

FINDLAY CITY HEALTH DEPARTMENT
1644 TIFFIN AVENUE, SUITE A, FINDLAY OH 45840

Phone: (419) 424-7105

APPLICATION FOR REQUEST OF BIRTH CERTIFICATE
PLEASE TYPE OR PRINT INFORMATION

e-mail: health@ci.findlay.oh.us

NAME ON BIRTH CERTIFICATE:		
DATE OF BIRTH:	PLACE OF BIRTH:	
FATHER'S NAME:		
MOTHER'S MAIDEN NAME:		
LIST ANY CHANGES/CORRECTIONS MADE TO THIS CERTIFICATE:		
DAYTIME PHONE NUMBER: ()		
MAILING ADDRESS: (NAME)		
P O BOX / APARTMENT NO.:		
STREET:		
CITY:	STATE:	ZIP:

Certified Copies (Suitable for passports, driver license, etc) _____ @ **\$ 25.00 each** = \$ _____
Fee to be included with request

Your Signature _____ Date _____

Indicate the number of certificates being requested. **Be sure to sign the application.**

*Please send payment in the form of a check (must be drawn on a bank within the state of Ohio) or money order **made payable to: *City of Findlay***. Your request will generally be processed same day of receipt. During times of high mail volume, processing may take up to two business days after receipt.

Overnight deliveries will take priority and will be processed same day of receipt. If you desire to have the certificate returned to you overnight delivery (Postal, Federal Express, etc), you must include a self-addressed, pre-paid overnight mailer along with the request. If using U.S. Postal Overnight, verify with your post office that it is guaranteed overnight to your zip code.

If you are not positive that the birth occurred in the city limits of Findlay, please call ahead to verify that it is on file in this office.

Mail your request to: **Findlay City Health Department, Vital Records, 1644 Tiffin Avenue, Suite A, Findlay, Ohio 45840.**

You may contact the health department's Vital Statistics Division to verify current fees and procedures for obtaining certificates.

***We have recently added on-line access through VitalChek.com and can usually process the same or next day for orders submitted to VitalCheck by 12:00 p.m. You may call or email to verify processing of your individual request. The length of time listed on the VitalChek web site allows for computer downtime or the vital statistics office being closed unexpectedly.**