# INSTRUCTIONS FOR FILING A JOINT DECLARATION OF PATERNITY

***All forms must be typewritten (forms on our web site can be filled in before printing)***

***(Revised 10-31-2025)***

These forms are being provided as a public service of the Butler County Probate Court, and are intended as a guideline only. If you choose to represent yourself and use these forms, please be advised that state law prohibits the staff of Butler County Probate Court from providing legal advice. If you find you need assistance, please contact an attorney of your choosing or the Butler County Bar Association Lawyer Referral Service at (513) 896-6671.

**The documents that you file *must* be typewritten, legible, *AND* completed in their entirety** Illegible or incomplete documents may be refused for filing or, if filed, could result in your documents being denied, delayed, or dismissed.

Only submit one set of original document(s) to the Court for filing. The Court will affix a time stamp to the original document(s) and provide the filer with one complimentary copy of each filing. Any additional copies of document(s) submitted will be returned to the filer if an envelope large enough and with sufficient postage is provided. If no envelope is provided, additional copies will be discarded by the Court.

Pursuant to R.C. 2105.25 and 2105.26, Probate Court can only accept a Joint Declaration of Paternity if all of the following apply:

1. The adult child was born in Ohio and is twenty-three (23) years or older;
2. The man alleging to be the father is a resident of Butler County or lives outside of Ohio;
3. There is no father designated on the birth certificate; and
4. Genetic tests prove that the man making the declaration is the father.

If all of the above items are correct, a Joint Declaration of Paternity (BCPC 616) may be filed in the Probate Court.

**A filing fee of $95.00 is required at the time of filing.** Please confirm the amount since filing fees may have changed subsequent to the publication of this instruction sheet. This fee must be paid in cash, check, or money order.

**The following forms and documentation must be presented at the time of filing:**

1. Joint Declaration of Paternity (BCPC 616)
2. A copy of the Adult Child's Birth Certificate
3. Genetic test results
4. If applicable, a Copy of Death Certificate or Letters of Guardianship for the mother
5. Order Declaring Paternity (BCPC 617)

At the time of filing, the clerk will schedule a time for the adult child, the alleged father, and the mother to appear in front of the Judge or Magistrate. All three parties must appear and bring government-issued photo identification. The alleged father and adult child may appear without the mother if she is deceased or has been declared incompetent.

After the hearing, you will be given certified copies of the Order Declaring Paternity. In order to obtain a new birth certificate you will need to mail one of the certified copies to the Ohio Department of Health with the required fees. The address to mail the certified copy to is:

Bureau of Vital Statistics
Ohio Department of Health
P.O. Box 15098
Columbus, OH 43215-0098