

**SUMMIT COUNTY PUBLIC HEALTH  
THINGS YOU SHOULD KNOW ABOUT  
THE HOME BIRTH / OUT-OF-INSTITUTION BIRTH REGISTRATION PROCESS**

- The home birth filing process may be completed the same day or within 2 business days after the required Birth Parents and Facility Worksheets and Documentation of Evidence is provided to the Summit County Public Health (SCPH Office of Vital Statistics).
- Parent/parents have until the baby's first birthday to file for the Certificate of Live Birth at the SCPH Office of Vital Statistics. After one year, the parent/parents will need to file for a Delayed Birth Registration through the county probate court office in the county where the original birth took place.
- Proof of Pregnancy, Proof of Birth, and Proof of Residency are required to file for the baby's birth certificate. Fillable PDF documents for the Home Birth / Out-of-Institution Birth Registration process are located on the SCPH website - Birth and Death Certificates - "Home Birth Resources" web page.
- If you are unmarried parents and would like to voluntarily establish paternity and add the father's name to the baby's birth certificate, you will need to complete an Acknowledgement of Paternity Affidavit form before the Certificate of Live Birth is filed by the SCPH Office of Vital Statistics. To complete the Acknowledgement of Paternity Affidavit form, both parents will need a valid State of Ohio identification, driver's license, or other acceptable form of identification and must sign the paternity affidavit in the front of a Notary Republic. The Acknowledgement of Paternity Affidavit form and Notary Public service are available free of charge at the SCPH Office of Vital Statistics. Ask a member of our staff for more information. Unmarried parents have until the baby turns 23 years old to voluntarily complete an Acknowledgment of Paternity Affidavit should you choose to establish paternity at a later date. Contact the Ohio Central Paternity Registry at 888-810-6446 for more information.
- Ohio law allows unwed minor parents under the age of 18 years old to complete a voluntary Acknowledgement of Paternity Affidavit to establish paternity without consent or assistance from the custodial parent or guardian.
- If you are married and your husband is not the father of your baby or if you have not been divorced more than 10 months (300 days) before your baby was born, you must provide proof of your divorce with a certified divorce/dissolution decree that is signed by a judge or magistrate, or provide an Administrative Order from the Child Support Enforcement Agency stating that DNA testing excludes your husband from being the baby's father before we can file your baby's birth certificate. Contact our office for more information regarding this law.
- A Social Security Card for your baby can only be requested after the birth certificate is filed by the SCPH Office of Vital Statistics. The parent/parents can elect to have our office request the baby's Social Security Card automatically when the birth certificate is filed or you may make an independent request directly with the Social Security Administration. Contact the Social Security Administration at 800-772-1213 or visit the Social Security Administration website at [ssa.gov](http://ssa.gov) for more information.
- After the home birth worksheets and required documentation of evidence are received by our office, we will verify that the paperwork is complete and that the documentation meets the State of Ohio Bureau of Vital Statistics home birth acceptance requirements. A member of our staff will input the birth record data into the State of Ohio database to create a draft of the birth certificate. You will be contacted by a member of our staff to review the draft birth certificate copy to ensure that the information is correct and must confirm acceptance of the draft birth certificate before the required documentation of evidence will be submitted to the Ohio Bureau of Vital Statistics for registration.
- After approval to register the baby's birth certificate is received from the Ohio Bureau of Vital Statistics, the birth certificate will be available for issuance. You will be able to immediately purchase a certified copy of your baby's birth certificate for a fee of \$22.00 per certificate from the SCPH Office of Vital Statistics. For your convenience, you may purchase a certified copy of the baby's birth certificate from any Ohio local health department.

Contact the Summit County Public Health Office of Vital Statistics at (330) 812-3845 with any questions you may have. A member of our staff will be happy to assist you.