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 born in Ohio, you can order your child’s birth certificate at Columbus Public Health, Vital Statistics online, by phone or by mail.

- **Online**: [www.vitalchek.com](http://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

  Please mail a written request with the following information and your payment:
  - 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 Refund** once certificate leaves premises.

GETTING THE CERTIFICATES - Check the box next to how and when you would like to receive your certificates.

<table>
<thead>
<tr>
<th></th>
<th>Same day service (in person only)</th>
<th>Next day pick-up</th>
<th>Mail-out only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Not available</td>
<td>Not available</td>
<td>Same day service/walk in and next day pick-up not available</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Full name (for birth, indicate child’s full name as shown on the original birth record):</th>
<th>If name was changed since birth, indicate new name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth:</td>
<td>Ohio City/County where birth occurred:</td>
</tr>
<tr>
<td>□ Parent 1</td>
<td>□ Parent 2</td>
</tr>
<tr>
<td>Parent’s birth name:</td>
<td>Parent’s birth name:</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Email (optional):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State &amp; ZIP:</td>
<td>Signature of Applicant:</td>
</tr>
</tbody>
</table>