

CHECKLIST

BIRTH CORRECTIONS

Initial Filing Fee:

Court Costs: \$87.00 *(This includes cost of new birth certificate)*

Requirements:

The application can only be filed for someone born in Ohio. 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 second parent's name cannot be added or deleted from a birth record through birth correction proceedings in Probate Court.**

E-Filing Process:

When the following documents are accepted by the Court, the Court will contact the applicant if more information is needed or if a hearing is required.

Checklist:

Application HEA-2783, with Affidavits *(must be notarized and typed)*

Copy of birth certificate worksheet completed at the hospital, if available

"Book copy" of Birth Certificate that has the error

At least two (2) of the following pieces of evidence of birth and identity:

- **Certificate of Baptism**
- **Federal Census Records, Social Security application**
- **Notarized affidavit of a witness to the birth**
- **A letter from the hospital or attending physician**
- **Family genealogy from family bible or family history books**
- **Insurance policies/applications**
- **Armed Forces discharge papers**
- **Diplomas, school records or transcripts with an original signature from the school records secretary**
- **Copy of birth certificate as noted above, also a copy of a child's birth certificate may provide evidence of the applicant's age, place of birth and maiden name at the time of the birth of the child.**

Copy of Picture ID of the applicant

Note:

It will take approximately 3-4 months after the correction is sent to Vital Statistics to receive the new Certificate of Birth.