

# 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 45210  
(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. **This fee must be paid in cash, certified check, MasterCard, Discover, or American Express. No personal checks or money orders will be accepted.**

**The forms may be obtained from the Issue Desk on the 9<sup>th</sup> floor of the Probate Court, 230 East 9<sup>th</sup> 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 9<sup>th</sup> 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.

## **A CITIZEN’S GUIDE TO COMMUNICATING WITH THE JUDGE AND MAGISTRATES**

### **Why can’t I communicate directly with the judge or magistrate on my case?**

If the matters are contested, judges and magistrates are not allowed to communicate with individual parties. This is what the law calls an *ex-parte* communication (this is when a judge or magistrate only communicates with an individual party, on their own, without the knowledge of all parties to a case). In order to keep the court process as fair, equal and as transparent as possible, *ex-parte* communication is strictly forbidden. It is unfair for the court to share information without all of the parties present.

You cannot email the judge or magistrate, as the email is considered an *ex-parte* communication. In addition, emails are not pleadings (motions.) You cannot write a personal letter to the judge or magistrate as this may be considered an *ex-parte* communication.

### **How can I speak to the judge or magistrate on my case?**

Typically, to speak to the judge or magistrate on your case, you must file a written motion with the court explaining what you want the court to do and all motions become part of the public record. You also have to send a copy of whatever you file to the other parties, or their attorney if they are represented by an attorney (this is called “service”). A motion is not considered an *ex-parte* communication because all parties are officially notified. You may be required to pay a filing fee when you file your written motion. Please note, there is no fee if you wish to speak to the magistrate in an uncontested matter, on their assigned walk-in days.

### **I’ve heard there’s always a magistrate on duty to hear arguments immediately – what does that mean?**

There is a magistrate on duty every business day. The on-duty magistrate may answer generic procedural questions. The on-duty magistrate may also discuss matters in an uncontested case. For all other matters, the on-duty magistrate is prohibited from speaking with you. To address the court for these matters, you must file a written motion. The on-duty magistrate will set the matter for hearing before the magistrate assigned on your case or the judge.

### **What if I need to tell the judge or magistrate something I don’t want the other party to know about?**

Unfortunately, you cannot withhold information from another party to your case. In order to keep the case fair to everyone involved, as soon as you tell the judge or magistrate something, you must also tell the other parties. All sides must have an opportunity to respond to the information that you have shared with the court.

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
RALPH WINKLER, JUDGE**

**IN THE MATTER OF:** \_\_\_\_\_

**CASE NO.** \_\_\_\_\_

**SELF-REPRESENTATION ACKNOWLEDGMENT**

I acknowledge that I have read, understand and agree with all of the following statements:

1. The Court has recommended that I hire an attorney to represent me in this case. However, I have chosen to proceed with this case without the assistance of an attorney.
2. The Court and its Deputy Clerks are prohibited by law from providing legal advice. I will follow the instructions provided in the form packets and on the Court's website, [www.probatect.org](http://www.probatect.org).
3. I am responsible for understanding and correctly applying any statutes, case law, rules, regulations, policies, and procedures that relate to this case, including, but not limited to, the Ohio Revised Code, Rules of Superintendence for the Courts of Ohio, Hamilton County Probate Court Local Rules of Practice, and the Ohio Rules of Civil Procedure.
4. The same standards that apply to attorneys and persons represented by attorneys in similar probate hearings will apply to myself.
5. If I do not fulfill my responsibilities in this case as required by law, I may be subject to sanctions or penalties as provided by law, which may include removal as fiduciary or being required to be represented by an attorney.
6. I may be personally liable to any person or entity that suffers damages as a result of anything I do or fail to do in this case that does not comply with the legal requirements.

\_\_\_\_\_  
Fiduciary/Applicant/Guardian

\_\_\_\_\_  
Typed Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Email

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
RALPH WINKLER, JUDGE**

IN THE MATTER OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

**APPLICATION FOR REGISTRATION OF BIRTH RECORD**

Registrant prays that the fact of birth be established in accordance with R.C. 3705.15 as follows:

Full Name of Child (at time of birth)	
Exact Place of Birth	Date of Birth <div style="text-align: right;"><input type="checkbox"/> Male   <input type="checkbox"/> Female</div>
Name of Parent 1 <input type="checkbox"/> Male <input type="checkbox"/> Female	Full Name of Parent 2 <input type="checkbox"/> Male <input type="checkbox"/> Female
Age of Parent 1 (at time of this birth)	Age of Parent 2 (at time of this birth)
Birthplace of Parent 1	Birthplace of Parent 2
Last Name of Parent 1 Prior to First Marriage	Last Name of Parent 2 Prior to First Marriage

The registrant being first duly sworn says that the facts stated in the foregoing application are true as he/she verily believes and prays that the Court order the registration of said birth.

\_\_\_\_\_  
Signature of Registrant

\_\_\_\_\_  
Printed or Typed Name of Registrant

\_\_\_\_\_  
Address

(\_\_\_\_\_) \_\_\_\_\_  
Phone Number (include area code)

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
RALPH WINKLER, JUDGE**

**IN THE MATTER OF** \_\_\_\_\_

**CASE NO.** \_\_\_\_\_

**ENTRY SETTING HEARING ON APPLICATION FOR  
REGISTRATION OF BIRTH RECORD**

The Court sets \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_ M. in  
Room \_\_\_\_\_ as the date and time for hearing the application.

