# 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 an Ohio 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. **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 form 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**

Self-Representation Form (270.01)

- Sign and Complete information if you **do not** have legal representation

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 and payment (you will need to check with Vital Statistics for the current cost) for a new birth certificate to:

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

You should receive the new birth certificate in about 8 to 12 weeks.