

BIRTH CERTIFICATE INFORMATION SHEET

Every child enrolling in school in the state of Ohio is required to present an official state birth certificate with the raised seal. If you do not have a certified copy, you may obtain one by applying by mail. Complete a signed letter and mail to the address below requesting a certified copy. The cost is \$16.50. (Subject to change)

Ohio Department of Health
Revenue Room
246 North High Street
PO Box 15098
Columbus, OH 43215-0098
www.odh.state.oh.us
(614) 466-2531 or
(614) 466-2532

Make your check or money order payable to: "Treasurer, State of Ohio". Please do not send cash.

Allow 3-4 weeks for delivery from the date your request is received.

Information to include in your letter:

- Child's full name and date of birth
- Hospital where your child was born
- City and county of birth
- Mother's maiden name
- Father's full name
- Your current phone number
- Address to send the birth certificate
- Number of copies requested

Rush service for certified copies may be obtained by using the Vitalchek Network express service. You will need to pay by credit card to use this service. Additional fees will be charged with this service. It will take 7-10 business days to process the request. Vitalchek is a private corporation that provides expedited service for certified copy orders across the country. For more information, please call 1-877-828-3101 or visit www.vitalchek.com.

For Kentucky birth certificates, please contact:

Kentucky Birth Certificates
Office of Vital Statistics
275 East Main Street
Frankfort, KY 40621
(512) 564-4212
kentucky.gov

