

INSTRUCTIONS FOR CORRECTION OF BIRTH RECORD

An Application for Correction of Birth Record can only be filed for someone born in Ohio. The procedure to correct a birth record requires an application to be filed in the Probate Court.

The Application for Correction of Birth Record must be filled out completely and properly notarized before filing.

You must bring a copy of the birth certificate worksheet completed at the hospital at the time the application is filed.

A certified copy of the birth certificate is required at the time of initial filing. When attempting to correct the date of birth, you must provide the legal/book copy from the Department of Health.

If you are attempting to correct a date of birth, you must have proof of the date the attending physician signed the birth record, delivery room records or the date the local registrar filed the record of the birth.

A father's name cannot be added or deleted from a birth certificate through the Probate Court.

To add a father or delete a father from a Birth Certificate when the parents are not married, you must contact the Child Support Enforcement Agency.

To add a father to a Birth Certificate when the natural parents are married, take a certified copy of the marriage license to the Department of Health to obtain an Ohio Department of Health Vital Statistics Declaration of Paternity form. Fill it out completely, have it notarized, and send it along with the certified copy of the marriage license to the Ohio Department of Health to have a corrected birth certificate issued.

You may provide two (2) witnesses to testify on your behalf who have personal knowledge of the facts stated within the application or one (1) witness and two pieces of evidence, or four (4) pieces of evidence that support you application.

If the witnesses cannot appear, the witness may execute an affidavit (H.C. Form 623.03) which is acceptable as evidence.

The following are examples of documentary evidence which may be presented to Court in support of the Application for Correction of Birth Record: baptismal record, insurance policies or photocopies of same, school records, lodge records, marriage records, family Bible, federal census records, family genealogy, child's birth record.

A corrected Birth Certificate will be available from the Department of Health usually within 30days after receiving the Probate Court Order.

When a Birth Certificate is corrected, the incorrect birth certificate is then sealed.

A certified copy of the birth certificate may be obtained from:

Births within Cincinnati City Limits

Cincinnati Department of Health
Division of Vital Statistics
1525 E. Elm Street
Cincinnati, Ohio 45210
(513) 352-3120

Births within Norwood City Limits

Norwood Health Center
2059 Sherman Avenue
Norwood, Ohio 45212
(513) 458-4600

Births within Hamilton County but outside City Limits of Cincinnati, Norwood, Reading, and St. Bernard

Hamilton County Department of Health
Division of Vital Statistics
250 William Howard Taft Road, 2nd Floor
Cincinnati, Ohio 45219
(513) 946-7800

State of Ohio

Vital Statistics
Ohio Department of Health
246 North High Street
P.O. Box 15098
Columbus, Ohio 43215-0098
(614) 466-2531

All forms should be **typewritten or legibly printed.**

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 (made payable to PROBATE COURT), MasterCard, Discover, or American Express. No personal checks will be accepted.**

Additional court cost will be charged for each deposition taken, if needed.

The forms may be obtained from the Issue Desk on the 9th floor of the Probate Court, 230 East 9th Street, Cincinnati, Ohio or by downloading the forms from the web site.

A. Filing of Application where hearing is waived:

When all forms have been completed, present them to the Magistrates' Assistant at the information desk on the 9th Floor of Probate Court. A magistrate will be assigned and the clerk will notarize the application. If you have two witnesses and/or documentary evidence at this time, the magistrate may waive setting a hearing date and take testimony.

The magistrate will render a decision.

The magistrate will send you to the cashier to pay the filing fee and file the paperwork.

The cashier will keep the papers and deliver them to the docket clerk who will process the paperwork.

Usually you will receive a certified copy of the Order Correcting Birth Record within a day or two after your hearing notifying you that the paperwork has been completed.

The Clerk will also send a certified copy of the Order Correcting Birth Record to the Ohio Department of Health which will seal the old Birth Certificate and create a corrected Birth Certificate within 4 months.

To obtain a certified copy of the **corrected** Birth Certificate **you** must write to the Ohio Department of Health to request a copy of the amended birth certificate. There is an application fee. The State of Ohio will send the corrected birth record to the local registrar within approximately 6 months after the date of filing. At that time, you can obtain copies of the corrected birth certificate from the local registrar. Please refer to that office for the amount of the application fee.

B. Filing Application where a evidentiary hearing is set:

If you do not have two witnesses and/or documentary evidence at this time, the magistrate will set a hearing date.

After the magistrate sets a hearing; he/she will send you to the cashier to pay the filing fee and file the paperwork that has been completed.

The cashier will keep the papers and deliver them to a docket clerk who will process the paperwork that has been filed.

On the hearing date, you must appear before the assigned magistrate where he/she will take the testimony of your witness(es) or review the evidence you are presenting.

After the hearing has been completed, the magistrate will deliver the file to a docket clerk to complete the paperwork process.

Usually you will receive a certified copy of the Order Correcting Birth Record within a day or two after your hearing notifying you that the paperwork has been completed.

The clerk will also send a certified copy of the Order Correcting Birth Record to the Ohio Department of Health which will seal the old Birth Certificate and create a corrected Birth Certificate within **30 days after receiving the Court Order.**

To obtain a certified copy of the **corrected** Birth Certificate **you** must write to the Ohio Department of Health, or go to the local registrar, to request the new birth certificate. Please refer to their office for the amount of the application fee.

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 nd Floor Cincinnati, OH 45219 Phone: (513) 946-7800	Cincinnati Health Dept., Office of Vital Records 1525 Elm St., 4 th Floor Cincinnati, OH 452020 Phone: (513) 352-3120	Norwood City Health Department 2059 Sherman Ave Norwood, OH 45212 Phone: (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