The Court further authorizes the taking of a deposition of the following.

- Applicant
- Witness
- Not Applicable

\_\_\_\_\_  
Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
RALPH WINKLER, JUDGE**

IN THE MATTER OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

**ENTRY DISPENSING WITH SETTING OF HEARING  
ON REGISTRATION OF BIRTH RECORD**

The Court orders that setting of hearing be dispensed with in this matter.

\_\_\_\_\_  
Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO**

**INFORMATION TO TAKE TESTIMONY**

**Use This Form Only If You and/or Your Witness(es) Cannot Appear**

**DEPOSITION OF REGISTRANT**

Your name \_\_\_\_\_

Your address \_\_\_\_\_

Name of Notary \_\_\_\_\_

Address of Notary \_\_\_\_\_

**DEPOSITION OF WITNESS(ES)**

Name of Witness \_\_\_\_\_

Address of Witness \_\_\_\_\_

Name of Notary \_\_\_\_\_

Address of Notary \_\_\_\_\_

Name of Witness \_\_\_\_\_

Address of Witness \_\_\_\_\_

Name of Notary \_\_\_\_\_

Address of Notary \_\_\_\_\_

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
RALPH WINKLER, JUDGE**

**IN THE MATTER OF:** \_\_\_\_\_

**CASE NO.** \_\_\_\_\_

**ENTRY ORDERING REGISTRATION OF BIRTH RECORD  
TO BE RELEASED TO THE OHIO DEPARTMENT OF HEALTH  
BUREAU OF VITAL STATISTICS**

The Application for Registration of Birth Record having been granted in this matter, the Court orders the clerk to forward a certified copy of Birth Registration and all necessary information to the Ohio Department of Health Bureau of Vital Statistics for the issuance of a birth certificate for the above named individual.

\_\_\_\_\_  
Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
RALPH WINKLER, JUDGE**

**IN THE MATTER OF:** \_\_\_\_\_

**CASE NO.** \_\_\_\_\_

**SELF-REPRESENTATION ACKNOWLEDGMENT**

I acknowledge that I have read, understand and agree with all of the following statements:

1. The Court has recommended that I hire an attorney to represent me in this case. However, I have chosen to proceed with this case without the assistance of an attorney.
2. The Court and its Deputy Clerks are prohibited by law from providing legal advice. I will follow the instructions provided in the form packets and on the Court's website, [www.probatect.org](http://www.probatect.org).
3. I am responsible for understanding and correctly applying any statutes, case law, rules, regulations, policies, and procedures that relate to this case, including, but not limited to, the Ohio Revised Code, Rules of Superintendence for the Courts of Ohio, Hamilton County Probate Court Local Rules of Practice, and the Ohio Rules of Civil Procedure.
4. The same standards that apply to attorneys and persons represented by attorneys in similar probate hearings will apply to myself.
5. If I do not fulfill my responsibilities in this case as required by law, I may be subject to sanctions or penalties as provided by law, which may include removal as fiduciary or being required to be represented by an attorney.
6. I may be personally liable to any person or entity that suffers damages as a result of anything I do or fail to do in this case that does not comply with the legal requirements.

\_\_\_\_\_  
Fiduciary/Applicant/Guardian

\_\_\_\_\_  
Typed Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Email

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
RALPH WINKLER, JUDGE**

IN THE MATTER OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

**COMMISSION TO TAKE DEPOSITION**

To: \_\_\_\_\_, Greeting:

Whereas, \_\_\_\_\_, who resides at \_\_\_\_\_  
in the County of \_\_\_\_\_, State of \_\_\_\_\_, has filed  
an Application in the Probate Court of Hamilton County, Ohio to register h \_\_\_\_\_ birth and, whereas, this  
Court did make an order authorizing the taking of the deposition \_\_\_ of the following person(s).

APPLICANT \_\_\_\_\_ ADDRESS \_\_\_\_\_

WITNESS \_\_\_\_\_ ADDRESS \_\_\_\_\_

WITNESS \_\_\_\_\_ ADDRESS \_\_\_\_\_

Whereas, testimony is necessary to support the allegations set forth in said application, and it has been  
represented to the Court that said applicant/witness(es) (is) (are) unable to appear in open Court.

Whereas, I, Judge of the Probate Court of Hamilton County, Ohio have appointed you as commissioner  
with full power and authority to examine and take the deposition(s) of said applicant/witness(es) upon  
the interrogatories attached hereto.

Now, therefore, I command you that, at certain time(s) and place(s) appointed by you, to cause  
applicant/witness(es) to be brought before you upon such interrogatories, and answer on oath or affirmation  
first taken before you upon such interrogatories, and that you reduce such examination and the  
answers of said applicant/witness(es) to writing under your seal and return the same together with this  
commission and said interrogatories attached thereto to this Probate Court with all due promptness.

In testimony whereof, I have hereunto set my hand and affixed the seal of said Court at  
Cincinnati, Ohio this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Ralph Winkler, Probate Judge

By: \_\_\_\_\_  
Deputy Clerk