

INSTRUCTIONS FOR REGISTRATION OF AN OHIO BIRTH

These instructions are a guideline only and should not be considered legal advice. Applicants are encouraged to seek legal counsel.

When a birth occurs in Ohio but a Birth Record was not registered at the time of birth, it may be registered through an Application for Registration of Birth Record. An Application for Registration of Birth Record can be filed in this Court for a person who was born in Clermont County, or for a person who is a current Clermont County resident, or if the person's mother resided in Clermont County at the time of the person's birth. The procedure to register a birth requires an application to be filed in the Probate Court. The Application for Registration of Birth Record (Form HEA 2782) must be filled out completely and properly notarized before filing. All forms should be typewritten or legibly printed in ink. Evidence supporting the information contained in the Application may be in the form of documents or affidavits of witnesses.

Before filing an application to register a birth, the Applicant must obtain a letter from the Ohio Department of Health and from the local office where the birth should have been recorded, stating that there is no record of the birth.

This information must be attached to the application.

For births occurring in Clermont County:

Clermont County Health District
2275 Bauer Rd
Batavia, OH 45103

Current filing fees are \$30. Applicants must pay this fee in cash, check, money order, or certified check. Checks or money orders will be payable to the Clermont County Treasurer. The Clermont County Probate Court does not accept credit or debit cards.

Applicants must apply in person and may obtain the forms from the Court at 2379 Clermont Center Drive Batavia, Ohio or by downloading the forms from the web site <https://probatejuvenile.clermontcountyohio.gov/>.

STEP 1: Obtain letter from the Ohio Department of Health and Clermont County Health District where you were born stating there is no record of your birth.

STEP 2: If you wish, start gathering documentary evidence to establish the facts stated in the application. Documentary evidence includes any record established in the past that proves the facts stated in the application. The following are examples of documentary evidence: baptism certificate, insurance policies or photostatic copies of same, school records, lodge records, marriage records, family Bible, federal census records, family genealogy, child's Birth Record, hospital records, military records, birth and death certificates. If you are unable to provide appropriate documentation, you may have 2 witnesses sign the affidavits attached to the Application for Registration of Birth (Form HEA 2782). The witnesses must have personal knowledge of the facts stated in the application to register the Birth Record. Blood relatives are

preferred, but other witnesses having personal knowledge of the facts stated in the application may be used.

STEP 3: When all forms have been completed, please file in person with the Deputy Clerk. The Deputy Clerk will send the Application for the Judge's Consideration. Upon approval, the Deputy Clerk will forward the Entry approving the Application to the Ohio Department of Health Vital Statistics. Applicants wishing to obtain a certified copy of the Finding and Order Establishing Registration of Birth and a Birth Certificate must write and apply for the copy or go to the Ohio Department of Health Vital Statistics whose contact is 246 North High Street, P.O. Box 15098 Columbus, Ohio 43215-0098, (614) 466-2531. You must submit an application fee. Your birth registration records will be maintained only at the Ohio Department of Health.