

DEFIANCE COUNTY PROBATE COURT BIRTH CORRECTION APPLICATION INSTRUCTIONS

(O.R.C. Section 3705.15)

Birth Corrections are granted only to correct error made on a birth certificate. It is not done to change any part of a name. A father's name cannot be added or deleted from a birth certificate through the Probate Court. An application to correct a birth record can only be filed for a person born in the State of Ohio. To correct 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 Correction of Birth:

1. Submit a certified copy of your birth certificate.
2. Complete the Application for Correction 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 firsthand knowledge of the facts as stated in the application. Documentary evidence submitted with the affidavits is also helpful.
4. File the application, certified copy of birth certificate and all affidavits and/or evidence with the Defiance County Probate Court on the 3rd floor of the main Courthouse.
5. At the time of filing, pay a filing fee of \$100.00 to the Defiance County Probate Court which includes filing fees, publication (if needed) and the cost of the birth certificate. The Court accepts cash, checks and credit cards.

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 send notice by mail of the date of the hearing.
2. The Court may require one notice in a newspaper of general circulation, which the Court will take care of the publication.
3. The applicant shall appear for the hearing. The witnesses who signed affidavits are required to appear as well or be deposed by a notary outside of court, pursuant to a commission to take deposition.

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.

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

Defiance County Health Department
1300 E 2nd St # 100
Defiance, Ohio 43512
(419)784-3818