

DIRECTIONS FOR MOTHER'S COPY

Based on Vital Statistics and related laws of North Carolina, all birth certificates must be processed within 5 days of birth. Naval Hospital must mail birth certificates by the 3rd day for the state to meet this requirement. Mothers checking out on Saturday or those who do not have a Mother's copy of the birth certificate need to contact Bea Jones at 450-3991 on the following Monday morning or the next business day following a holiday after being released from the hospital.

ONLY THE MOTHER CAN SIGN THE BIRTH CERTIFICATE BASED ON NC STATE LAWS

The sponsor will take the Mother's copy to his/her administrative section to update the NOK information on the page 2 of the member's service record and then to Tricare for enrollment. The Tricare office is located in the Camp Lejeune Reception Center, bldg 59 on Molly Pitcher Drive. The number is 1-877-TRICARE.

Once your child's birth certificate has been processed and signed, 10 days later, you may go to the Register of Deeds Office in the Onslow County Courthouse to obtain a certified state copy. The cost is \$10.00 per copy. The telephone number is 910-347-3451.

HOW TO OBTAIN A SOCIAL SECURITY NUMBER

The request for a SSN is through [Vital Records](#) in Raleigh, NC, and may take 2 to 3 months. If you have not received a SSN by the time your child is three months old, please contact the [Social Security Administration](#) at one of these numbers 252-637-1703, 910-346-5816, or 1-800-772-1213. You can also go to the nearest Social Security Administration Office in New Bern and receive your child's card that day.

The Social Security Administration representative is in Jacksonville every Thursday from 8:30 a.m. to 12:00 a.m. and 1:00 p.m. to 3:30 p.m. The office is located at the Contact Station Planning Department at 604 College Street (next to the Onslow County Health Department). Make sure you take your baby's original birth certificate, shot record, and picture ID with you. It may take anywhere from 10 to 21 days to receive the SSN in the mail.

UPDATING YOUR CHILD'S DEERS WHEN YOU RECEIVE THE SSN

When you receive the SSN please immediately take the card to the ID center to update the child's DEERS. The child is in the system for 120 days without a SSN. After 120 days, if you have not updated the DEERS information, you will have to reenter the child into the system. If you have any questions you may contact the ID center at 910-451-1005, or Bea Jones at 910-450-3991.