR) and all personnel including: assigned or attached active duty and reserve members, federal civilians, members of the Commissioned Corps of the Public Health Service, contractors (when required by the terms of the applicable contract), and other personnel assigned temporary or permanent duties at the DHA and DHA Components.
3. POLICY IMPLEMENTATION. It is the DHA's instruction, pursuant to References (c) through (l), that MTF personnel will register the infant or child (in cases of adoption of non-infant dependent) using the procedures outlined in Reference (d).
4. RESPONSIBILITIES. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.
6. PROPONENT AND WAIVERS. The proponent of this publication is the Deputy Assistant Director, Healthcare Operations (HCO). When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, including an analysis of the risk associated with not granting the waiver. The activity director or senior leader

will submit the waiver request through their supervisory chain to the DAD-HCO to determine if the waiver may be granted by the Director, DHA or their designee.

7. **RELEASABILITY. Cleared for public release.** This DHA-AI is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

8. **EFFECTIVE DATE.** This DHA-AI:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or canceled before this date in accordance with Reference (c).

9. **FORMS.**

a. Department of State (DS) 2029, Application for Consular Report of Birth Abroad of a Citizen of the United States of America is available at <https://eforms.state.gov/>.

b. DS Foreign Forms are available from:  
<https://travel.state.gov/content/travel/en/international-travel/while-abroad/birth-abroad.html>.

c. Centers for Disease Control and Prevention (CDC) U.S. Standard Certificate of Live Birth is available from:  
[U. S. Standard Certificate of Live Birth \(November 2003\) \(cdc.gov\)](https://www.cdc.gov/nchs/data/ncs/2003/2003_01_01.pdf).

10. **SUMMARY OF CHANGES**

a. This DHA-AI replaces the outdated DHA-PI 6025.37 “Birth Certificate and Birth Reporting Procedures”

b. Updated DHA Markets to applicability, forms paragraph and references (Enclosure 1).

c. Added the Directors, Directing Reporting Organizations Responsibilities (Enclosure 2).

d. Updated United States Birth Certificate Procedures (Enclosure 3).

e. Updated Glossary (Enclosure 4).

*DHA-AI 6025.11*  
*May 6, 2021*  
*Incorporating Change 1, November 18, 2022*

PLACE.RONALD.J  
OSEPH.114682390  
0

Digitally signed by  
PLACE.RONALD.JOSEPH.11468  
23900  
Date: 2022.11.18 19:07:53 -05'00'

RONALD J. PLACE  
LTG, MC, USA  
Director

Enclosures

1. References
2. Responsibilities
3. Birth Certificate Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013, as amended
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” April 1, 2022
- (d) DHA Procedural Instruction 6010.01, “Healthcare Benefit Eligibility Verification and Patient Registration Procedures,” January 14, 2020, as amended
- (e) DoD Instruction 1341.02, Defense Enrollment Eligibility Reporting System (DEERS) Program and Procedures,” August 18, 2016
- (f) DoD Instruction 6040.45, “DoD Health Record Life Cycle Management,” Incorporating Change 1, November 16, 2015, as amended
- (g) Department of Defense Instruction (DoDI) 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended
- (h) Department of Defense Manual (DoDM) 6025.18, “Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs,” March 13, 2019
- (i) DoD Instruction 6025.18, “Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Compliance in DoD Health Care Programs” March 13, 2019
- (j) DoD Instruction 8580.02, “Security of Individually Identifiable Health Information in DoD Health Care Programs,” August 12, 2015
- (k) 5 U.S. Code § 552a
- (l) 32 Code of Federal Regulations, January 6, 2014

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA will:
  - a. Ensure the enterprise electronic systems supporting the Birth Registration functions are managed and sustained.
  - b. Develop and issue implementation and procedural guidance to specify documentation and management procedures for record systems supporting the Birth Registration procedures and other components of the DoD Health Record.
  - c. Ensure the Directors, MTF, comply with, oversee, and execute the procedures outlined in this DHA-AI.
  
2. DEPUTY ASSISTANT DIRECTOR, HEALTH CARE OPERATIONS. The Deputy Assistant Director, Health Care Operations, must:
  - a. Develop implementation and procedural guidance, in accordance with Reference (b), to specify documentation management procedures that support Birth Registration functions.
  - b. Collaborate with appropriate stakeholders to make necessary changes to MTF procedures to ensure the implementation of the Birth Registration procedures outlined in this DHA-AI.
  
3. DIRECTORS, DRMs, SSO, DHARs. The Directors, DRMs, SSO, and DHARs must:
  - a. Monitor compliance with the registration and identity management procedures in this DHA-AI for the MTFs in their areas of responsibility, and report compliance to MHS governance, as necessary.
  - b. Perform inspections of MTF registration and identity management processes and procedures and report findings to MHS governance as necessary.
  
4. DIRECTORS, MTF. Directors, MTF will establish and execute necessary procedures and actions for verifying eligibility, proper registration, health record management, the proper and compliant use of Personally Identifiable Information (PII) and Protected Health

Information (PHI) (as outlined in References (g) through (j), and patient identity management, outlined in this DHA-AI.

