

Licking County Health Department

Application for Copy of Vital Record
I hereby make application for the following records:

	# Copies	Price	Total
<input type="checkbox"/> Birth Certified Copy		\$25.00	
<input type="checkbox"/> Death Certified Copy		\$25.00	
Postage		\$0.50	
Total Charges			

Certificate Holder's Name _____
(first middle last)

Father's Name _____
(first middle last)

Mother's Maiden Name _____
(first middle last)

Date of Birth _____ City _____ State _____

Date of Death _____ City _____ State _____

Relationship ___Self ___Mother ___Father ___Other _____

Reason for request _____

Ship to Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ e-mail: _____

Signature of applicant Date

Send this completed application, with appropriate fees, to:
Licking County Health Dept., Vital Statistics, 675 Price Rd., Newark, OH 43055
Personal Checks, Cash, and Money Orders accepted. We can also take Visa or MasterCard over the phone and it will go out that day or the next business day's standard mail. No change will be returned for over-payments or cash received.

As soon as we receive a request it is processed and goes out in the next business day's standard mail. We do have an Express Mail option for an additional \$18.30 making the total for one record \$43.30. This is about 2 days for delivery.

If you have any questions or concerns please feel free to our vitals department at (740) 349-6535.