

Ohio Community Schools

Ohio Consolidated School District #17

Ohio Community High School District #505

“Where People Care”

Superintendent

Jennifer Hamilton
Phone 815/376-4414
Fax 815/376-2102

103 MEMORIAL STREET
P.O. BOX 478
OHIO, ILLINOIS 61349-0478

Principal

Jason Wilt
Phone 815/376-2934
Fax 815/376-2102

Notification of Request for Birth Certificate

Dear Parent/Guardian:

Illinois law requires that we notify you in writing that you are required to furnish our school a certified copy of a student's birth certificate. As of the receipt of this letter, we have not received a certified copy of your child's birth certificate. If you currently have one, please bring it to the school office so that we may make a copy to keep on file. If you do not have a certified certificate, the information down below will assist you to where you may get the birth certificate. We hope that you will promptly respond to our request. Please call the school office if you have any question regarding this letter.

Copies of Birth certificates of children born in the State of Illinois may be obtained from the Illinois Department of Public Health – Vital Records and in possibly less time from the county registrar where the children were born, within the following guidelines: Birth records are not public records and only the following are entitled to receive certified copies:

- The person named on the record if 18 years or older.
- The parent(s) shown on the record.
- A legal guardian or legal representative of the child. Written evidence of guardianship or legal representation is required.

County Access to Birth Certificates: Birth certificates can be obtained from the Illinois County of Birth Records Registrar more quickly than from the Department of Public Health Vital Records Office. Each County registrar's office will require specific instructions and requirements to obtain a birth record.

State Access to Birth Certificates: Birth records can be obtained online, by mail, fax and in person from the Illinois Department of Public Health – Vital Records, 605 West Jefferson St. Springfield, Illinois 62702-5097 217-782-6553. Website: <http://www.idph.state.il.us/vitalrecords/birth.htm> The following brief directions are in more detail on the website above.

Online: A major credit card is required to order online with an additional fee charged for ordering online. http://www.idph.state.il.us/vitalrecords/birthorder_online.htm

Mail: Complete the form and include a money order or cashier's check for the fee. Approximately six weeks is required for delivery. <http://www.idph.state.il.us/vitalrecords/vital/pdf/birthfrm.pdf>

Fax: Complete the form in the mail directions, Orders can be faxed to 217-523-2648. You will need to include the application for search of birth record files, PDF format, (Click here if you're having trouble downloading the form.) and a transmittal/cover sheet that includes the following information: Full directions can be found for faxing at http://www.idph.state.il.us/vitalrecords/birthorder_fax.htm

Sincerely,

Ohio Grade and High School Office

12/08

“Home of the Bulldogs”