

POLICY AND PROCEDURE

SUBJECT/TITLE:	Birth Affidavits/Corrections
SCOPE:	Vital Statistics
CONTACT PERSON & DIVISION:	Olivia Roston, Vital Statistics Registrar
ORIGINAL DATE ADOPTED:	9/12/17
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PURPOSE

The intent of this document is to establish guidelines for proper creation of birth affidavits/corrections. Adherence to this standard will:

1. Ensure birth affidavits/corrections are completed when appropriate and;
2. Ensure birth affidavits/corrections are complete and accurate.

POLICY

The Galion City Health Department creates birth affidavits/corrections for customers needing corrections to birth records in accordance with ODH guidelines.

BACKGROUND

Birth records are at times created with minor errors that are discovered after the record has been created. Therefore, per a customer's request, local health departments can complete birth affidavits/corrections to correct some of these minor issues in accordance with ODH guidelines.

GLOSSARY OF TERMS

The following definitions are relevant to this document.

ODH – Ohio Department of Health

PROCEDURES & STANDARD OPERATING GUIDELINES

- I. Determine if the incorrect information can be corrected using ODH's [Birth Affidavit Guide](#).
- II. **For births 2005 and prior**, if the incorrect information is listed in the guide as a field that can be corrected with an affidavit, open the [Birth Affidavit Form](#).
 - A. Instructions for completing the birth affidavit are on page 2 of the form.
 - B. The instructions must be followed completely or ODH will not accept the document.
 - C. The affidavit can be typed and printed for the customer to read and verify all information is correct.
 - D. An affidavit can only be executed on a particular field **one time**. If there is a mistake on the affidavit and it is accepted by ODH, the field cannot be changed again with a birth affidavit. It would have to be corrected with a court order.
 - E. Once the information has been verified, the party/parties must sign the affidavit in front of a notary public. The document must then be notarized. The signatures **must match exactly** the way they are typed on the "Name(s) of person(s) executing affidavit" line on the form.

- F. Once it is complete, fill out the "[Birth Affidavit Fax Form](#)". Then fax both forms to ODH. It takes about 30 minutes for the affidavits to be processed. If the affidavit is rejected, ODH will either call or email indicating why the affidavit was rejected. A new affidavit will need to be completed if the problem is correctable.
- G. If the affidavit is accepted, no email or call will be made. You can recheck the record in IPHIS to see when the record is updated. Once the record has been corrected the birth certificate can be issued. Abstracts will have a note on it if the information corrected is on the abstract. If a file copy is requested, the file copy and a copy of the affidavit must be issued together.
- III. **For births 2006 to present**, if the incorrect information is listed in the guide as a field that can be corrected with an affidavit, use the ODH "[Birth Correction Easy Step Guide](#)".

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Olivia Roston, primary author

REFERENCE FORMS

[Birth Affidavit Guide](#)
[Birth Affidavit Form](#)
[Birth Affidavit Fax Form](#)
[Birth Correction Easy Step Guide](#)

SIGNATURES

Andrea Barnes, RA
Interim Health Commissioner

____/____/____
Date