

Wood County Probate Court Birth Registration Application Instructions

(Ohio Revised Code Section 3705.15)

An application to register a birth can only be filed for a person born in the State of Ohio. To register the birth, 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 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 letters from the Wood County Department of Health and the Ohio Department of Health stating there is no record of your birth.
2. Complete the 624.00 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. In addition, include a check made payable to the Treasurer of the State of Ohio for \$21.50 to cover the cost of the birth certificate.

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 proves 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.

Addresses

Ohio Department of Health
Vital Statistics
P.O. Box 15098
Columbus, Ohio 43215-0098
(614) 466-2531

Wood County Health District
1840 Gypsy Lane Road
Bowling Green, Ohio 43402
(419)352-8402