

INSTRUCTIONS FOR DECLARATION OF PATERNITY

These instructions are intended as a guideline only and should not be relied upon as a comprehensive list of duties in declaring paternity.

Whenever an adult child is over the age of 23 and the birth certificate does not designate a father, a Joint Declaration must be filed in the county where the father lives, if the father is a resident of the State of Ohio. If the father is not a resident of the State of Ohio, he may also file the Joint Declaration in this county.

A filing 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 9th floor of the Probate Court, 230 E. 9th Street, Cincinnati, Ohio or by downloading the forms from the web site.

STEP 1: Filing of the Application

After you fill out the Joint Declaration (H.C. 658.00), Order Affirming Joint Declaration (H.C. 659.00), and Supplemental Findings as to Birth Father (H.C. 623.07) take them to the Magistrate's Assistant at the Information Desk to have a magistrate assigned.

The child's birth certificate along with the genetic tests must be attached to the Joint Declaration.

Note: The child's birth certificate must show that no one has been designated as father.

The child and both parents must appear before the magistrate.

The magistrate will review the forms and approve the Entry if everything is correct.

STEP 2: Filing of papers with Cashier

The Joint Declaration, Order Affirming Joint Declaration, and Supplemental Findings as to Birth Father 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 at this time will retain all the original papers and certify the pleadings you need to send to Vital Statistics. There is a per entry charge after the first one.

You must send a certified copy of the order to:

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

After allowing 30 days for processing, you can request a new birth certificate.

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 45202 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