

## **Checklist**

### **Delayed Birth Registration**

The Probate Court may issue a birth certificate if the registration was delayed, the child was born outside a hospital facility, or the original record was never issued, was lost, or destroyed.

#### **Filing Fee**

Court Costs: \$54.50

#### **Requirements**

Birth of the child must have occurred in Ohio, and the State Vital Statistic Office has no record of the birth.

A delayed birth registration may be obtained in the Probate Court in the county:

- Where the birth occurred
- Where the person resides whose birth is being registered, **or**
- Where the mother resided at time of birth

#### **Required Documents and Information**

- Completed* Registration of Birth (Form HEA 2782)
- Completed* Finding and Order Establishing Registration of Birth (Form HEA 2745)
- A "No-Record" letter from Ohio Department of Health, (see Ohio Department of Health website on how to obtain this letter)
- Driver's License or photo ID for both parents
- Proof of the exact date of birth (see below)
- Proof of the place of birth (see below)
- Proof of Parent's names (see below)

*Important: There must be **three** separate valid documents presented to the Court as proofs. 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. Deputy Clerks may not notarize documents for the Applicants.***

#### **Example of evidence that may be used as proof of facts:**

- Affidavit of Live Birth
- Affidavit of Birth Location
- Affidavit of Pregnancy
- 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