POLICY AND PROCEDURE	
SUBJECT/TITLE:	Birth Certificate Issuance
SCOPE:	Vital Statistics
CONTACT PERSON & DIVISION:	Olivia Roston, Vital Statistics Registrar
ORIGINAL DATE ADOPTED:	9/12/17
LATEST EFFECTIVE DATE:	07/13/2021
REVIEW/REVISION DATE(S):	07/23/18, 8/2/19, 04/30/2020, 07/08/2021
REVIEW FREQUENCY:	Annually, or as needed
TOTAL # OF PAGES:	3
BOH APPROVAL DATE:	9/12/17

PURPOSE

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

1. Ensure requests for birth certificates are complete and accurate and;
2. Ensure the completeness and accuracy of the printed certified birth certificate.

POLICY

The Galion City Health Department issues to requestors, for a fee, certified copies of birth certificates for events occurring within the state of Ohio from December 1908 to present.

BACKGROUND

The issuance of birth certificates must be done in accordance with the Ohio Revised Code 3705.

GLOSSARY OF TERMS

The following definitions are relevant to this document.
ODH – Ohio Department of Health

PROCEDURES & STANDARD OPERATING GUIDELINES

All original birth certificates are on file at the Ohio Department of Health, Vital Statistics in Columbus. The Galion City Health Departments has official copies. Prior to December 1908, all birth certificates are on file at Probate Court in the County courthouse. Parents do not get a "free" copy of a birth certificate when they have a child. There are two types of birth certificates. Abstract copies are the state recommended types to issue. These contain only general information and are issued only through IPHIS. File copies are copies of the original birth certificate. They contain slightly more to a lot more information depending on how long ago the birth occurred. These are typically only issued if the person requests this type, or the abstract is not available in IPHIS. File copies can only be issued through IPHIS. If the application has any of the reasons (Dual Citizenship, Genealogy, Out of Country Marriage, International Legal Business) for the birth certificate checked, verify the applicant is sure they understand what the selected reason means. Then, if they truly need the birth certificate for one of those reasons, a File Copy is probably needed. The only exception is for genealogy, so ask which version they would like. Note, a passport is not "International legal business."

If a customer wants to obtain a birth certificate, he/she must complete a birth certificate application (copies should be on the front counter. If more copies are needed, print them from "Application for Certificates" PDF in the Vital Stats folder on the "Q" drive). Online ordering is now available. Periodically throughout the day, you must check Permitium for online orders, https://galionoh.permitium.com/appList. When you log into, ensure you are on the "Unassigned" tab with "Open"

selected in the drop-down box, click search. If an order is visible, click on the order number to process. Once order is open, click the print button on the right-hand side, and choose "Print Application". If document cannot be located or there are errors, contact the customer and/or deny the application if necessary.

Login to IPHIS using your username and password. The "Select Location" dialog box appears, and you must choose the "User No." for the state abstract issuance. This can be determined by looking at the "Funct Group" line, the ending should say "State Abstract Issuance" if the correct user number has been chosen. If not select a different user number until you find the state abstract issuance location. Then click "Ok".

Abstract Copy Issuance

Using the information from the application, search for the birth record by clicking "Search" on the top menu. In the new dialog box type the child's first and last name and date of birth. If a record appears, double click on it and verify the remaining information on the application.
For births prior to 2017, first click on "Actions" then "Display Image/Document" from the top menu to view the original birth certificate (you may need to zoom in). If what comes up is an affidavit and not a birth record, verify the information that was corrected, then close the affidavit. Then click on "Linking", "To Layer." Double click the record to open, click "Actions," "Display/Image/Document." Verify the spelling and information for the child's full name, child's date of birth, mother's first and maiden name, and father's first and last name (any corrected information on an affidavit will be incorrect on the image). Note the mother's and father's states of birth to verify on the abstract. If information is correct, click "Close" if only the birth record was opened. If birth record was opened through Layers, "X" out of the "LayerBirth", and "X" out of the "LayerBirth search". Next or **begin here for births 2017 and later**, click "Requests" then "Print: Birth Abstract" from the top menu. Drag the corner of the pop-up out to make the box bigger. Now re-verify all the information to be sure it matches the application and the original birth certificate for births prior to 2017. Also, check the file date. It can't be missing or can't be over 365 days after the birth of the child unless there is a note saying the file date is over 1 year but is still correct. If everything is correct, push the bordered paper in tray 2 of the VS printer in and remove the white paper from the bypass tray. Now click print on the print preview dialog box. Remove the printed abstract from the printer, tear the top portion off at the perforation, and pull tray 2 back out slightly. All copies are $25, write out a receipt. On the "In re:" line, write the number of BC copies, the name of child on the BC, **and the security paper number(s).** I.E. – "1 BC – Jane Doe H3972000"; "3 BCs – Jane Doe H3972000-02"; or "2 BCs – 1- Jane Doe H3792000 & 1 – John Doe H3792000". The completed application should be kept in the file holder at the back, right side of the desk.

