

POLICY AND PROCEDURE

SUBJECT/TITLE:	Birth Certificate Special Requests
SCOPE:	Vital Statistics
CONTACT PERSON & DIVISION:	Olivia Roston, Vital Statistics Registrar
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PURPOSE

The intent of this document is to establish guidelines for proper handling of special requests of birth certificates. Adherence to this standard will:

1. Ensure special requests for birth certificates are handled appropriately and within guidelines;

POLICY

The Galion City Health Department may receive special requests regarding birth certificate records.

BACKGROUND

The special requests for birth records must be done in accordance with the Ohio Revised Code 3705.

GLOSSARY OF TERMS

The following definitions are relevant to this document.

PROCEDURES & STANDARD OPERATING GUIDELINES

1. Veteran's Administration Certificate Request

The Veteran's Administration or a beneficiary of VA benefits may request a death certificate for a deceased veteran or deceased spouse of a veteran for benefit purposes. The Veteran's Administration/beneficiary must provide an "Application for Certificate of Public Record" and a free, certified copy is provided to them. Copy & stamp the same as a certified copy of a death certificate (see "[Death Certificate Issuance](#)" for copying instructions). **Funeral homes request these free copies at times, however free copies should not be issued to the funeral home unless their application is actually signed by the beneficiary or the VA (not a copy of someone's signature or not funeral home signature).** See "[Free Vet Copy No FH](#)" email if needed for reference. All free copies issued are logged in the Excel file "Security Paper Logs". No receipt is issued for free copies. If a free Veteran's copy is requested after one has already been issued, inform the requestor of any subsequent requests that the free Veteran's copy has already been issued. Only one free Veteran's Copy can be issued. When issuing the free copy, on the "Application for Certificate of Public Record," fill in the "Date of Receipt" box with the date the application was received. Also fill in the "Certificate No." with the certificate paper number on the bottom left of the free copy and fill in the "Date Issued" box with the date the certified copy was completed. If the application was mailed in, mail the certified copy back to the requester. Paperclip the "Application for Certificate of Public Record" to the back of the file copy birth certificate, this serves as proof a free copy was received for this person. Now return the certificate and application to the appropriate folder in the birth certificate safe. Add this information to the "Security Paper Logs."

2. Genealogist requests

Genealogists use the kiosk index to search files. If they find someone they wish to investigate, a plain paper copy with a stamp or writing saying, "View Only" across the document can be made from IPHIS and they may hand-copy or take a picture of the information from that copy. After viewing, they must return the copy to be shredded. No plain paper copies can be issued to genealogists to take with them. They may, however, purchase a certified copy.

3. Recruiter requests

Recruiters will ask for verification of birth for enlistments. Don't show anything on the document. They should provide a paper with information; check to be sure it is accurate and verify it. They'll ask for the Registrar's number from the birth certificate and the date the registrar received it. By law it must be signed and dated. If they want a copy, they must pay the current fee for it.

4. Child Fatality Review Board Requests

Child Fatality Review Boards, within a health district, may request uncertified copies of death and/or birth summaries if a death is under review by the board. When requested an uncertified copy of a death certificate can be provided to them. This is done by simply faxing a plain paper copy of the record to the provided fax number. If birth information is needed, a birth summary is provided for births 2007 to present. Birth summaries are printed from IPHIS using the local supervisor role. Search the record in IPHIS and click "Requests" then "Print: Birth Record Summary." This report is then faxed to the number provided. If the birth is prior to 2007, then a plain paper copy of the local file copy should be faxed.

CITATIONS

Ohio Revised Code 3705

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Olivia Roston, primary author

APPENDICES

Appendix A: Birth Certificate Issuance

Appendix B: Free Vet Copy No FH

REFERENCE FORMS

Security Paper Logs

SIGNATURES

Andrea Barnes, RS
Interim Health Commissioner

_____/_____/_____
Date