

## Certifying a Birth Record

A Birth record entered at a Facility by a Midwife or at a Health Unit has to be Certified before it can be submitted to the Back Office for Registration.

The Certifier on record has to log into LEERS and navigate to the record to certify it.

The screenshot shows the LEERS (Louisiana Electronic Event Registration System) interface for 'BIRTH CERTIFICATES'. The user is logged in as Mickel, Jemimah. The status of the record is 'Ready To Certify'. The form displays the following information:

Child				
Child Name	Time of Birth	Gender	Date of Birth	SSN
EDWARD, HENRY MARCUS JR	4:27 AM	M	8/13/2010	
Facility Name	City	Parish		
ABBEVILLE GENERAL HOSPITAL	ABBEVILLE	VERMILION		

  

Mother		
Mother's Current Legal Name	Date of Birth	Age
SMITH, DAWN WENDY	2/3/1984	26
Mother's Name Prior to First Marriage	Birth Place	
SMITH, DAWN WENDY	SLIDELL, LOUISIANA, UNITED STATES	
Was mother ever married?	Married at conception or anytime in between?	Was AOP signed at the facility?
N		Y

  

Mother Residence			
Country	State	Parish	City

### To Certify a Birth Record electronically:

1. Click on the Child's Name of the record in the Record Display grid on the [Birth Home page](#) to open the details of the record.
2. Enter your **PIN** (Personal Identification Number) number in the box.
3. Click on the **Certify** button. After verifying the **PIN** number, the system will certify the birth record and submit the record to the Back Office for Registration.

If the Certifier does not agree with some of the items on the record or needs further clarification, the Birth record can be **Returned back to Facility** for corrections or clarifications.

### To Return a Birth record to Facility:

1. Click on the Child's Name of the record in the Record Display grid on the [Birth Home page](#) to open the details of the record.
2. On the [Comments Tab](#), any information that is required for the Facility user to understand the reason why the Birth record is being returned back to the Facility.
3. Click on the **Return to Facility** button.
4. The system will mark the record as **Incomplete** and return it back to the Incomplete queue on the Birth Home page of the Facility.

### Note:

A Facility User can also return a record from the Ready to Certify queue to the Incomplete queue if some modifications need to be made to the record prior to Certification. Follow the steps mentioned above to Return a Birth record back to Facility.