



Huron County Public Health Vital Statistics Records Request Instructions

Notice to All Vital Statistics Customers:	Pursuant to Ohio Revised Code 3705.29, it is unlawful to purposely obtain, possess, use, sell, furnish, or attempt to obtain, possess, use, sell, or furnish to another for the purpose of deception any certificate, record, or certified copy of it that relates to the birth of another person, whether living or dead.
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Who can order a Record:

Vital records (records of births, deaths, and fetal deaths) are public records in Ohio. This means that anyone who can submit the basic facts of a record may request a copy.

Placing an Order:

For the fastest response, we recommend placing your order in person. See our website at www.huroncohealth.com or call our office at 419-668-1652, option 3, for detailed instructions and further explanation of these options.

The Ohio Department of Health, Vital Statistic site can be accessed at www.odh.ohio.gov/vs or call their customer service team at (614) 466-2531 for detailed instructions and further explanation of these options.

Please complete one application form for each record or search requested. Please submit your applications with all available identifying information. If you do not have sufficient information to allow us to identify the certificate, you may request a search be performed, rather than requesting a certified copy of the record.

Birth Certificates:

Please complete the "Record Information" portion of the application with the information as you believe it to be listed on the original birth record. If there have been any changes to the name of the person on the record, also provide the new name. Please identify the parents on the record as "mother", "father", or "parent", and provide their names prior to their first marriage (also known as maiden name). Birth records will be issued as certified abstracts unless you indicate that you are requesting the certified copy for the specific purposes of obtaining dual citizenship, international marriage or legal proceedings, passport or genealogy.

Death Certificates and Social Security Numbers:

As of October 15, 2015, for the *first five years after the date of death* the social security number of the deceased will not be included on the death certificate unless the requestor is:

- The decedent’s spouse or lineal descendant
- The decedent’s executor, attorney, or legal agent
- A representative of an investigative government agency
- A private investigator
- A funeral director (or agent responsible for disposition of the body) acting on behalf of the deceased’s family
- A veteran’s service officer
- An accredited member of the media

Individuals requesting a death certificate with the social security number included must indicate on their application that they are requesting the SSN be included, and submit satisfactory identification to the registrar or clerk

Fees:

In accordance with section 3705.24 of the Ohio Revised Code, we are required by law to charge a fee for each certified copy of a vital record issued. The fee at this office for each certified copy of a birth, death, or fetal death record is \$25.00 per certified copy. We accept credit card payment over the phone only. A fee of 2.8275% of the total bill will be assessed when card is swiped and 3.627%+.15 when card is entered manually.



Huron County Public Health Vital Statistics

APPLICATION FOR CERTIFIED COPIES



RECORD INFORMATION: *(Information about the person you are requesting the record for)*

Full name on birth or death certificate: First Middle Maiden/Last			If name was changed since birth, indicate new name: (i.e. adoption, legal name change, paternity, etc.)		
Date of Birth: or Date of Death:			City and County where event occurred:		
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Parent	Full First Full Middle Maiden/Last Name at Birth	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Parent	Full First Full Middle Maiden/Last Name at Birth		
CHARGES: We accept cash, check and credit card payments (fee of 2.8275% of total when card is swiped and 3.627% + .15 when card is entered manually.) (cc payment is available in person or phone only)					
Birth:	If you do not need a birth certificate for any of the following reasons, skip this section. Otherwise please indicate what the certificate is needed for: <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> Genealogy, Passport or Legal Name Change <input type="checkbox"/> Out of Country Marriage <input type="checkbox"/> International Legal Business			Number of copies requested: _____ x \$25.00 = \$ _____	
Death:	All death certificates will be issued without a social security number unless identification is provided confirming you are one of the below listed authorized requestors: <input type="checkbox"/> The deceased's spouse or descendent <input type="checkbox"/> The deceased's executor, attorney, or legal agent <input type="checkbox"/> A representative of investigative government agency <input type="checkbox"/> A private investigator <input type="checkbox"/> A funeral director (or agent responsible for disposition of the body) acting on behalf of the deceased's family <input type="checkbox"/> A veteran's service office or <input type="checkbox"/> An accredited member of the media You must attach a copy of your identification showing you are an authorized requestor along with a copy of a valid driver's license.			Number of copies requested: _____ x \$25.00= \$ _____	
Fetal Death:				Number of copies requested: _____ x \$25.00= \$ _____	
Miscellaneous Fees: (cc fee, burial permit)				\$ _____	
Postage Fee-\$4.00 (certified mail for tracking purposes) Please call for rates to have your shipment insured. Certificates will not be mailed without payment for postage.				\$ _____	
Total Amount Due:				\$ _____	

PURCHASER'S 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.

Purchaser's Name:		Email:	
Street Address:		Phone Number:	
City, State, & ZIP:		Purchaser's Signature:	

MAILING ADDRESS

Send completed application with required fee to:

Huron County Public Health
28 Executive Dr.
Norwalk, OH 44857
419-668-1652 Option 3

FOR OFFICE USE ONLY

Certificate Number:		Date:	
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check# _____ <input type="checkbox"/> Credit Card		Permit/Other:	
Credit Card Information:	Exp:	Sec Code:	Zip: