

## Checklist Registration of Birth Record

### Filing Fees

Court Costs: \$74.00

### Requirements

A delayed birth record registration is considered any registration submitted eleven (11) or more days after the birth occurred. There are different processes for submitting a delayed birth record registration depending on the time frame involved in your situation.

If the birth certificate is filed **more than ten days after birth, but within one year**, it will be registered without the need to involve the Probate Court if any of the following conditions met: (1) Birth certificate is signed by the attending physician; or (2) If a physician was not present at the birth or the physician has passed away, then an affidavit by someone other than a parent as to the date, time, place and parties to the birth may be used, and the record will be registered.

If the birth certificate is filed more than one (1) year, but not more than seven (7) years after birth, it will be registered without the need to involve the Probate Court if the attending physician signs the birth certificate. If there was no attending physician, then the birth must be registered through the Probate Court.

If more than seven (7) years have passed since the birth and no birth certificate has been issued, the birth must be registered through the Probate Court.

An Application for Registration of a Birth Record can only be filed with the Court for someone born in Ohio. To correct an Ohio Birth Record, the application 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.

### 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 Registration of Birth Record is approved, it will take approximately 3-4 months for Vital Statistics to issue a 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 statement from the Ohio Department of Health or local registrar that there is no record of the person's birth
- ☐ Application for Registration of Birth (Form HEA 2782) **MUST BE NOTARIZED**
- ☐ Finding and Order Establishing Registration of Birth (Form HEA 2745)
- ☐ At least four (4) 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
  - Notarized affidavit of a witness to the birth
  - 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*