ENCLOSURE 3

BIRTH CERTIFICATE PROCEDURES

1. OVERVIEW. The purpose of this enclosure is to ensure DHA guidance is adhered to regarding Birth Registration in the United States and outside the United States. Information collected as part of the birth certificate reporting process will be added to DHA's electronic health record systems for the purpose of providing medical care and registering newborns for healthcare benefits, and will be shared with the appropriate public health and/or consular authorities for registering new births with vital records authorities. All PII stored must be in compliance with the References (g) and (h). Moreover, for the proper access, uses, and disclosure of PHI, should PHI be stored on a system of records, such system must meet the requirements of the Health Insurance Portability and Accountability Act Security Rule, References (i) and (k). Contact the DHA Privacy and Civil Liberties Office for any further clarification on Privacy issuances and guidance.

2. UNITED STATES PROCEDURES

a. So long as they are consistent with federal law, the MTF personnel will follow State laws with regard to the forms used, format, and number of copies required.

b. For MTF newborn birth episodes, MTFs will use a local Certificate of Live Birth with language updated pursuant to Section 161.3 of Reference (l), or use the U.S. Standard Certificate of Live Birth.

c. The MTF personnel will advise parents to report to the Defense Enrollment Eligibility Reporting System office as soon as practical to update the personnel record in accordance with Reference (e). This must be accomplished within 90 days in the United States or 120 days outside of the United States or the member will receive a bill for care. When both of the parents are active duty service members (ADSMs), the same sponsor will be identified in the electronic health record system and Defense Enrollment Eligibility Reporting System in order to eliminate confusion with the record.

d. MTF Beneficiary Counseling and Assistance Coordinators will refer parents to the TRICARE customer service phone number for healthcare plan options, including TRICARE Prime enrollment.

e. MTF personnel will register the infant or child (in cases of adoption of a non-infant dependent) using the procedures outlined in Reference (d).

### 3. OUTSIDE OF THE UNITED STATES PROCEDURES

a. MTFs will coordinate with the United States embassy or consular offices in registering births of infants born to United States citizens in areas outside of the United States. As an exception, MTFs will register births in American Samoa, Guam, Puerto Rico, the Trust Territories, and the United States Virgin Islands, through the special offices of the Vital Statistics Division, Public Health Services, United States Department of Health and Human Services, or specified local United States Government offices. For additional information on a Consular Report of Birth Abroad, refer to <https://travel.state.gov/content/travel/en/international-travel/while-abroad/birth-abroad.html>.

b. The infant's parents will complete DS-2029, Application for Consular Report of Birth Abroad of a Citizen of the United States of America. The (United States citizen) parent will sign each copy of the form under oath before a military officer qualified to administer oaths. If both parents are not U.S. Citizens, the U.S. Citizen will sign the DS-2029. If there is any question about citizenship status, contact the United States Consular Office.

c. If the U.S. Embassy or Consulate is unable to provide assistance, U.S. citizens may obtain assistance by visiting the Department of State website or to obtain guidance on adoptive parents without United States citizenship or special circumstances, refer to <https://fam.state.gov/fam/07fam/07fam1440.html#M1440>.

d. The MTF personnel will advise the parents that a fee for registering the infant's birth will be charged. The United States Consular Office issues a copy of the DS Foreign Form FS- 240, Consular Report of Birth Abroad. Additional details on registration of birth can be located at the website listed below:  
[https://www.health.ny.gov/health\\_care/medicaid/publications/docs/gis/06ma021att.pdf](https://www.health.ny.gov/health_care/medicaid/publications/docs/gis/06ma021att.pdf).



## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

ADSM	Active Duty Service Member
DHA-AI	Defense Health Agency-Administrative Instruction
DHAR	Defense Health Agency Region
DRM	Direct Reporting Market
DS	Department of State
MHS	Military Health System
MTF	Military Medical Treatment Facility
PAD	Patient Administration Division
PHI	Protected Health Information
PII	Personally Identifiable Information
SSO	Small Market and Stand-Alone Military Medical Treatment Facility Organization

### PART II. DEFINITIONS

ADSM. The full-time duty in the active Military Service of the United States. This includes members of the Reserve Components serving on orders issued under Title 10, United States Code for greater than 30 calendar days. It also includes Reserve Component members who incur an injury, illness or disease in the line of duty as outlined in 10 USC 1074a and requires hospitalization at a non-MTF. It doesn't include National Guard members in state status.

Birth Certificate. An official form recording the birth of a baby and containing pertinent data, as name, sex, date, place, and parents.

MTF. Is any fixed facility of the DoD that is outside of a deployed environment and used primarily for health care; and any other location used for purposes of providing healthcare services as designated by the Secretary of Defense.

PII. Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual.

PHI. Individually identifiable health information that is transmitted or maintained by electronic or any other form or medium. PHI excludes individually identifiable health information in employment records held by a DoD-covered entity in its role as employer. Information which has been de-identified in accordance with Reference (h) is not PHI. PHI is a subset of PII, with respect to living persons.