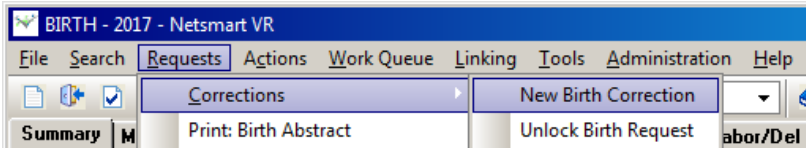
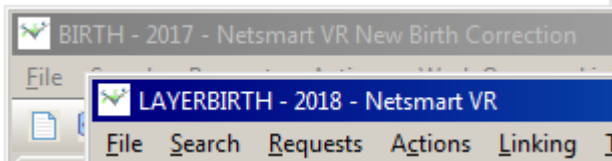


NEW BIRTH CORRECTION EASY STEP GUIDE

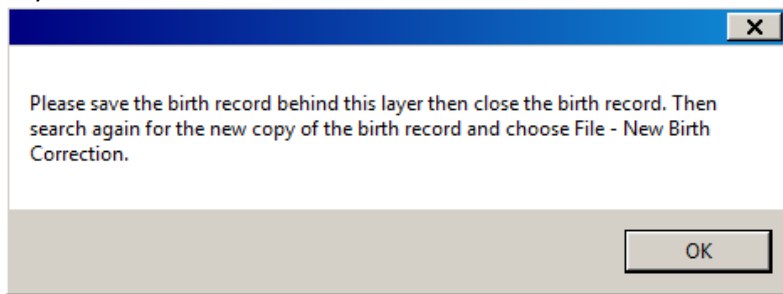
1. Locate and open the birth record to be corrected.
2. Select **Requests - Corrections - New Birth Correction**.



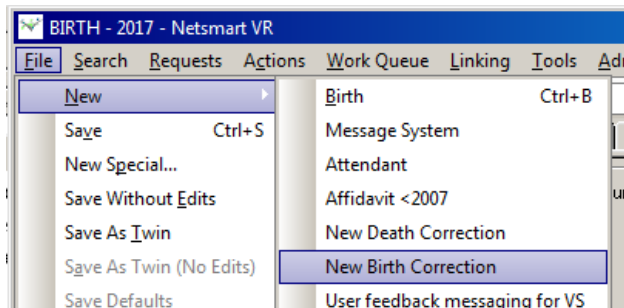
3. Two windows will launch: Birth Record and Layer Birth.



4. Click Save. Click "OK" on the record save pop-up message and close the Layer Birth window.



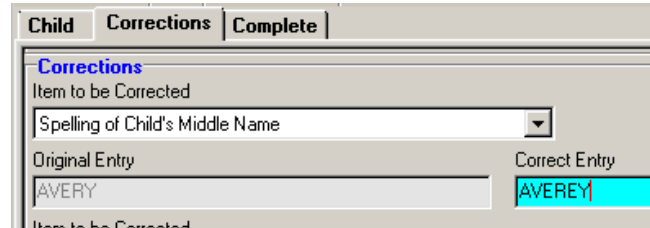
5. The Birth Record window is now open. Click Save and then close the Birth Record window.
6. Go back to the search screen and start a new search for the record.
7. Open/display the new "Cloned" birth record.
8. Select **File – New - Birth Correction**.



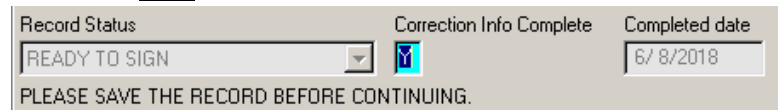
9. A new window will launch titled "BAFFIDAVIT".



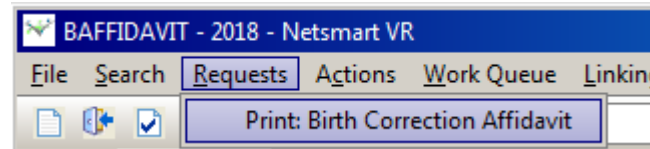
10. On the *Corrections* tab select the fields that need to be changed and enter the correct information.



11. On the *Complete* tab enter a "Y" in the "Correction Info Complete" field. Click Save.



12. Choose Request - Print: Birth Correction Affidavit.



13. Review the Birth Correction then print the document.
14. The applicant will sign the correction and have it notarized.
15. Once you have a signed and notarized birth correction, submit it to VS.Corrections@odh.ohio.gov via email or fax for approval with the appropriate cover sheet.
16. If the Special Reg. Clerk approves the correction the changes will be updated on the birth record within 15 minutes. If the correction is denied an email will be sent detailing the reason.