For efficient searching in IPHIS:
1.   First name, last name, date of birth
2.   Last name, date of birth
3.   Mom's maiden last name and date of birth
4.   First name, last name, year of birth
5.   Child's first name, last name, mom's maiden last name
6.   Wildcard search (%)
7.   "Shift" + "9" can be used in date fields to allow date range searches.

If there are any errors when copying, redo the certificate and **KEEP** the wasted copy. The barcode and number must be saved and recorded on the "Security Paper Logs." Cut the strip of paper off that contains the barcode (the strip should be 8 ½" long and the height the size of the barcode and number). The strips should be kept in the envelope in the file holder where the completed applications are kept. Once recorded, store them in the appropriate bin on top of the safes 1 & 2.

File Copy Issuance

If a customer requests a file copy instead of an abstract copy, using the information from the application, search for the birth record by clicking "Search" on the top menu. In the new dialog box type the child's first and last name and date of birth. **For births prior to 2017** - If a record appears, double click on it and verify the information on the application by first clicking on "Actions" then "Display Image/Document" from the top menu to view the original birth certificate (you may need to zoom in). If there is a layer that is not an affidavit or birth record, a court document for example, a file copy

cannot be issued by the local health department. If the customer insists they need a file copy, refer them to the state's customer service number. If what comes up is an affidavit and not a birth record, verify the information that was corrected, print the affidavit on plain white paper, then close the affidavit. Then click on "Linking", "To Layer." Double click the record to open, click "Actions," "Display/Image/Document." Verify the spelling and information for the child's full name, child's date of birth, mother's first and maiden name, and father's first and last name. If information is correct, print the birth certificate on plain white paper. (If an affidavit was completed, that information on the birth image will be incorrect, that is why the affidavit was printed). Trim the plain white paper to remove the document title and any black border lines that were created from the scanning process. Get a piece of non-bordered paper (lowest number) from the bottom drawer of the lateral file cabinet. Place the birth record on the copier glass. Place non-bordered paper in the bypass tray with the watermark side up and the watermarks pointing away from the printer "v". Press the "#" button on the copier, then press "Select Size" on the screen and choose the 8 ½ x 11 "landscape" option (☐), then select the number of copies, and press start. Stamp the certified file copy with the **Trodat Stamp** (check the date) in the bottom, left drawer of the desk to place the signature and date at the bottom of the certificate to the right of the seal. If there is an affidavit, this must also be issued on non-bordered security paper and stamp it with the Trodat Stamp as well. Affidavits must be stapled to the back of the file copy and are not an extra charge; the birth certificate & affidavit are considered one copy.

For births 2017 and after – Open the record then click "Requests" – "Print Birth Certificate." If information is correct, print the birth certificate. Get a piece of non-bordered paper (lowest number) from the bottom drawer of the lateral file cabinet. Place the non-bordered paper in the bypass tray of the HP printer watermark side down and top of paper going into printer. Stamp the certified file copy with the **Trodat Stamp** (check the date) in the bottom, left drawer of the desk to place the signature and date at the bottom of the certificate to the right of the seal.

If this was not an online order, all copies are $25, write out a receipt. On the "In re:" line, write the number of BC copies, the name of child on the BC, **and the security paper number(s) (in the bottom left corner of the certificate).** I.E. – "1 BC – Jane Doe H3972000"; "3 BCs – Jane Doe H3972000-02"; or "2 BCs – 1- Jane Doe H3792000 & 1 – John Doe H3792000". On the bottom of the application, document the receipt number and your initials in the corresponding boxes. The completed application can be kept in the file holder just under the front customer window.

For online orders go back to Permitium to complete processing. If the record was on file and printed, click the green check for volume/page in the office use section. This will enter "Pass" and the date on the volume/page line. Enter your initials the middle box on corresponding line, then click the "Save Progress" button. Now click the "Print" button again and choose the print envelope option. Place an envelope in the HP printer's manual tray face up and stamp towards printer. Now approve the application by clicking the green "Approve Application" button on right-hand side. Re-access the application by clicking the "All" tab with "Approved" selected in the drop-down box, click search. Re-open the application by clicking the order number and click the "Document Delivered" button. Receipts are not written for online orders. They are tracked on the "Security Paper Logs" only. To complete the online order application, write "online" in the signature box with the date, write "logged" in the receipt # box, and enter your initials in the corresponding box. All completed applications are kept in the file holder to the right of the front desk.

If there are any errors when copying or stamping birth certificates, redo the certificate and **KEEP** the wasted copy. The barcode and number must be saved and recorded on the "Security Paper Logs." Cut the strip of paper off that contains the barcode (the strip should be 8 ½" long and the height the size of the barcode and number). The strips should be kept in the envelope in the file holder where the completed applications are kept. Once recorded, store them in the appropriate bin on top of the safes 1 & 2.

CITATIONS
Ohio Revised Code 3705

CONTRIBUTORS
The following staff contributed to the authorship of this document:
1. Olivia Roston, primary author

REFERENCE FORMS

Application for Certified Copies

SIGNATURES

_____   _____/_____/_____

Andrea Barnes RS   *Date*
Interim Health Commissioner