

# DEFIANCE COUNTY PROBATE COURT BIRTH REGISTRATION APPLICATION INSTRUCTIONS

(O.R.C. 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 in 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 Defiance County Department of Health and the Ohio Department of Health stating there is no record of your birth.
2. Complete the 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 firsthand 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 Defiance County Probate Court on the 3<sup>rd</sup> 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