

## GUIDELINE FOR DELAYED BIRTH REGISTRATION

The following requirements are necessary to establish a delayed birth record, when the record of birth is entirely missing:

- This information is intended as a guideline only and should not be relied upon as a comprehensive list of duties in a delayed birth registration.
- The application must be typed or printed in ink, sworn to, and signed in front of a Notary Public or other person authorized by law to administer oaths.
- You will need to provide a copy of the letter you have received from the Department of Health, Vital Statistics, in Columbus, OH. The letter should indicate that a statewide search of indexes has been done and that they have failed to locate a birth record for you.
- An affidavit of the physician or certified nurse-midwife in attendance must accompany the application. If that is not available, affidavits of at least two persons having knowledge of the facts stated must accompany the application. Those affidavits must be from a person who is at least five years older than the applicant. Affiants should be relatives or long-time acquaintances such as a long-time family friend. If it is impossible to find an affiant who is five years older than the applicant and familiar with the facts, the next best affiants should be used, such as younger relatives. The affidavits must be sworn to and signed in front of a Notary Public or other person authorized by law to administer oaths.
- Applicant must provide documentary evidence to support their application.
- Court costs for a delayed birth registration are listed on the Court's website.
- Please provide your telephone number to the court in the event a clerk may need to contact you after your application has been filed.
- Upon completion and filing of the application, it will be presented to the Probate Judge for review. When the Judge has signed the order that the birth be registered it will be sent to the Ohio Department of Health, Vital Statistics, P.O. Box 118, Columbus, OH 43216-0018.