



**Public Health**  
Prevent. Promote. Protect.

Tuscarawas County Health Department

# TUSCARAWAS COUNTY HEALTH DEPARTMENT

## Vital Statistics

### Records Request Instructions



<b>Notice to All Vital Statistics Customers:</b>	Pursuant to Ohio Revised Code 3705.29, it is unlawful to purposely obtain, possess, use, sell, furnish, or attempt to obtain, possess, use, sell, or furnish to another for the purpose of deception any certificate, record, or certified copy of it that relates to the birth of another person, whether living or dead.
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#### Who Can Order A Record:

Vital records (records of births, deaths, and fetal deaths) are public records in Ohio. This means that anyone can potentially request copies.

#### Placing An Order:

We offer a couple of ways for you to order your birth/death certificate, in person at: 897 East Iron Ave., Dover, OH 44622 (please note this is for cash payment or money orders only) or online through our website, [www.tchdnow.org](http://www.tchdnow.org) (this is for credit/debit card payments only). Our Vital Statistics hours are Monday through Wednesday from 8:00 a.m. to 4:00 p.m.; Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 8:00 a.m. to 4:00 p.m.; or call our customer service team at (330) 343-5555, ext. 1250, for detailed instructions and further explanation of these options.

Please complete one application form for each record or search requested. Submit your applications with all available identifying information. If you do not have sufficient information to allow us to identify the certificate, you may request a search be performed rather than requesting a certified copy of the record.

#### Birth Certificates:

Please complete the "Record Information" portion of the application with the information as you believe it to be listed on the original birth record. If there have been any changes to the name of the person on the record, also provide the new name. Please identify the parents on the record as "mother," "father," or "parent," and provide their names prior to their first marriage (also known as maiden name). Birth records will be issued as certified abstracts unless you indicate that you are requesting the certified copy for the specific purposes of obtaining dual citizenship, international marriage or legal proceedings, or genealogy.

#### Death Certificates and Social Security Numbers:

As of October 15, 2015, for the *first five years after the date of death* the social security number of the deceased will not be included on the death certificate unless the requestor is:

- The deceased's spouse, or lineal descendant
- The deceased's executor, attorney, or legal agent
- A representative of an investigative government agency
- A private investigator
- A funeral director (or agent responsible for disposition of the body) acting on behalf of the deceased's family
- A veteran's service officer
- An accredited member of the media

**Individuals requesting a death certificate with the social security number included must indicate on their application that they are requesting the SSN be included and submit satisfactory identification to the registrar or clerk.**

**Fees:** In accordance with section 3705.24 of the Ohio Revised Code we are required by law to charge a fee for each certified copy of a vital record issued. The fee at this office for each certified copy of a birth, death, or fetal death record is \$25.00 per certified copy.



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## APPLICATION FOR CERTIFIED COPIES



**RECORD INFORMATION:** (Information about the person you are requesting the record for)

Full name on birth or death certificate: First                      Middle                      Maiden/Last			If name was changed since birth, indicate new name: (i.e., adoption, legal name change, paternity, etc.)
Date of Birth:	Date of Death:	City and County where event occurred:	
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Parent	Full Name Before First Marriage:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Parent	Full Name Before First Marriage:
<b>CHARGES:</b> We ACCEPT Cash and Money Orders at the counter, credit/debit cards online orders only			
Birth:	Check box if needed for any of the following reasons: <input type="checkbox"/> Dual Citizenship/Long Form <input type="checkbox"/> Genealogy/Long Form <input type="checkbox"/> Replacement <input type="checkbox"/> Driver's License/State ID		Number of copies requested:  _____ x \$25.00 = \$ _____
Death:	<input type="radio"/> No, I do not need the Social Security Number included. <input type="radio"/> Yes, I request a copy with the SSN included. <b>All death certificates will be issued without a social security number unless identification is provided confirming you are one of the below listed authorized requestors:</b> <input type="checkbox"/> The deceased's spouse or descendent <input type="checkbox"/> The deceased's executor, attorney, or legal agent <input type="checkbox"/> A representative of investigative government agency <input type="checkbox"/> A private investigator <input type="checkbox"/> A funeral director (or agent responsible for disposition of the body) acting on behalf of the deceased's family <input type="checkbox"/> A veteran's service office <input type="checkbox"/> An accredited member of the media <b>You must attach a copy of your identification showing you are an authorized requestor along with a copy of a valid driver's license.</b>		Number of copies requested:  _____ x \$25.00 = \$ _____
Fetal Death:			Number of fetal death record copies requested:  _____ x \$25.00 = \$ _____
Total Amount Due:			\$ _____

**PURCHASER'S INFORMATION:** (Information about the person requesting the record)

Please print clearly as this will be used for your receipt, mailing address, and/or for future contact to complete your record request.

Purchaser's Name:		Date:	
Street Address:		Phone Number:	
City, State, & ZIP:		Purchaser's Signature:	

**MAILING ADDRESS:**

Send completed application with required fee to:  
TUSCARAWAS COUNTY HEALTH DEPARTMENT  
897 E IRON AVE  
DOVER OHIO 44622

(Rev: 11/23) sk

For Office Use Only:	Date: