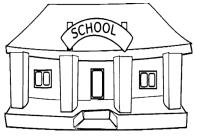


## Attention Parents,

You may need a birth certificate for your child to:

• enroll your child in a new school district or kindergarten







• participate in after school sports/activities

If your child was <u>born in Ohio</u>, you can order your child's birth certificate at Columbus Public Health, Vital Statistics **online, by phone or by mail.** 

- **Online**: www.vitalchek.com with a debit/credit card. Certificates are \$25 each. An additional \$9.95 fee and shipping applies
- **Phone**: 1-877-648-0605 with a debit/credit card. Certificates are \$25 each. An additional \$9.95 fee and shipping applies
- Mail (include application and \$25 payment. No additional fees. [check\* or money order payable to Columbus City Treasurer]): Franklin County Office of Vital Statistics - Columbus Public Health 240 Parsons Ave., Columbus, OH 43215
  - <u>Please mail a written request with the following information and your payment:</u>
    - Name of birth certificate and birth date
    - Parent(s) names at birth
    - Your name and mailing address with phone number

-or-

• Fill out the second page, print and mail with your payment

Please note - Our walk in service has been temporarily closed until further notice. You CAN NOT come in person to our office to get a birth certificate.

Allow up to 3-4 weeks for delivery when ordering your child's birth certificate, to have your certificate in time for school enrollment.

# COLUMBUS PUBLIC HEALTH APPLICATION FOR CERTIFIED COPIES

### For Ohio Births Only

- Complete the form below for each certificate request.
- Submit completed form in person or by mail:
  - By Mail: Send completed application with required \$25 fee for each certificate copy request (check or money order made payable to Columbus City Treasurer) to:

Columbus Public Health – Vital Statistics 240 Parsons Ave. Columbus, OH 43215

- Customer must contact our office within 60 days if certificate has not been received through the mail.
- Exchange Policy- certificates can be exchanged within 30 days if certificate is in good condition.
- Absolutely No Refunds once certificate leaves premises.

<b>GETTING THE CERTIFICATES -</b> Check the box next to how and when you would like to receive your certificates.						
Same day service (in person only) Not available	Next day pick-up Not available	🗹 Mail-out only	Same day service/walk in and next day pick-up not available			

### **NUMBER OF COPIES & CHARGES**

If mailing, please include check or money order (**do not send cash**) made payable to Columbus City Treasurer.

Number of birth certificate copies: \_\_\_\_\_ x \$25.00 = \$ \_\_\_\_\_ total

#### **RECORD INFORMATION -** Information about the person on the requested record

Full name (for birth, indicate child's full name as shown on the original birth record):		If name was changed since birth, indicate new name:		
Date of birth:	Ohio City/County where birth occurred:			
Parent 1		Parent 2		
Parent's birth name:	name: Parent's		rth name:	
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 (optional):
Street Address:		Phone:
City, State & ZIP:	Signature of Applicant:	



