

# Birth & Death Certificate Copy Application

- Customer must contact our office within 60 days if certificate has not been received through the mail.
- Certificates can be exchanged within 30 days if the original certificate is in good condition.
- Absolutely no refunds once certificate leaves Columbus Public Health.

APPLICANT INFORMATION <i>Person requesting records.</i>	
<i>Print clearly. This form will be used for your receipt, mailing address and future contact to complete your request.</i>	
Full Name: _____	
Street Address: _____	
City: _____	State: _____ ZIP Code: _____
Phone: _____	Email: _____
Signature: _____	Date: _____

BIRTH CERTIFICATE REQUESTS (OHIO ONLY) <i>Person on the requested record.</i>	
Full Name (as shown on original birth record): _____	
New Name (if name has changed since birth): _____	
Date of Birth: _____	Ohio City/County Where Birth Occurred: _____
Parent 1 Birth Name: _____	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other
Parent 2 Birth Name: _____	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other
Number of Birth Certificate Copies: _____ x \$25 = \$ _____ Total	

DEATH CERTIFICATE REQUESTS (OHIO ONLY) <i>Person on the requested record.</i>	
Full Name (first, middle and last): _____	
Date of Death: _____	Ohio City/County Where Death Occurred: _____
Funeral Home that Handled Arrangements: _____	
Applicant's Relationship to Person Who Died: _____	
Number of Death Certificate Copies: _____ x \$25 = \$ _____ Total	

Complete the form above and submit in person or by mail with required \$25 fee for each certificate copy request (Check or money order made payable to Columbus City Treasurer):

Columbus Public Health – Vital Statistics  
240 Parsons Ave., Columbus, OH 43215

If mailing, please include check or money order made payable to Columbus City Treasurer. Do not send cash.

Submit application online (scan QR) at [vitalchek.com/v/vital-records/ohio/franklin-county-bureau-of-vital-records](http://vitalchek.com/v/vital-records/ohio/franklin-county-bureau-of-vital-records).

