

## Checklist Birth Certificate Correction

The 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 circumstance, other than that 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 Fee

**\$52.00 (Includes 2 certified Judgment Entries)**

### 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

### Correction of a **Minor's** Birth Certificate required documents:

- Correction of Birth Record (Form HEA 2783 Page 1) (This form **MUST** be notarized)
- Photocopy of Driver's License or photo ID for Applicant
- Original birth certificate that is being corrected
- 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 persons having personal knowledge of the facts and personal contact with the applicant at the time of the birth (such as a family member, friend, etc.)

**OR**

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

- Copy of Letters of Guardianship (only if Applicant is not a natural parent of the Minor)

**All Affidavits must be notarized. Probate Court Deputy Clerks may not notarize documents for the Applicants.**

*If correcting the date of birth, you must also have:*

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

*If correcting the gender on the birth certificate, you must also have:*

- 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.**

Correction of an **Adult's** Birth Certificate required documents:

- Correction of Birth Record (Form HEA 2783 Page 1) (This form MUST be notarized)
  - Photocopy of Driver's License or photo ID for Applicant
  - Original birth certificate that is being corrected
  - 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 persons having personal knowledge of the facts and personal contact with the applicant at the time of the birth (such as a family member, friend, etc.)
- OR**
- Two (2) items of supporting documentation as follows:
    - Baptismal Record or Hospital Record
    - DD214 (military discharge)
    - Insurance Policies which show the date of birth
    - Certified copy of Marriage Application
    - Certified copy of school records (this can be obtained from Board of Education)
    - Family Bible or Church Records
    - Voter Registration
    - Medicare/Medicaid Application
    - Social Security Application
    - Income Tax Records (IRS)
    - Bank Account Records
    - Obituaries of Family Members
    - Children's Birth Records
    - Lodge Records (VFW, FOP, Moose, etc.)
    - Federal Census Records

***All Affidavits must be notarized. Probate Court Deputy Clerks may not notarize documents for the Applicants.***

*If correcting the date of birth, you must also have:*

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

*If correcting the gender on the birth certificate, you must also have:*

- 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.**