

**BIRTH CERTIFICATE
FREQUENTLY ASKED QUESTIONS & ANSWERS**

BIRTH REGISTRY OFFICE INFORMATION:

MERCY HOSPITAL ANDERSON

Hours of Operation: M-F 5:00am – 1:30pm
Phone: 513-624-4067

MERCY HOSPITAL FAIRFIELD

Hours of Operation: M-F 7:00am – 3:30pm
Phone: 513-682-7281

BABIES NAME:

Regardless of marital status, the baby can have any last name you choose.

SINGLE MOTHERS:

A paternity affidavit **MUST** be completed if you want the father to be listed on the birth certificate. The paternity affidavit should be completed prior to leaving the hospital after delivery and **MUST** be completed within 5 days of delivery. If you leave the hospital on the weekend, please contact the birth clerk (phone number listed above) for the facility you will be delivering at to schedule a time that the paternity affidavit can be completed.

To fill out a paternity affidavit, the following must be provided:

- Father & Mother's picture id with a signature on it (driver's license, state, military id, passport, school identification cards)
- Father of the baby must be present to sign the paternity affidavit
- Notary must be present

NOTE:

The paternity affidavit can also be completed elsewhere using the affidavit form provided by the birth clerk or from the Office of Vital Statistics & using a Notary of your choice. It is then your responsibility to send the affidavit to the following address:

Central Paternity Registry
131 North High St. Suite 620
Columbus, OH 43215

DIVORCED MOTHERS:

If you finalized your divorce 300 days or less prior to your child's birth, your ex-husband **MUST** go on your child's birth certificate (regardless of if your ex-husband is the child's father) **unless** you have a divorce decree that specifically states that the husband is not the biological father. **Please review section A of this form.**

MARRIED MOTHERS:

Your husband is the legal father of your child & his name must go on the birth certificate, regardless of who the natural father is. It should also be noted that the length of time you have been separated or living apart from your husband does not change this requirement.

If the natural father of your child is someone other than your husband, please read section A of this form.

SECTION A

If you refuse to list your husband / ex-husband's name on your child's birth certificate, the birth certificate is incomplete. Your child will have no birth certificate & as a result does not apply for a Social Security Card. Your child may not be eligible for state/federal assistance programs & you may have difficulty enrolling your child in school.

If the biological father wants to establish that he is or is not the father, he may file an application to the Probate Court in the county where he resides. Please reference Ohio Revised Code, Section 2105.18 and 3111.03.

You may amend or have your husband / ex-husbands name removed from the birth certificate & the natural father's name added. To do so, you will need to contact a private attorney to pursue the matter in court.

Please reference Ohio Revised Code Section 3705.09 or contact a birth clerk at the number listed above if you have any questions.

BIRTH CERTIFICATE PROCESSING:

The birth certificate is available by request after delivery at the County Health Department (Butler County for Mercy Fairfield, Hamilton County for Mercy Anderson).

To obtain a certified copy of the birth certificate:

- Go to the specified county health department web page (listed below) & follow instructions on birth certificate / vital statistics request form

Mercy Hospital Anderson
Hamilton County Health Department.
513-946-7800
www.hamiltoncountyhealth.org

Mercy Hospital Fairfield
Butler County Health Department
513-863-1770
www.butlercountyohio.org/health

SOCIAL SECURITY CARD PROCESSING:

The social security office issues the child's social security card. If you have given the birth clerk permission (located on the birth worksheet you complete) to process the child's social security card, this will be automatically processed upon submission of the birth certificate. This process will take approximately 6-8 weeks. However, you can visit the local social security office and apply for your child's social security card yourself. To do so, you will need to have your child's birth certificate.

You can contact the Social Security Office at 1-800-772-1213