



# *Delayed Birth*



**Informational guide  
for Delayed  
Birth Registration**

## DELAYED BIRTH REGISTRATION

Most of us get birth certificates at birth. However, this does not always occur. If you were not born in a hospital or with a doctor in attendance, you may not have had your birth officially registered. Even if the birth certificate is filed, it will be considered a “delayed birth registration” if it is not filed within ten days of birth.

There are different rules for filing delayed birth registrations, depending on when the birth certificate is filed.



If a birth certificate is filed more than ten days after birth, but less than one year, it will be registered without the need to come to probate court if it meets any of the following conditions:

1. Birth certificate is signed by the attending physician; or,
2. If the birth was not attended by a physician (or if the physician has since died), then an affidavit by someone other than a parent as to the date, time, place and parties to the birth may be used, and the record will be registered.

If a birth certificate is filed more than one year, but fewer than seven years after birth, the following conditions apply:

1. If the birth certificate is signed by the attending physician, the local registrar asks the State Department of Health if a certificate has been filed. If the state registrar confirms that there is no registration, and approves the application, the birth will be registered; or,
2. If there was no attending physician, then you must come to probate court and register the birth.

If it has been more than seven years since the birth occurred and no birth certificate has been issued, you must come to probate court to register the birth.

To register your birth through the probate court, you must file in the county where you were born, where you currently reside or in the county where your mother resided when you were born. You can get the forms in person at the probate court, or on our website:

**[www.probatect.org](http://www.probatect.org)**

### These are the necessary steps:

1. You **MUST** first obtain a statement from the Ohio Department of Health and the local registrar that there is no record of your birth. You may not file the Application for Delayed Birth Registration in court without these statements.

*Registrars include:*

**Ohio Department of Health,  
Department of Vital Statistics**

P.O. Box 15098

Columbus, OH 43215-0098

**Births in Cincinnati, OH:**

Cincinnati Dept. of Health

Div. Of Vital Statistics

1525 Elm Street

Cincinnati, OH 45202

**Births in Norwood, OH:**

Norwood Health Center

2059 Sherman Avenue

Norwood, OH 45212

**Births in Reading, OH:**

City of Reading Health Department

1000 Market Street

Reading, OH 45215

**Births in St. Bernard, OH:**

St. Bernard City Hall

110 Washington Avenue

St. Bernard, OH 45217

**Births in the rest of  
Hamilton County, OH:**

Hamilton County

Department of Health

Division of Vital Statistics

250 Wm. Howard Taft Rd., 2nd Floor

Cincinnati, OH 45219

## 2. Prepare and file the Application.

The Application must be filled in completely and must be notarized or acknowledged in the court by a Deputy Clerk. You must also pay the filing fee in cash, money order, law firm check, Mastercard, American Express or Discover card. The court does not accept personal checks. Additional court costs will be charged for each deposition taken, if needed.

You must also bring and present evidence of your birth and identity. Examples include: testimony by one parent, or both; a letter from the hospital or attending physician; certificate of baptism; marriage licenses; birth certificates for other children in the same family; insurance policies; diplomas; federal census records.

You will appear before a Magistrate, who will consider the application. If the application is granted, the court will create an Order to Register Birth and a Finding and Order Establishing Registration of Birth. A certified copy of the Order to Register Birth will be sent to you. The court will send the certified copy of the Finding and Order Establishing Registration of Birth to the Ohio Department of Health.

3. To get a certified copy of the Finding and Order from the Ohio Department of Health, you must write to the Department and request it. It takes four to six weeks for the certified copy to be sent to you. The certified copy of that Finding and Order will be used in place of a Birth Certificate. It is good for all purposes served by a Birth Certificate.

## HOURS & LOCATIONS

### *Main Office*

William Howard Taft Center  
230 East Ninth Street, 9th Floor  
Cincinnati, OH 45202

**Phone: 513-946-3580**

**Fax: 513-946-3581**

Monday- Friday      8 AM- 4 PM

### **BE SURE TO VISIT OUR WEBSITE**

[www.probatect.org](http://www.probatect.org)



*The information in this pamphlet is provided as a service of the court and does not constitute legal advice which can only be given to you by an attorney. Many probate and family law matters involve complex and valuable legal rights. You should always speak with an attorney before filing any papers.*



Hamilton County Probate Court  
James Cissell, Judge

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