INSTRUCTIONS FOR BIRTH CERTIFICATE CORRECTION

Probate Court may correct a birth certificate if an error was made at the time the certificate was issued. A correction may not be utilized to make desired changes to spelling or other information on the birth certificate.

Probate Court does not have the authority to remove a parent from a birth certificate or to determine paternity in any other circumstances, other than described in R.C. 2105.26. Other issues involving paternity should be addressed to the Juvenile Court, Domestic Relations Court, Vital Statistics Office, or the Child Support Enforcement Agency in your county of residence or county of residence of the child.

Filing fees: $85.00. Additional Court costs may be incurred and are due and payable prior to the issuance of the Judgment Entry.

Requirements:

- The birth certificate to be corrected must be a certified State of Ohio Certification of Birth issued by the Office of Vital Statistics.

- A birth certificate correction may be obtained in the Probate Court in the county:
  - Where the birth occurred;
  - Where the person resides whose birth is being corrected; or
  - Where the mother resided at time of birth.

A. Required Documents for Correction of a Minor's birth Certificate:

1. Self-Representation Acknowledgment form (BCPC Form 638) to be filed, if applicable.
   - This form must be filed if applicant is not represented by an attorney.

2. Contact Information Form (BCPC Form 639).

3. Correction of Birth Record (BCPC Form 30.0L; Page 1).
   - This form MUST be notarized.

4. Certified copy of birth certificate which will be kept by the Court.

5. Supporting Affidavit (BCPC Form 30.0L; Page 2, Top Section) from the attending physician, nurse practitioner, or certified nurse-midwife.
   - If you are unable to obtain an affidavit from the attending physician or the certified nurse-midwife, then you can obtain affidavits from two (2) persons having personal knowledge of the facts and personal contact with the applicant at the time of the birth (see below).

   OR

   Supporting Affidavits (BCPC Form 30.0L; Page 2, Bottom Section and Page 3) by at least two (2) persons having personal knowledge of the facts and personal contact with the applicant at the time of the birth (i.e.: family member, friend, etc.).

   OR

   Two (2) items of support documentation as follows:
   - Baptismal Record or Hospital Record
   - DD214 (military discharge)
   - Insurance Policies which show the date of birth

- Photocopy of Marriage Application
- Photocopy of school records (this can be obtained from the Board of Education)
- Family Bible or Church Records
- Voter Registration
- Medicare/Medicaid Application
- Social Security Application
- Income Tax Records (IRS)
- Bank Accounts records
- Obituaries of Family Members
- Children's Birth Records
- Lodge records (VFW, FPO, Moose, etc.)
- Federal Census Records

6. Court order appointing the applicant as anything other than a natural parent, if any, for correction on a minor's birth certificate (Copy of Letters of Guardianship).
7. Journal Entry Ordering Correction of Birth Record (BCPC 30.0E).

NOTE: All affidavits must be notarized. Probate Court staff may not notarize documents for the applicants.

B. <u>If correcting the date of birth of a Minor, you must also have:</u>

1. Proof showing the date the attending physician, nurse practitioner, or certified nurse midwife signed the birth record;

   OR

2. The date the local registrar filed the record.

C. <u>If correcting the gender on the birth certificate of a Minor, you must also have:</u>

1. A letter from a physician (on physician's letterhead) stating that no surgery for sexual reassignment has taken place.

NOTE: If a birth certificate correction is issued by this Court, it is the Applicant's responsibility to obtain a corrected birth certificate from the Ohio Department of Vital Statistics. The Court <u>does not</u> obtain a new birth certificate for you.

D. <u>Required Documents for Correction of an Adult's Birth Certificate.</u>

1. Self-Representation Acknowledgment form (BCPC Form 638) to be filed, if applicable.
   - This form must be filed if applicant is not represented by an attorney.
2. Contact Information Form (BCPC Form 639).
3. Correction of Birth Record (Form HEA 2783l Page 1).
   - This form MUST be notarized.
4. Certified copy of birth certificate which will be kept by the Court.
5. Photocopy of driver's license/State ID.
6. Correction of Birth Record (Form HEA 2783l Page 1).
   - This form MUST be notarized.

7. Supporting Affidavit (Form HEA 2783; Page 2, Top Section) from the attending physician or certified nurse-midwife.

   OR

   Supporting Affidavits (Form HEA 2783; Page 2, middle and bottom sections) by at least two (2) persons having personal knowledge of the facts and personal contact with the applicant at the time of the birth (i.e.: family member, friend, etc.).

   AND

   Two (2) items of support documentation as follows:
   - Baptismal Record or Hospital Record
   - DD214 (military discharge)
   - Insurance Policies which show the date of birth
   - Photocopy of Marriage Application
   - Photocopy of school records (this can be obtained from the Board of Education)
   - Family Bible or Church Records
   - Voter Registration
   - Medicare/Medicaid Application
   - Social Security Application
   - Income Tax Records (IRS)
   - Bank Accounts records
   - Obituaries of Family Members
   - Children's Birth Records
   - Lodge records (VFW, FPO, Moose, etc.)
   - Federal Census Records

IMPORTANT:

There must be two (2) separate valid documents presented to the Court as proof for each incorrect item. One document cannot be used as proof of the date, place, and names. One proof must be provided for each of those elements.

All Affidavits must be notarized. Probate Court staff may not notarize documents for the Applicants.

E. **<u>In correcting the date of birth for an Adult, you must also have:</u>**

1. Proof showing the date the attending physician or certified nurse midwife signed the birth record; or the date the local registrar filed the record.

F. **<u>If correcting the gender on the birth certificate, you must also have:</u>**

1. A letter from a physician (on physician's letterhead) stating that no surgery for sexual reassignment has taken place.

NOTE:

If a birth certificate correction is issued by this Court, it is the Applicant's responsibility to obtain a corrected birth certificate from the Ohio Department of Vital Statistics. The Court does not obtain a new birth certificate for you.

All paperwork must be TYPED. No handwritten documents will be accepted by the Court.

Each form must be printed separately.

The Court will NOT accept notarized documents with "white-out" or correction tape.

The Court will NOT accept any documents with "white-out" or correction tape.

The applicant MUST use their FULL NAME (i.e.: First, middle, and last name) on all filings including any suffixes (i.e.: Jr. Sr., II, III, etc.…). No initials may be used.

All capital and lower case letter of the Applicant's name must match the identity documents.

It is the applicant's responsibility to redact all personal identifiers as this case type is public record. The Court will not redact personal identifiers.