

Wood County Probate Court Birth Registration

Application Instructions

(Ohio Revised Code Section 3705.15)

Birth Registrations can only be filed for a person born in the State of Ohio. To register a birth record, a fully completed and notarized application must be filed with the Court. The proper place to file is the county in which the birth occurred, applicant's current county of residence or the county of residence for the mother at the time of birth. Applications submitted for a minor are to be signed by the parent or guardian.

The following steps are necessary when filing an Application for Registration of Birth:

1. Obtain a letter from the Ohio Department of Health stating there is no record of your birth.
2. Complete an Application for Registration of Birth. The applicant's signature must be notarized.
3. Secure the affidavit of the physician in attendance at the birth or, if not available, the affidavits of two witnesses who have first hand knowledge of the facts as stated in the application. Documentary evidence submitted with the affidavits is also helpful.
4. File the application and all affidavits and/or evidence with the Wood County Probate Court on the 2nd Floor of the main Courthouse.
5. At the time of filing, pay a filing fee of \$20.00 to the Wood County Probate Court.

The Court may set a hearing to review the application. The following requirements are applicable only if a hearing is ordered:

1. The Court will notify the applicant of the date of the hearing, which shall be at least 7 days after the filing of the application.
2. The Court may require the applicant to post one notice in a newspaper of general circulation in the County which shall be done at least seven days prior to the date for the hearing.
3. If notice is required, the applicant shall file proof of notice of the hearing with the court.
4. The applicant shall appear for the hearing. The witnesses who signed affidavits may have to appear as well.

Additional Information:

Examples of documentary evidence used to support the facts surrounding the birth:
May include but are not limited to: medical/hospital statements/bills, baptismal documents, school records, immunization records, insurance policies, lodge records, family bible,

federal census records, or any record established in the past that supports the facts as stated in the application.

When a hearing is scheduled, the applicant is responsible for publication of notice of the hearing at least seven (7) days prior to the hearing date. Usual publication should occur in the Sentinel Tribune of Bowling Green. The date of the hearing must be published at least one time. The applicant is responsible for providing proof of the publication to the Court. Proof of the publication is a copy of the notice cut from the newspaper and proof of a statement/bill of the cost of publication. The applicant must file the proof with the Court prior to the hearing date or bring the proof with them on the hearing date.

ALL DOCUMENTS MUST BE CLEARLY AND LEGIBLY WRITTEN IN INK OR TYPED.

ORDERING A NEW BIRTH CERTIFICATE AFTER A BIRTH REGISTRATION OR CORRECTION:

WOOD COUNTY PROBATE COURT WILL SEND THE ORDER OF REGISTRATION/CORRECTION TO THE OHIO DEPARTMENT OF HEALTH (ODH). IT IS YOUR RESPONSIBILITY TO OBTAIN THE NEW/AMENDED CERTIFICATE ONCE ODH CREATES THE NEW BIRTH CERTIFICATE.

YOU MAY OBTAIN THE NEW CERTIFICATE THROUGH EITHER OF THESE TWO AGENCIES:

THE WOOD COUNTY HEALTH DEPARTMENT
LOCAL REGISTRAR: 419-354-1050

THE OHIO DEPARTMENT OF HEALTH
VITAL STATISTIC OFFICE: 614-466-2531

COST AND WAIT TIMES VARY. PLEASE CONTACT EITHER OFFICE DIRECTLY FOR MORE INFORMATION.