

**GEAUGA COUNTY PROBATE COURT  
JUDGE TIMOTHY J. GRENDALL**

**CHECKLIST - CORRECTION OF BIRTH RECORD**

These instructions are provided as a public service of the Geauga County Probate Court, are intended as a guideline only, and are not legal advice. Depending on the circumstances of each case, additional steps may be required that are not listed below. The clerks are not attorneys and therefore cannot answer legal questions or assist you in completing the forms or deciding which forms apply to your situation. The documents that you file must be typewritten, legible, and completed in their entirety. The clerks may refuse for filing illegible or incomplete documents. The Court recommends that you obtain legal advice from your attorney or obtain assistance from the Court's Help Center before preparing and filing any forms. You may make an appointment with the Help Center by calling 440-279-1834.

**Filing Requirements**

1. **HEA 2783 Package - Application, Finding and Order for Correction of Birth Record** (includes supporting affidavits and affidavit of physician - see below in Additional Notes).
2. **Copy of Birth Certificate**
3. **Court Cost Deposit** - arrange for payment of court cost deposit. See the "Probate Court Costs" on the Court's website.

**Additional Notes** - See R.C. 3705.15

- If you were born in the State of Ohio and you have discovered an error on your birth record, you may apply to a probate court to have it corrected. You must apply: (i) in the probate court in the county where the birth occurred, (ii) in the probate court in the county where the person resides, or (iii) in the probate court of the county in which the mother resided at the time of the birth.
- The Court may set the application for hearing, which shall be at least seven days after the filing date of the application. Additionally, the Court may require one publication of notice of the hearing date in a newspaper of general circulation (e.g. the News-Herald), no less than seven days before the hearing date - see Geauga Probate Local Rule 78.18.
- If available, you must provide an Affidavit of the attending physician or certified nurse who was present at your birth. Otherwise, provide at least two affidavits of persons having knowledge of the facts stated in your application. In either case use the affidavit forms in the HEA 2783 package.
- Additionally, you should present three documents supporting the facts stated in your application, such as:
  - 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 the Board of Education)
- Family Bible or Church Records
- Voter Registration
- Medicare/Medicaid Application
- Social Security Application or cards
- Income Tax Records (IRS)
- Bank Account Records
- Obituaries of Family Members
- Children's Birth Records
- Lodge Records (VFW, Freemason, FOP, Moose, etc.)
- Federal Census Records