

# INSTRUCTIONS FOR REGISTRATION OF A FOREIGN BIRTH RECORD

These instructions are intended as a guideline only and should not be relied upon as a comprehensive list when filing an application for registration of a foreign birth record.

A person who has adopted a child pursuant to an adoption decree or certificate of adoption issued outside the United States and recognized in this state, may request the Probate Court in the county in which the person resides to order the Department of Health to register the foreign decree and to issue an Ohio birth certificate pursuant to R.C. 3705.12(A)(4).

A fee is required at the time of filing. Current Court Costs are posted at: <https://www.probatect.org/about/general-resources>.

Please confirm the amount with the Cashier since filing fees may have changed subsequent to the publication of this instruction sheet. **This fee must be paid in cash, money order, certified check, MasterCard, Discover, or American Express. No personal checks will be accepted.**

The forms may be obtained from the Issue Desk on the 9<sup>th</sup> floor of the Probate Court, 230 E. 9<sup>th</sup> Street, Cincinnati, Ohio or by downloading the forms from the web site, [www.probatect.org](http://www.probatect.org).

## PROCEDURAL STEPS

### STEP 1: Complete the following forms

Application for Registration of Foreign Birth Record (Form 19.2)

- Complete form.
- Have form notarized

Foreign record

- Attach copy of the birth records and foreign adoption decree or certificate of adoption issued by the foreign country. Attach a copy of the English translation which has been certified as to its accuracy by the translator.

Statement of Adopted Person (Form H.C. 118.80)

- Fill in name only.
- Magistrate will complete.

INS approval

- The applicant must also submit proof that the Department of Immigration and Naturalization has approved the foreign certificate or adoption decree. Proof may be by means of INS Form I-171, a copy of the child's resident alien visa card, or any other documentation the Court deems suitable.

Order Granting Registration of Foreign Birth Record (Form 19.3)

- Complete form.
- Magistrate will sign completed form, if granted.

Certificate of Foreign Birth Registration (Form 18.81)

- Complete the form.
- If the adoption has been granted, the clerk will complete the certification and mail it to the Ohio Department of Health who will issue an Ohio birth certificate.

**STEP 2: Reviewing of Forms and Setting of Hearing**

When all forms have been completed, present them to the magistrate's assistant at the information desk on the 9<sup>th</sup> Floor of Probate Court for a magistrate to be assigned. All forms are then taken to a magistrate for review of the pleadings.

**STEP 3: Filing of Forms with Cashier**

If the foreign birth registration is granted, all forms are taken to the cashier who will assign a case number. At this time, the cashier will require the payment of the filing fee. The cashier will stamp the case number on all forms, retain and clock in all original forms. The cashier will stamp the case number on one set of copies and marked them "filed", if provided.

**STEP 4: Completion of Petition**

The clerk will submit a certified copy of the Order Granting Registration of Foreign Birth Record and the Certificate of Foreign Birth Registration to the Ohio Department of Health. You may request a birth certificate from the Ohio Department of Health 30 days after the issuance of the order granting registration of the foreign birth record. You need to send a check (verify with Vital Statistics the current cost) to the following:

**Bureau of Vital Statistics  
Ohio Department of Health  
246 North High Street  
P. O. Box 15098  
Columbus, Ohio 43215-0098**

**Please Note that it may take the Department of Health several months to respond to your request.**

## OBTAINING THE AMENDED BIRTH RECORD

The court will be submitting your paperwork directly to the Bureau of Vital Statistics (ODH/VS) for processing. Once the court paperwork has been received by our office, it will take approximately **three to four** weeks to amend your certificate and have it available for purchasing.

FOR NAME CHANGES: You will need to send a certified copy of the entry approving the name change to Bureau of Vital Statistics (ODH/VS) for processing. Please DO NOT send applications for amended certificates with money/payment with your court paperwork. Please allow time to process the corrections to make the request.

Below are the three ways that a certificate can be purchased. Please do not place an order for a certificate if you have not allowed at least 30 days for processing. You can confirm if the change has been completed by calling the Vital Statistics **Customer Service** line at 614-466-2531 prior to placing your order.

### Local Health Department

A birth certificate can be purchased from any local health department for persons born in Ohio. It is not restricted to where the birth occurred. Below is the information for the local health department(s) in your county. Please contact the office directly to verify how an order can be placed, the cost and whether the office is available for same day service. Certificates will be available for issuance after allowing 30 days for processing.

Hamilton County General Health Dist 250 William Howard Taft Rd, 2 <sup>nd</sup> Floor Cincinnati, OH 45219 <b>Phone:</b> (513) 946-7800	Cincinnati Health Dept., Office of Vital Records 1525 Elm St., 4 <sup>th</sup> Floor Cincinnati, OH 452020 <b>Phone:</b> (513) 352-3120	Norwood City Health Department 2059 Sherman Ave Norwood, OH 45212 <b>Phone:</b> (513) 458-4600
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### Online

Ordering a birth record through the ODH/VS online portal is the fastest way to obtain a certificate. Most orders are filled within five business days and go out first class mail. Each certificate is \$21.50 and can be ordered using credit card. Please go to the following website to place your order after allowing 30 days for processing.

<https://odhgateway.odh.ohio.gov/OrderBirthCertificates/>

### Via Mail – USPS

Customers can also apply for a new certificate via mail. These requests go directly to the ODH/VS office and take approximately two to three weeks to fulfill. Applications should not be sent until four weeks after the paperwork was mailed by the court. A check or money order can be made payable to “Treasurer, State of Ohio” for \$21.50 for each birth certificate requested. Applications can be found online at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/vital-statistics/How-to-Order-Certificates> and can be mailed to the address below with the appropriate payment for copies.

Ohio Department of Health  
Bureau of Vital Statistics  
P.O. Box 15098  
Columbus, Ohio 43215-0098