

**PROBATE COURT OF FAIRFIELD COUNTY, OHIO  
JUDGE TERRE L. VANDERVOORT**

**CHECKLIST FOR CORRECTION OF BIRTH RECORD (GENDER MARKER CHANGE)**

Filing Fees

Court Costs: \$74.00

Requirements

An individual who wishes to obtain a court order to change the gender marker on a birth record must complete and file an Application for Correction of a Birth Record (Gender Marker).

***The application can only be filed with the Court for someone born in Ohio, and it must be filed in the county where the person's birth occurred, where the person resides, or where the person's mother resided at the time of birth.***

**Note:** *All paperwork must be typed or neatly written in blue ink.  
All filings must be single-sided. We will not accept double-sided originals.  
Please do not staple original paperwork. We cannot accept filings with staples.*

The Process

The documents listed below must be prepared by the applicant or his/her attorney, and brought into the court for filing, along with the filing fee. If the Correction of Birth Record is approved, it will take approximately 3-4 months for Vital Statistics to issue a new Certificate of Birth.

- Self-Representation Acknowledgment (Form 75.1) If applicable
  - This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (Form 75.3-A)

• **ADULT APPLICANTS**

- A notarized Application for Correction of a Birth Record (Gender Marker) (Form 30.1)
- A certified copy of the Ohio Certificate of Birth
- A copy of their current state-issued photo identification
- A completed Affidavit to Correct Gender Marker in Birth Record (Adult) (Form 30.2)

• **MINOR APPLICANTS**

If the correction is for a minor (under the age of 18), the Application for Correction of a Birth Record (Gender Marker) (Form 30.1) and affidavits must be completed by the minor's parent or court-appointed legal custodian. The minor must meet one of the following criteria:

- Born in Fairfield County, Ohio
- Currently resides in Fairfield County, Ohio
- Minor's mother was a Fairfield County resident at the time of minor's birth

The documents listed below must be provided, along with the filing fee:

- A notarized Application for Correction of a Birth Record (Gender Marker) (Form 30.1)
- A certified copy of the minor's Ohio Certificate of Birth
- A copy of the **applicant's** (not the minor's) current state-issued photo identification
- A completed Statement of Licensed Professional Regarding Birth Record Change (Form 30.4)
- Proof of the applicant's relationship to the minor (certified copy of birth certificate or certified copy of court order appointing applicant as minor's legal custodian)
- A completed Affidavit to Correct Gender Marker in Birth Record (Minor) (Form 30.3)
- Waiver of Notice and Consent to Correction of Birth Record (Form 30.5)
  - *If a notarized waiver and consent form (Form 30.5) is not completed by each of the minor's legal parents, the correction will be set for a hearing. Each parent must be served with notice of the hearing. Additional documentation and/or testimony may be required before the Court will approve an order to make the gender marker change.*

***Court employees are prohibited by statute from practicing law and cannot give legal advice***