NOTE: **Certified Copies of the Birth Certificates are not provided by Mercy Hospital Fairfield.**

Please read all instructions carefully.

To obtain a certified copy of the birth certificate:

- Fill out and detach the form below.
- Obtain a $20.00 Money Order made out to Butler County Health Department for each copy requested. No personal checks are accepted.
- Fill out a self-addressed stamped envelope.
- Submit the form below, $20 money order, & self-addressed stamped envelope to the Butler County Health Department address listed below.
  Butler County Health Department
  301 South Third Street
  Hamilton, OH 45011
- You can also request a certified copy of the birth certificate in person at the Butler County Health Department and pay the $20.00 fee per copy in cash.
- If you have questions on obtaining birth certificate copies, please contact the Butler County Health Department at (513) 887-5230.

Date:

Butler County Office Use Only:
Receipt #:_____
Audit # HO:_____
#HO:_____
Date Issued:_____

BUTLER COUNTY HEALTH DEPARTMENT
301 South Third Street
Hamilton, Ohio 45011
(513) 887-5230

APPLICATION

CERTIFIED COPY OF BIRTH CERTIFICATE

Name on Birth Certificate _____ _____ _____
First Middle Last

Date of Child's Birth _____ Place of Birth _____
MM/DD/YYYY Hospital

Father's Name _____ Mother's Name _____

Applicant Name (Your Name) _____

Address _____ _____ _____ _____
Street Address (include apartment # &/or P.O. Box) City State Zip Code

Home Phone _____ Work Phone _____

****Effective October 1, 2005, there is a statutory fee of $20 per certified copy of a birth certificate.****

NO PERSONAL CHECKS WILL BE ACCEPTED

Number of copies: _____ (Standard Size Only) **Signature:** _____

PLEASE INCLUDE A STAMPED, SELF ADDRESSED ENVELOPE FOR RETURN