

**What if I do not have identification and need a birth certificate from a State that requires it?**

1. Use a **work or school photo ID** Card if the state allows any photo ID



2. Get a **State I.D.** from the BMV (cost is \$8.50). Bring a primary AND secondary form of I.D. to prove your name, date of birth, and social security number.

Primary: drivers license, BCIS documents, military ID, or passport. Also if you have ever had a curt case in Ohio, you can use a certified copy of your case as identification. Get a copy from the court.

Secondary: Social Security card or printout from the SS Office, medical records, military papers, school transcript, human services card, marriage certificate. Go to: [www.bmv.ohio.gov/driver\\_license/sd.htm](http://www.bmv.ohio.gov/driver_license/sd.htm)

3. If you do not have access to a state issued photo ID: Someone else may be able to get your birth certificate for you using their photo ID.

< **Family member:** Check the state's rules about which family members qualify and ask one of them, who has an ID, to request the certificate.

< **Legal representative:** This can be an attorney or someone you have given the power of attorney to.

< **Friend:** In a few states anyone with an ID can request a copy of your birth certificate.

4. Some states will allow a **notarized request** form to replace the photo ID. A notary may allow rent or utility bills to be used as identification.

**If you cannot afford to pay to get a state I.D., there is help available:**

1. Ask your caseworker for help.
2. Call churches or service providers to ask about help.

If you live in Ohio, and are low income, you may be able to get further assistance from your local legal aid office. Call 1-866-529-6446 to be connected to your local legal aid office.



Ohio Poverty Law Center  
555 Buttlers Avenue  
Columbus, Ohio 43215-1137  
PH: (614) 221-7201  
PH: (800) 589-5888  
FX: (614) 221-7625

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# How do I get a copy of my



# Birth Certificate?

## What information do I need?

- Name at birth
- Date of birth
- Place of birth
- Mother's maiden name
- Father's name
- Current phone number and address

## Who do I Contact if I was born in Ohio?

### **A. If you were born in Ohio AND you know all of your birth information:**

1. **Walk-In or Mail:** Go to the local health department office in the county where you were born. To find the address call the Ohio Department of Health at 614-466-2531.



2. **Walk-In:** Go to the Ohio Department of Health, Office of Vital Statistics to get it in person. This should take about 30 minutes. They are located at 225 Neilston Street, Columbus, Ohio 43215. The phone number is 614-466-2531.

3. **Mail:** Send a signed letter that includes as much of the following information as you have: name at birth, birth date, place of birth, mother's maiden name, and father's name. Also include an address and phone number where you can be reached. Send to:

**Ohio Department of Health  
Office of Vital Statistics  
P.O. Box 15098  
Columbus, Ohio 43215-0098**

**Note:** If you were adopted prior to 2003 or changed your original birth certificate, you can ONLY get a copy at this address

### **B. If you were born in Ohio but you do NOT know your date of birth or name as it appears on the birth certificate:**

The Office of Vital Statistics can do a broader search of their records. Send all of the information you have to the Ohio Department of Health.



### **C. If you were born in Ohio but were never issued a birth certificate:**

Send a letter to the Office of Vital Statistics to confirm that you were not issued a birth certificate. If they do not find one, you will be sent a letter telling you how to get one from a court.

### How much will it cost?



One copy of a birth certificate costs \$21.50.

Veterans may get one copy for free.

If you need the Office of Vital Statistics to do a search for the year of birth it costs an additional \$3.00 for every 10 year period searched. If you need a search for alternate name spellings (Catherine, Kathryn, Katherine) each additional spelling costs \$3.00.

Pay by check or money order made out to: "Treasurer, State of Ohio."

### What if I cannot afford to Pay?

There are programs available to pay the fees:

1. Ask your caseworker for help.
2. If your caseworker is not aware of programs:
  - < Call local churches, food pantries, shelters, or other service providers.
  - < Ask if they are able to pay birth certificate fees or know of a group that helps pay the fees.

## What if I was not born in Ohio?

### **If you were born in another state:**

1. **By internet:** Go to [www.cdc.gov/nchs/howto/w2e/w2welcom.htm](http://www.cdc.gov/nchs/howto/w2e/w2welcom.htm) Click on the link for the state Where you were born. There Will be instructions on how To get your birth certificate.



2. **By phone:** call the National Center for Health Statistics at 866-441-6247 to get the phone number of the local office where you were born.

**Costs** for other state vary, but they are generally between \$10-20. You may need additional identification such as a current or recently expired (within 6 months) drivers license or State I.D. to get your birth certificate. (See back flap)

### **If you were born in another country:**



**If your parents were U.S. citizens,** you must get your birth certificate from the U.S. Department of State. Call them at 202-955-0307 or write:

U.S. Department of State  
Passport Services, Correspondence Branch  
1111 19<sup>th</sup> Street NW, Suite 510  
Washington, D.C. 20522-1705

**If your parents were not U.S. citizens,** you must get a certified copy of your birth certificate from your country of birth.