

**** PLEASE READ INSTRUCTIONS ON BACK BEFORE FILLING OUT AFFIDAVIT ****

State of _____

**AFFIDAVIT
CORRECTION OF
BIRTH RECORD**

Registrar's No. _____

County of _____

File No. _____

INFORMATION AS IT APPEARS ON ORIGINAL RECORD – PLEASE PRINT LEGIBLY

Name as recorded _____

Date of birth _____ Place of birth _____
City, Village, Township County

Father's name _____ Mother's maiden name _____

ITEMS TO BE CORRECTED OR ADDED

Item _____ Should Read _____

Item _____ Should Read _____

Item _____ Should Read _____

Item _____ Should Read _____

Item _____ Should Read _____

PERSON SWEARING TO THE ABOVE FACTS

I/We _____ born _____
Name(s) of person(s) executing affidavit Date(s) of birth

and residing at _____ being duly sworn say that I/we have
Street address, City, State and Zip

personal knowledge that the foregoing facts are true and correct relative to _____
Correct spelling of Child's name

being the _____
Relationship to child

Signature of person(s) executing affidavit

Date Signed

Signature of Notary

Date commission expires

NO ERASURES, CROSS OUTS OR CORRECTION FLUID PERMITTED

Ohio Department of Health, Office of Vital Statistics
Birth Affidavit Instructions for Completion

1. Affidavit must be **typed or printed** in ink and **signed in ink**.
2. Information on the **upper portion** of the affidavit must read exactly as on the **birth record** (including child's name, date of birth, place of birth, etc.).
3. **Father's Name** will be the whole name listed on the birth record. If no father was listed on the birth record, the field should be left blank.
4. **Mother's Maiden Name** is the only item that should be listed in this field. The Mother's full legal name is not needed. It should read exactly as on the birth record.
5. To add or correct the **first and/or middle name** of a person who is **18 years of age or older**, the person whose record is being corrected must execute the affidavit.
6. To add or correct the **first and/or middle name** of a person who is **less than 18 years of age**, **both** parents must execute the affidavit (if both parents were listed on the birth certificate).
7. To correct any other items on the birth certificate, the person executing the affidavit must have personal knowledge of the facts.
8. In the "**Item**" field, indicate **name of Item**, such as "Child's middle name" or "Mother's place of birth".
9. The affidavit must contain the signature(s), date(s) of birth, current address and relationship of the person(s) swearing to the facts.
10. The affidavit must contain the signature of the notary and the date the notary's commission expires.
11. The **printed name(s)** of the person(s) executing the affidavit must be **identical to the signature(s)** of the person(s) executing the affidavit.
12. If a person is executing an affidavit for their own record, they should indicate "**Self**" in the "**Relationship to Child**" field. If it is a relative, their relationship should be specified (Mother, Brother, etc.).
13. An affidavit that is alleged to be submitted for falsification will not be accepted for filing.