

CHECKLIST- CORRECTION OF BIRTH RECORD

(DISCLAIMER: THIS CHECKLIST IS INTENDED AS A GUIDELINE ONLY AND IS SUBJECT TO MODIFICATION BY THE COURT AT ANY TIME)

MANDATORY DEPOSIT DUE AT TIME OF FILING: \$60.00

REQUIREMENTS

A Probate Court may correct a birth certificate if an error was made at the time the State of Ohio birth certificate was issued. A birth certificate may be corrected by the Lake County Probate Court if:
(See Ohio Revised Code 3705.15 for additional information):

- The person whose birth certificate is being corrected was born in Lake County; or
- Resides in Lake County, or
- The mother of the person whose birth certificate is being corrected resided in Lake County at the time of the person's birth.

The Probate Court does not have the authority to **remove** a parent from a birth certificate or to determine paternity in any other circumstance other than that described in R.C.2105.26.

If the Correction is for a minor, natural parents **MUST** sign paperwork – one as the Applicant and the other on second page of the form in either section 2 or 3. BOTH signatures must be witnessed by a Deputy Clerk at the Court, or by a Notary.

INITIAL FILING: All forms listed and deposit must be presented together or the proceeding will not be initiated.

- A certified copy of your existing birth certificate
- A valid government-issued identification (driver's license, state I.D. or passport)
- HEA Form 2783
 - Your signature **MUST** be witnessed by a Deputy Clerk at the Probate Court or by a Notary.
 - The application to correct the birth record must be accompanied by an affidavit of the attending physician, or certified nurse-midwife in attendance.
 - If an affidavit is not available from the physician, or certified nurse-midwife, the application shall be supported by the affidavits of at least two individuals (at least 6 years older than the applicant) separate from the applicant who have knowledge of the birth. All signatures must be notarized.

OR

Three (3) pieces of documentary evidence. The Court considers the following acceptable documents:

- Baptismal Record or Hospital Record
- DD214 (military discharge)
- Insurance Policies -shows the date of birth or proof applicant was insured at least 6 years ago
- 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
- Income Tax Records (IRS)
- Bank Account Records
- Obituaries of Family Members
- Children's Birth Records
- Lodge Records showing (VFW, FOP, Moose, etc.)
- Federal Census Records, or Genealogical Records

Court of Common Pleas
Division of Probate
Judge Mark J. Bartolotta



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