INSTRUCTIONS FOR REGISTRATION AN OHIO BIRTH

An Application for Registration of Birth Record can only be filed for an Ohio birth. The procedure to register a birth requires an application to be filed in the Probate Court. The Application for Registration of Birth Record must be filled out completely and properly notarized before filing.

Before filing an application to register a birth, you must obtain a statement or letter from the Ohio Department of Health and from the local office where your birth should have been recorded, stating that there is no record of your birth.

This information must be attached to your application.

For births occurring:

Within Cincinnati City Limits
Cincinnati Department of Health
Division of Vital Statistics
1525 E. Elm Street
Cincinnati, Ohio 45202
(513) 352-3120

Within Reading City Limits
City of Reading Health Department
1000 Market Street
Reading, Ohio 45215
(513) 733-3725

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

Within St. Bernard City Limits
St. Bernard City Hall
110 Washington Street
St. Bernard, Ohio 45217
(513) 242-7772

Within Hamilton County but outside City Limits of Cincinnati, Reading, Norwood, 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
246 North High Street
P.O. Box 15098
Columbus, Ohio 43215-0098
(614) 466-2531

All forms should be typewritten or legibly printed in black ink.

A fee is required at the time of filing. Additional court costs will be charged for **each** deposition taken, if needed. **Current Court Costs are posted at: https://www.probatect.org/about/general-resources**.

Please confirm the actual 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.**

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.

STEP 1: Obtain letters
Obtain statement from the Ohio Department of Health and local register where you were born stating there is no record of your birth.
STEP 2: Gather 2 witnesses and/or documentary evidence
If you wish, start gathering documentary evidence to present at the hearing to establish the facts stated in the application. Documentary evidence includes any record established in the past that proves the facts stated in the application. The following are examples of documentary evidence: baptism certificate, insurance policies or photo static copies of same, school records, lodge records, marriage records, family bible, federal census records, family genealogy, child's birth record, hospital records, military records, birth and death certificates.
If you are unable to provide appropriate documentation you may have 2 witnesses appear in Court with you or be deposed by a notary outside of court, pursuant to a commission to take deposition. The witnesses must have personal knowledge of the facts stated in the application to register the birth record. Blood relatives are preferred but other witnesses having personal knowledge of the facts stated in the application may be used.
Step 3: Filing the Application
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 magistrate's assistant at the information desk on the 9th Floor of Probate Court for a magistrate to be assigned and at this time 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. If you do not reside in Hamilton County, please contact the court to determine if the application can be submitted through the mail. 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 copy of the Order to Register Birth within a day or two after your hearing notifying you that the paperwork has been completed. The Clerk will also prepare the Ohio Department of Health Finding and Order Establishing Registration of Birth sending it to the Ohio Department of Health. The **Finding**

and Order Establishing Registration of Birth is used in place of an actual birth certificate. To obtain a certified copy of the Finding and Order Establishing Registration of Birth **you** must write or go to the Ohio Department of Health and apply for the copy. You must submit an application fee. Your birth registration records will be maintained only at the Ohio Department of Health.

Application is set for hearing where testimony is taken by deposition:

If you are filing the Application for Registration of Birth Record by mail you must make sure your signature is notarized. You must also fill out the "Information to Take Testimony" sheet if you and/or your witness(es) cannot appear, printing the required information. The two letters stating that there is no record of your birth, Application for Registration of Birth Record documentary evidence and the "Information to Take Testimony" sheet should be mailed to Probate Court with the filing fee (additional fee for each deposition taken). **This fee must be paid in cash or certified check. No personal checks or credit cards will be accepted.**

A magistrate will verify that you submitted all the required paperwork to proceed and take your forms to the cashier to get a case number. The cashier will then deliver the paperwork to the docket clerk to enter your application into the computer. The clerk will then issue a Commission to the notary listed on the Information to Take Testimony sheet to take the deposition of you and/or witness(es).

Once the deposition(s) have been returned to the Court, the magistrate will read the deposition(s), review the evidence and render a decision. The decision will be filed with a clerk.

If the Application is granted, you will receive a copy of the Order to Register Birth within a day or two after your hearing. The clerk will also prepare the Ohio Department of Health Finding and Order Establishing Registration of Birth sending it to the Ohio Department of Health. The **Finding and Order Establishing Registration of Birth** is used in place of an actual birth certificate. To obtain a certified copy of the Finding and Order Establishing Registration of Birth **you** must write to the Ohio Department of Health and apply for the copy. Alternatively, you can present a check or money order for the proper amount to the Clerk at the Issue Desk who will include it in the envelope to Columbus. Please submit to the Ohio Department of Health at the address listed above. If you submit the application fee via the court, you should receive your certified copy in 2 weeks.