

**WARREN COUNTY COMBINED HEALTH DISTRICT
OFFICE OF BIRTH AND DEATH RECORDS
RESEARCHER RULES AND REGULATIONS**

We have **WARREN COUNTY** birth and death records beginning with the year 1909 to the present. To obtain information on records prior to 1909, contact the Warren County Genealogy Society at (513) 695-1144. Adoption information can be obtained from the Ohio Department of Health Bureau of Vital Statistics. More information is available online at <https://www.odh.ohio.gov/vitalstatistics/legalinfo/adoption.aspx> or by phone at (614) 466-2531.

Our walk-in research hours are available Monday through Friday during regular business hours. We reserve the right to limit access to the electronic and manual indexing system based on the ability to provide the necessary space and staffing for the operation of the Birth and Death Records Office. We will offer as many researchers access to the electronic and manual indexing system at one time, provided the ability to meet the needs in space, security and staffing is available, as researching records cannot interfere with the staff and office procedures.

You must provide your own stationery and supplies. List the information from the electronic database and manual death index card system below in the appropriate spaces for each record that you would like to view. Certain restrictions apply to view social security number information on death record events. Proof of identity may be required.

We will provide you with up to four "For Informational Use Only" photocopies of the event(s) you are researching for you to review in the office. More photocopies may be provided for you to review during the visit provided staffing is available. The additional record requests will be made available to you for your review during your next visit as time permits.

You may write down any information from the records we provide to you. In accordance with ORC 3705.231, the use of photographic reproduction devices is also permitted (i.e., cameras, digital cameras, camera phones, camcorders, scanners, etc.).

All photocopies of the **records must be returned to the Office of Birth and Death Records staff at the end of your visit.** To take a birth or death record from our office, you will be required to purchase a certified copy of the certificate. The fee for all birth and death record copies is \$22.00 for each certificate.

I have read and agree to follow the Warren County Combined Health District Office of Birth and Death Records Researcher Rules and Regulations. I understand that by violating any of the rules or regulations set forth under this policy will result in my loss of research privileges.

Researcher's Signature Date

PLEASE PRINT CLEARLY

Name	Event Date	Certificate or SFN Number	Affidavit #	Supplement #	Event Type	
					B	D