



Public Health
Prevent. Promote. Protect.

Tuscarawas County
Health Department

Name Corrections for Vital Records

For minor errors on a birth or death certificate, an affidavit may be done to make corrections. Once again, this does not change the original birth certificate. When you request a copy of your birth certificate, you will receive a computerized birth abstract showing the corrections. There will be a note at the bottom of the certificate indicating that the certificate was corrected. This legal correction will be accepted as such by all agencies, such as passport office, etc.

Items that may be corrected on a birth certificate by an affidavit include:

- Spelling corrections of the child's name (not name changes)
- Month or date of birth (in most circumstances, but not all, so call for clarification)
- Spelling of mom's name (not name changes)
- Spelling of dad's name (not name changes)

There are a few additional items that may be corrected with an affidavit. Please call us at 330-343-5555, x125, with any questions regarding your specific circumstances. You may go to www.tchdnow.org to print out the affidavit and for the instructions on how to fill it out. Once you have filled out and notarized the affidavit, bring it in or mail it to our office. There is no charge for filing an affidavit. We will send the affidavit to the Ohio Department of Health so it may be filed with the original birth certificate. If you have recently purchased an incorrect birth certificate from our office, we will exchange the old for the new when the affidavit has been filed through the Ohio Department of Health. Not all errors on a birth certificate can be corrected by an affidavit. For those errors that cannot be corrected by an affidavit, you will need to go to probate court for the correction to be made. If the incorrect birth certificate is for a recent birth, call us for more information.

For death certificates, an affidavit may be made to correct anything except the medical area of the death certificate. Causes of death may only be changed by the doctor or the coroner. Affidavits are generally done by the funeral home that completed the death

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certificate. If you are unsure of which funeral home completed the death certificate, you may call our office for assistance at 330-343-5555.

If you need further assistance, call our office, or you may follow the link to the Ohio Department of Health, Office of Vital Statistics www.odh.ohio.gov.