



11660 Upper Gilchrist Rd., Mount Vernon, OH 43050
Ph 740-392-2200 • Fax 740-392-9613
www.knoxhealth.com

APPLICATION FOR CERTIFIED BIRTH/DEATH COPIES

Walk –in-service

Mon.-Fri. 8:00 am – 4:00 pm

Genealogy Research

Mon.-Fri. 9:00 am -11:00 am
and 1:00 pm- 4:00 pm

Mail-in-request

Send completed application with \$25.00 fee to:
Knox County Health Department
11660 Upper Gilchrist Road
Mount Vernon, OH 43050
(740) 392-2200

PERSON REQUESTING CERTIFICATE:

Name:		Phone:
Street Address:		E-mail address:
City:	State:	Zip Code:
Do you live within Mount Vernon city limits? Yes No		(Circle one) Payment type: cash check credit/debit money order Make check payable to: Knox Co Health Department (KCHD)

B. Request for BIRTH Certificate: \$25.00 per certified copy

Full Name on certificate:	
Date of birth:	Sex of the child: F or M (circle one) County of birth:
Mother's full maiden name:	Mother's STATE of birth:
Father's full name:	Father's STATE of birth:
Number of copies requested:	SIGNATURE:

D. Request for DEATH Certificate: \$25.00 per certified copy

Full Name on certificate:	
Date of death:	County of Death:
Mother's name:	
Father's name:	
Number of copies requested:	SIGNATURE:

FOR OFFICE USE ONLY

Today's date: _____	Receipt# _____	Employee Initials _____
Certificate #(s) _____	Attachment#(s) _____	(AF SM VA)
Date mail request received: _____	Date mailed to customer: _____	

Pursuant to Ohio Revised Code 3705.29, it is unlawful to purposely obtain, possess, use, sell, furnish or attempt to obtain, possess, use sell or furnish to another for the purpose of deception for any certificate record, or certified copy of it that relates to the birth of another person, whether living or dead.

Revised 05/2015