INSTRUCTIONS FOR CORRECTION OF BIRTH RECORD

An Application for Correction of Birth Record can only be filed for someone who was born in OHIO and a current resident of Hamilton County, Ohio or was BORN in Hamilton County, OHIO.

A certified copy of the birth certificate is required at the time of initial filing. Must be "long birth certificate" to prove birth took place in Hamilton County, Ohio if living outside Hamilton County, Ohio currently.

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, if available.

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

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

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 your application.

If the witnesses cannot appear, the witness may execute an affidavit (H.C. Form 30.03) 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, marriage records, federal census records, family genealogy, child's birth record.

A corrected Birth Certificate will be available from the Department of Health usually within 60 days after receiving the Probate Court Order.

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

INSTRUCTIONS FOR SEX MARKER CHANGE

An Application for Correction of Birth Record, which includes a request to change a Sex Marker, can only be filed for a birth that took place in HAMILTON COUNTY, OHIO.
The procedure for a Sex Marker Change 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.

A certified copy of the birth certificate is required at the time of initial filing. Must be "long birth certificate" to prove birth took place in Hamilton County, Ohio if living outside Hamilton County, Ohio currently.

For both MINORS and ADULTS a letter from either a Doctor, Clinical Psychologist, Certified Nurse Practitioner, or Physician's Assistant verifying transgender status is required at the time of filing.

- **For ADULT Sex Marker Change, the forms are to be completed and taken to the Information Desk for review. Once reviewed and approved, the signed forms are taken to the Cashier for filing.**
  The Order Correcting the Birth Record will be sent to the applicant and to the Ohio Department of Health within one (1) week from the date the Order is filed.
  The applicant is responsible for obtaining the corrected birth certificate from the State of Ohio Department of Vital Statistics in about two (2) month.

- **For MINOR Sex Marker Change, the forms are to be completed and taken to the Information Desk for review. Both parents must consent to the Sex Marker Change. If both parents do not consent, the application must be set for hearing and notice must be sent via certified mail by the applicant as notification of the hearing to the non-consenting parent.**

  If a biological parent's current address is unknown, then the affidavit must be completed for Unknown Address of Parent. Publication of notice to this parent is required.
  If publication is required, you will use the Notice of Hearing on Change of Sex Marker.
  The application will be set for hearing and publication of notice will be required in a news paper of general circulation in the County at least thirty (30) days before the hearing on the application.
  The Cincinnati Court Index Press will be paid directly by the Court from the initial filing fees for this case.
  After publication is completed, the Cincinnati Court Index Press will send the Court proof of publication and Entry Approving Publication.

  Once approved or set for hearing, the signed forms are taken to the Cashier for filing.
  The Order Correcting the Birth Record will be sent to the applicant and to the Ohio Department of Health within one (1) week from the date the Order is filed.

  The applicant is responsible for obtaining the corrected birth certificate from the State of Ohio Department of Vital Statistics in approximately two (2) months.
  The applicant and/or child must appear at the time the Application is filed and/or at the hearing.

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 Elm Street, 4th Floor
Cincinnati, Ohio 45202
(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
1701 Patricia McCollum Way
Cincinnati, Ohio 45237
(513) 946-7800

State of Ohio
Vital Statistics
Ohio Department of Health
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. **We accept cash, cashier's checks or all major credit/debit cards as payment for the fee. No personal checks or money orders will be accepted.**

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

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

A. Filing of Application where hearing is waived:
Self-Representation Form (270.01) - Sign and Complete information if you **do not** have legal representation
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 Consents for Minors, the Magistrate may waive setting a hearing date.
You will receive a certified copy of the Order Correcting Birth Record within a week 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 sixty days. 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 corrected birth certificate after allowing at least 60 days for processing. 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 Consents to the Sex Marker Change 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 completed paperwork.
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.
You will receive a certified copy of the Order Correcting Birth Record within one week 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 **60 days after receiving the Court Order**. To obtain a certified copy of the **corrected** Birth Certificate **you** must write to the Ohio Department ofHealth to request a copy of the corrected birth certificate after allowing at least 60 days for processing. Please refer to that office for the amount of the application fee.

OBTAINING THE CORRECTED BIRTH RECORD

The court will submit 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 **eight** weeks to amend your certificate and have it available for purchasing.

FOR NAME CHANGES OR CONFORMED NAMES: 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 withyour 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 60 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 60 days for processing.

Hamilton County Dept. of Health 1701 Patricia McCollum Way Cincinnati, OH 45219 **Phone:** (513) 946-7800	Cincinnati Health Dept., Office of Vital Statistics 1525 Elm St., 4th Floor Cincinnati, OH 45202 **Phone:** (513) 352-3120	Norwood City Health Department 2059 Sherman Ave Norwood, OH 45212 **Phone:** (513) 458-4600

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 $22.00 and can be ordered using credit card. Please go to the following website to place your order after allowing 60 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 $22.00 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