

INSTRUCTIONS FOR DELAYED REGISTRATION OF BIRTH

The following paragraphs contain an outline of the rules of procedure which one must follow when seeking to have a birth registered through Probate Court. The procedure for having an omitted birth registered involves:

1. The filing of an application in the Probate court
2. The furnishing of evidence in support of the application

An application to register birth may be filed in the Probate Court of Pike County
IF:

1. Birth occurred in OHIO and PIKE COUNTY
2. Applicant's present residence is PIKE COUNTY, OHIO
3. Mother resides in PIKE COUNTY, OHIO at the time of his/her birth

If the person is a minor the application shall be signed by either parent or guardian.

THE APPLICATION MUST BE TYPEWRITTEN. This is easily done by using the form on the Court's website. The form can be downloaded in a PDF fillable format, completed, and printed. If you require assistance with printing your application, please contact the court

The following information will need to be included in the **application**: maiden name of mother; name of mother; age of parents at time of birth; birthplace of parents. Upon filing the application, **at least four pieces of documentary evidence and affidavits of two persons having knowledge of the fact or an affidavit of physician in attendance must be filed in support of the application.** All evidence submitted must substantiate the name at birth and the birth date to be established, and should also establish the applicant's parents, including the maiden name of the mother.

DOCUMENTARY EVIDENCE: census record, school (if attended Pike County school), marriage license **application**, certified birth record of child of applicant, birth record of **full** brothers and sisters, driver's license, or picture identification, military records, social security card.

The applicant must sign the Application before a notary. The back of the Application has space for supporting affidavits of the physician or others who can attest to the facts found in the Application. These affidavits must also be notarized.

The applicant must present to the court at the time of making application, **a letter from the Ohio Department of Health**, Columbus, Ohio, stating that the birth to be established is not on record in their department or if birth occurred in another county, written proof or statement that birth is not recorded in that county.

COST: \$34.00 payable by cash, debit/credit card or money order payable to Pike County Probate Court.

If, upon review, the evidence is acceptable, the Judge will sign the Order and the Court will prepare and mail the necessary paperwork to the Ohio Department of Health requesting the birth record and will provide a copy to you. You may request a certified copy of the new birth record after 30 days. Please see "[Obtaining the Amended Birth Record](#)" for further information and instructions.

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

THE APPLICANT SHOULD REMEMBER THAT THE RECORD WHICH HE SEEKS TO HAVE THE COURT MAKE IS OF UTMOST IMPORTANCE TO HIM AND TO THE PUBLIC, AND THAT PRESENTATION OF EVIDENCE IS NO MERE FORMALITY.