

## **INSTRUCTIONS FOR PROCESSING CORRECTION OF BIRTH RECORD**

When a person who claims to have been born in this state discovers an error on his/her birth record, he/she must come through the Probate Court to have it corrected.

Pike County Probate court prefers four pieces of evidence to support the change of birth record, even though that number is not required in Statute. The preferred supporting document is a Physician's Affidavit, but other evidence is acceptable. Among the acceptable documents are:

1. Affidavits of at least two persons who have knowledge of the facts stated in the application.
2. Documentary evidence such as: census record, school records, hospital birth record, marriage license application for parents and applicant, certified birth record of children of applicant, copies of driver's license or picture identification, military records.

The attached form HEA 2783 to request a Correction of Birth Record must be **typewritten**. The Court also requires the Applicant to file a certified copy of his/her birth certificate.

Each item to be correct must be listed on the front of Form 2783, indicating the way it currently reads, and the way it should read.

The Applicant must sign the Application before a notary, who signs and seals it. The backside of the Application provides space for the affidavit of a Physician or the affidavits of two persons having knowledge of the facts in this application. These should be signed before a notary also.

Return the completed application and evidence to the Court at 230 Waverly Plaza, Suite 600, Waverly, Ohio 45690. Also, send **\$32.00 check or money order payable to the Pike County Probate Court** for court cost and one **\$21.50 check for money order payable to Treasurer, State of Ohio** for new birth certificate.

The deputy clerks will make sure all information contained in the Application is correct and they have the right documents and will make copies of any original documents and return the originals to the Applicant.

If, upon review, the evidence is acceptable, the Judge will sign the Journal Entry. We will make 4 copies, certify 3 of them, and mail 2 certified copies and 1 plain copy to the Applicant. The clerks will send a certified copy of the Application and Entry with the \$21.50 to the Bureau of Vital Statistics for a new birth certificate.

If you have any questions or comments, please do not hesitate to contact the Court at 740-947-2560.