

## INSTRUCTIONS FOR DELAYED BIRTH REGISTRATION

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

- These instructions are 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
- **Please provide a copy of the letter you have received from the Dept. 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.**
- Two affidavits and one piece of documentary evidence or one affidavit and two pieces of documentary evidence must be filed with the application. Affidavits appear on the back of the application. The affidavits must be sworn to and signed in front of a Notary Public or other person authorized by law to administer oaths. Affiants may be relatives or non-relatives.
- **Court costs for a delayed birth registration are \$39.00, which includes a certified copy of the order.**
- 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, the information will be sent to the **Ohio Department of Health, Vital Statistics, PO Box 118, Columbus, Ohio 43216-0118.**