

## 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 it has not been properly and accurately recorded. A birth certificate may be corrected by the Lake County Probate Court if:

- The person whose birth certificate is being corrected was born in Lake County; or
- Resides in Lake County (has an Ohio Birth Certificate), or
- The mother of the person whose birth certificate is being corrected resided in Lake County at the time of the person's birth.

See Ohio Revised Code 3705.15 for additional information.

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 for a minor, natural parents MUST sign paperwork – one as the Applicant and the other as Affiant (page 3).

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)
- ☐ Form 30.0- Application For Correction Of Birth Record
  - 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 must be supported by the affidavits of at least two persons having knowledge of the facts stated in the application, by documentary evidence, or by other evidence the court deems sufficient.
  - The signatures on the Application and all supporting Affidavits must be notarized. All Affidavits must be notarized. (*Probate Deputy Clerks may not notarize documents for the Applicants.*)

TWO (2) PIECES OF DOCUMENTARY EVIDENCE ARE REQUIRED. THE COURT CONSIDERS THE FOLLOWING ACCEPTABLE EVIDENCE:

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| ➤ Baptismal Record or Hospital Record   | ➤ Voter Registration  |
| ➤ DD214 (military discharge)  | ➤ Medicare/Medicaid Application   |
| ➤ Certified copy of Marriage Application  | ➤ Social Security Application   |
| ➤ Family Bible or Church Records  | ➤ Income Tax Records (IRS)  |
| ➤ Obituaries of Family Members  | ➤ Bank Account Records  |
| ➤ Children's Birth Records  | ➤ Federal Census Records, or Genealogical Records                                     |
| ➤ Insurance Policies -shows the date of birth or proof applicant was insured at least 6 years ago | ➤ Certified copy of School Records (this can be obtained from the Board of Education) |

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



Lake County Courthouse, West Annex  
25 North Park Place  
Painesville, Ohio 44077  
**Mailing Address:** P.O Box 490  
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