

# Policy on Affidavits of Homeless Status

<b>Policy Number:</b>	204.01
<b>Effective Date:</b>	1/1/2022
<b>Reviewed By:</b>	Krista Bauer, Supervisor, Registration and Fulfillment Unit
<b>Approval:</b>	Molly Crawford, State Registrar

## Policy Statement

An Affidavit of Homeless Status is valid for six months from the date signed. Copies of the original document are valid for six months from the date signed. This six-month expiration date applies to any supporting documentation submitted with the affidavit, including the advocate's employment ID.

The Office of Vital Records (OVR) and County Offices will issue one homeless youth birth certificate when presented with a completed Homeless Youth Birth Certificate Application accompanied by a valid Affidavit of Homeless Status. The affidavit may be an original document, or a copy of the original document, that was signed within the previous six months.

## Applicability

This policy applies to OVR and County Office staff when evaluating Homeless Youth Birth Certificate Applications that are accompanied by Affidavits of Homeless Status.

This policy does not apply to other forms of identification that youth experiencing homelessness may submit with their birth certificate application.

- ID card: Vital records professionals recognize the expiration date shown on the card
- Statement to Identify: No expiration date

## Rationale

The purpose of this policy is to maintain the security of vital records operations while minimizing barriers to access.

## Definitions

**Homeless youth:** As defined in Minnesota Statutes section 256K.45, subdivision 1a.

## Roles and Responsibilities

## State Registrar

1. At least annually, reviewing process data to understand the impact of the six- month validity period on the:
  - security of the birth certification process
  - ability of homeless youth to get birth certificates
2. Maintaining records of the annual reviews for two years
3. Revising this policy as necessary based on process data to improve security and/or access
4. Communicating any changes to this policy to:
  - OVR and County Office staff
  - Partners at other state, county, and local agencies

## Application and Records Improvement Specialist

1. Collecting process data relevant to the annual security and access review
2. Making this data available to the state registrar upon request

## Forms

- [Homeless Youth Birth Certificate Application, Instructions and Related information \(https://www.health.state.mn.us/people/vitalrecords/docs/homelessyouthbc.pdf\)](https://www.health.state.mn.us/people/vitalrecords/docs/homelessyouthbc.pdf)

## Authority

- [Minnesota Statutes, section 144.212, subdivision 12 \(https://www.revisor.mn.gov/statutes/cite/144.212\)](https://www.revisor.mn.gov/statutes/cite/144.212)
- [Minnesota Statute Section 144.2255 \(https://www.revisor.mn.gov/statutes/cite/144.225\)](https://www.revisor.mn.gov/statutes/cite/144.225)
- [Minnesota Statutes, section 256K.45 \(https://www.revisor.mn.gov/statutes/cite/256K.45\)](https://www.revisor.mn.gov/statutes/cite/256K.45)

## Related Information

- [MR&C Guide: Issue birth certificates and documents \(https://www.health.state.mn.us/people/vitalrecords/localreg/docs/ibcad.pdf\)](https://www.health.state.mn.us/people/vitalrecords/localreg/docs/ibcad.pdf)

## Change Log

Version	Significant Changes	Supersedes
1	None. This is the first version of this policy.	Not applicable

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*To obtain this information in a different format,  
call: 651-201-5955.*