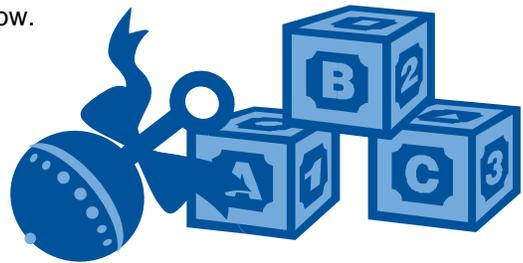# BIRTH CERTIFICATE APPLICATION FORM

Now that the baby is finally here, there are a few things you need to know.
You will need a certified copy of a birth certificate to:
- Apply for a Social Security number
- Open a bank account
- Enroll in school
- Get a driver's license
- And for many other important reasons

Instructions:
- **Fill out this application form below**
- **Include payment*** (personal check or money order) of $25 for each certificate. Do NOT pay this fee to the hospital. Please make check or money order payable to: Columbus City Treasurer
- **Mail completed form and payment** to:
  Columbus Public Health
  Vital Statistics
  240 Parsons Avenue
  Columbus, OH 43215

Type or Print

First Name	Middle Name	Last Name on Certificate
Date of Birth / / *Month Day Year*	**Name of hospital**	
Mother's First Name	**Mother's last name prior to first marriage (maiden name)**	
Father's First Name	**Father's Last Name**	
Number of Certificates Requested ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Other: _____ *($25.00 each)* *Make check or money order payable to: Columbus City Treasurer*	**Phone #:** ( ) -	

Your Information *(person requesting certificate)*

Name: _____

Address: _____

City:_____ State: _____ Zip Code: _____

Notes:
- It takes approximately 8-10 weeks to receive and register a newborn certificate.
- Please do not leave this application form and payment at the hospital.
- For Ohio births only.
- Columbus Public Health also has W.I.C (645-7280) and Immunization (645-8137) programs for your children. For single moms, learn about establishing paternity at www.oh-paternity.com or call 1-888-810-6446.

*Fees subject to change. (According to City charter Section 82, your check will be deposited within 24 hours. Under the City of Columbus Ordinance 1141-91, a $25.00 fee will be charged for all returned checks).

COLUMBUS PUBLIC HEALTH
240 Parsons Ave, Columbus, OH 43215
Phone: 614-645-7331   Web: www.publichealth.columbus.gov
2/2013

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

COLUMBUS
PUBLIC HEALTH