

BIRTH & DEATH RECORDS FAQ

FREQUENTLY ASKED QUESTIONS



Birth Certificates

Looking for an Ohio birth certificate? Below are quick, easy ways to order one. Each birth certificate we issue is a certified copy and has a raised seal. The fee is \$25 per certificate.

Same Day Service: If you need a same day pick-up, please do not order online. We ask that you come into the office for a same day service.

Order Options:

- ONLINE: vitalchek.com
- MAIL: Please allow time for delivery by USPS.
- OFFICE: 470 S. Sandusky Street Delaware, Ohio 43015



Scan QR code to access DPHD
birth certificate application

*Certificates ordered for in-office pick up that are not claimed within two weeks will automatically be mailed to the address provided on the order.

Pay: cash, check, money order, debit/credit card (will charge a minimum of \$2.00 per order).

Newborns

Congratulations on your newborn! Birth certificates are usually ready for issue 1-2 weeks from the time the child was born.

Certificates Prior to 1908

Are you requesting a birth certificate for someone born before 1908? If so, you might be searching for a record that does not exist. Healthcare facilities and individuals born at home were not required to file an Ohio birth certificate until December 1908. Please call us at (740) 368-1700 opt. 2, or email us at vitalstatistics@delawarehealth.org to find out if we have the record you'd like to order.

Corrections

Corrections on a birth certificate include correcting the spelling of a name (i.e. Sarah to Sara) or adding a first, middle, or last name to the birth certificate if one was not previously recorded on the birth certificate can be done in our office by filing an affidavit. You cannot legally change a name with this process. See the Changes section below for name changes.

Changes

All name change requests are processed through probate court. You can find more information on how to change your name at the Delaware County Probate Court probate.co.delaware.oh.us

Add a Father

For unmarried parents, a father can be added to a birth certificate with a Paternity Affidavit. This form can only be used if no father is currently listed on the birth certificate or you have an open child support case. You can find more information on establishing paternity on the [Ohio Paternity Enhancement Program Website](#). Please contact us at (740) 368-1700 opt. 2, to see if a Paternity Affidavit can help you add the father to the birth certificate.

Adoption Records

All adoption records are located at the Ohio Department of Health. There are different laws for viewing adoption records depending on what year the adoption took place. For additional information, please refer to the [Ohio Department of Health Website](#).

Death Certificates

Looking for an Ohio death certificate? Below are quick, easy ways to order one. Each death certificate we issue is a certified copy and has a raised seal. The fee is \$25 per certificate.

Same Day Service: If you need a same day pick-up, please do not order online. We ask that you come into the office for a same day service.

Order Options:

- ONLINE: vitalchek.com
- MAIL: Please allow time for delivery by USPS.
- OFFICE: 470 S. Sandusky Street Delaware, Ohio 43015



Scan QR code to access DPHD death certificate application

*Certificates ordered for in-office pick up that are not claimed within two weeks will automatically be mailed to the address provided on the order.

Pay: cash, check, money order, debit/credit card (will charge a minimum of \$2.00 per order).

Certificates Prior to 1971

Are you requesting a death certificate for someone who died before 1971? We have access to most death records from 1971 forward. Please call us at (740) 368-1700 opt. 2, or email us at vitalstatistics@delawarehealth.org to find out if we have the record you'd like to order. Death records prior to 1971 should be on file at the Ohio Historical Society.

Certificate Corrections

If a correction must be made to a death certificate after it has been filed, a Death Affidavit or Supplementary Medical Certification must be filed. Contact the funeral home that facilitated the burial or cremation to request the changes.

Veteran's Death Certificate

The family of a veteran is entitled to one free copy of that veteran's death certificate. A VA application must be signed by either the beneficiary or an official of the U.S. Veteran's Administration.