

CORRECTION OF BIRTH RECORD INFORMATION

An Application for Correction of Birth Record can only be performed for someone born in Ohio. An application for correction of Birth Record must be filed in the Probate Court.

The Application for Correction of Birth Record must be filled out completely and properly notarized before filing.

A certified copy of the birth certificate is required at the time of initial filing. The affidavits of two witnesses must be filed with the Application, in addition to any documentary evidence necessary.

The following are examples of documentary evidence which may be presented to Court in support of the Application for Correction of Birth Record: baptismal record, insurance policies or photocopies of same, school records, lodge records, marriage records, family Bible, federal census records, family genealogy, child's birth record.

Documentation and the certified copy of the birth certificate WILL be retained by the Court. Copies of supporting documentation are acceptable.

A corrected Birth Certificate will be available from the Department of Health usually within 30 days after receiving the Probate Court Order. Applicants are responsible for ordering birth certificates from the Department of Health.

When a Birth Certificate is corrected, the incorrect birth certificate is then sealed.

The Court may hold a hearing on any Application to Correct Birth Record.

A father's name cannot be added or deleted from a birth certificate through the Probate Court.

To add a father or delete a fathers' name from a Birth Certificate when the parents are not married, you must contact the Child Support Enforcement Agency.

To add a father's name to a Birth Certificate when the natural parents are married, take a certified copy of the marriage license to the Department of Health to obtain an Ohio Department of Health Vital Statistics Declaration of Paternity form. Fill it out completely, have it notarized, and send it along with the certified copy of the marriage license to the Ohio Department of Health to have a corrected birth certificate issued.