

**BIRTH CERTIFICATE VERIFICATION**

**Please provide a certified copy of your child’s birth certificate or other reliable proof of the child’s identity and age, such as a passport, visa or other governmental documentation.**

**This document needs to be included in your child’s file within 30 days. If you are unable to provide the acceptable forms within this time frame, you will be given a written notice. If a passport or visa is submitted in place of the birth certificate, you must provide a sworn affidavit stating why a birth certificate is unavailable.**

**I have read and understand this document and will provide a copy of my child’s birth certificate or other reliable proof of identity within 30 days**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director/Owner Signature**

\_\_\_\_\_  
**Date**