

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

**CHECKLIST FOR CORRECTION OF BIRTH RECORD  
(NOT GENDER RELATED)**

Filing Fees

Court Costs: \$74.00

Requirements

You may be able to correct typing or clerical errors within the first year of a child's life by going through a local registrar or the state vital statistics offices.

***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.***

A parent's name cannot be added or deleted from a birth record correction in the Probate Court. If the parents were not married at the time of the child's birth, contact the Child Support Enforcement Agency to get additional information for adding a parent's name. If the parents were married at the time of the child's birth, contact the Ohio Department of Vital Statistics.

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.

**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.*

Initial Filing

- Self-Representation Acknowledgment (FC Form 75.1) *If applicable*
  - This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (FC Form 75.3-A)
- A Certified Copy of the Birth Certificate
- Application for Correction of Birth Record (not gender-related) (Form 30.0) **MUST BE NOTARIZED**
- At least two (2) pieces of evidence of the birth and identity of the person who requires a corrected birth record. Evidence may include:
  - Certificate of Baptism
  - Federal Census Record
  - Social Security Application
  - Testimony by one or both parents
  - A letter from the hospital or attending physician
  - A Family Genealogy or History Book
  - Insurance Policies
  - Armed Forces discharge papers
  - Diplomas
  - School Records or Transcripts
- Copy of Driver's License or Government ID of the **Applicant** *if Applicant is applying for a minor*