



Ohio Department of Health

Office of Vital Statistics

Records Request Instructions

Notice to All Vital Statistics Customers:

Pursuant to Ohio Revised Code 3705.29, it is unlawful to purposely obtain, possess, use, sell, furnish, or attempt to obtain, possess, use, sell, or furnish to another for the purpose of deception any certificate, record, or certified copy of it that relates to the birth of another person, whether living or dead.

What Records We Have On File:

The state Office of Vital Statistics has all births that occurred in Ohio between December 20, 1908 – present and all deaths occurring in Ohio that occurred from January 1, 1954 to the present. The state Office of Vital Statistics also has indexes for marriages and divorces from January 1, 1954 to the present. For requests of recent vital events, please note it can take up to three months for a record to be registered and available from the Office of Vital Statistics.

Who Can Order A Record:

Vital records (records of births, deaths, marriages and terminations of marriage) are public records in Ohio. This means that anyone who can submit the basic facts of a certificate may request a copy. If you do not have sufficient information to request a copy of the certificate, you may request a search be performed.

Fees:

In accordance with section 3705.24 of the Ohio Revised Code, we are required by law to charge a fee for each special search and each certified copy of a vital record issued. Effective July 1, 2003, we can no longer issue uncertified copies of vital records. Each certified birth, fetal death or death certificate costs \$21.50, and each certified commemorative heirloom birth certificate costs \$25.00. Searching fees are \$3.00 per ten-year period for each record searched.

How to Order A Record:

There are five (5) ways in which to obtain a vital record in Ohio:

1. Through a local registrar/local health department
2. Walk-in service at the main Vital Statistics office at 225 Neilston Street in Columbus
3. Direct online ordering through the Vital Statistics website
4. Through the mail at P.O. Box 118, Columbus OH, 43216
5. Through a third party (VitalChek) using a credit or debit card

For further explanation of these options, with detailed directions, visit our website, www.odh.ohio.gov/vitalstatistics/vitalstats.aspx, or call our customer service hotline at (614) 466-2531.

For the fastest response, we recommend placing your order in person at a local health department office, in person with our main office, or online through our website.

There are now two applications for mailed records requests: one application for certificates, and one application for records searches. A copy of both of these applications is included in this document. Please select the appropriate application for your request, and please fill in legibly with pen or electronically. These applications may be photocopied for additional copies.

PLEASE SUBMIT YOUR APPLICATIONS WITH ALL IDENTIFYING INFORMATION FOR THE EVENT. IF NOT ALL INFORMATION IS KNOWN, PROVIDE AS MUCH AS POSSIBLE.

Ohio Department of Health • Office of Vital Statistics

Application For Certified Copies

Reason for order

Driver's License		Passport	
Insurance		Genealogy	
School		International Use	
Marriage License		Other	

Mail-in order

Send completed application with required fee to:
 Ohio Department of Health,
 Vital Statistics
 P.O. Box 15098
 Columbus, Ohio 43215-0098
 (614) 466-2531

This space for office use only

Order Number (AFS)
Service
Certificate Number

Certificate Requested: *(What type of certificate is being ordered)*

Birth Certificate \$21.50 per certificate	Heirloom Birth Certificate \$25.00 per commemorative certificate	Paternity Affidavit \$7.00 per certified copy
Death Certificate \$21.50 per certified copy	Fetal Death Certificate \$21.50 per certified copy	Stillbirth Commemorative Abstract Free to birth parents for stillbirth events taking place after September 26, 2003

Registrant Information: *(Information about the person on the requested record)*

Full name <i>(for birth, indicate child's full name as shown on original birth record):</i>		Date of birth:	
Place of birth/death <i>(City/County in Ohio):</i>		Date of death:	CPR stamp number <i>(Paternity only):</i>
Full name of father:		Full name of mother <i>(maiden name prior to first marriage):</i>	
Have there been any corrections or legal changes made to the information on this certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If name was changed since birth, indicate new name:	Did the stillbirth event occur after 20 weeks or less gestation? <i>(Fetal Death/Stillbirth only)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Charges: *Please include check or money order (do not send cash) made payable to "TREASURER, STATE OF OHIO"*

Total number of standard copies or abstracts (birth, death, fetal death):	X \$21.50 =	\$
Total number of heirloom commemorative birth certificates:	X \$25.00 =	\$
Total number of paternity affidavits:	X \$7.00 =	\$
Refunds will be issued only for orders where a certified document cannot be issued, and may be subject to search fees. Overpayment of \$2.00 or less will not be refunded.	TOTAL AMOUNT DUE:	\$

Applicant Information: *(Information about the person requesting the record)*

Please print clearly as this will be used for your receipt, mailing address, and/or for future contact to complete your record request.

Applicant Name:		Email:	
Street Address:		Phone Number:	
City, State, & ZIP:		Signature of Applicant:	

Ohio Department of Health • Office of Vital Statistics

Application For Records Search

Reason for order

Driver's License		Passport	
Insurance		Genealogy	
School		International Use	
Marriage License		Other	

Mailing Address

Send completed application with required fee to:
 Ohio Department of Health,
 Vital Statistics
 P.O. Box 15098
 Columbus, Ohio 43215-0098
 (614) 466-2531

This space for office use only

Order Number (AFS)

Certificate Number

Search Requested: *(What type of record is being searched)*

The fee for a record search is \$3.00 per ten-year period, per record. Please complete a separate Application for Certified Copies if you wish to request birth or death certificates for an additional \$21.50 for each certificate.	Birth Record Search		Death Record Search	
	Marriage Record Search Certified copies of marriage certificates are issued by the probate court of the county in which the event took place, not by Vital Statistics.		Divorce Record Search Certified copies of divorce orders are issued by the Clerk of Courts of the county in which the event took place, not by Vital Statistics.	

PLEASE NOTE: If a record is located, the letter of search results will include the date of event, name(s) on record, and certificate number (if a birth or death record) or county of event (if a marriage or divorce record).

Registrant Information: *(Information about the person on the requested record)*

Full name <i>(for birth, indicate child's full name as shown on original birth record):</i>	Date of event <i>(date of birth, of death, or of marriage/divorce):</i>
Full name of spouse <i>(for marriage and divorce searches only):</i>	Place of event <i>(City/County in Ohio):</i>
Full name of father:	Full name of mother <i>(maiden name prior to first marriage):</i>
Specify which years should be searched:	

Charges: *Please include check or money order (do not send cash) made payable to "TREASURER, STATE OF OHIO"*

Total number of searching fees (\$3.00 per ten year period, per each record to be searched):	X \$3.00 =	\$
Overpayment of \$2.00 or less will not be refunded.	TOTAL AMOUNT DUE:	\$

Applicant Information: *(Information about the person requesting the record)*

Please print clearly as this will be used for your receipt, mailing address, and/or for future contact to complete your record request.

Applicant Name:	Email:
Street Address:	Phone Number:
City, State, & ZIP:	Signature of Applicant: