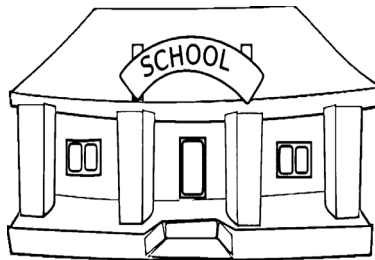


Attention Parents,

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 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 Refunds** once certificate leaves premises.

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

- Same day service (in person only) Next day pick-up Mail-out only
Not available Not available 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:	
<input type="checkbox"/> Parent 1	<input type="checkbox"/> Parent 2	
Parent's birth name:	Parent's birth 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: