



**APPLICATION FOR CERTIFIED COPIES**

**Walk-in-service**

Mon. – Fri. 8:00 AM – 4:00 PM  
 Knox County Health Department  
 11660 Upper Gilchrist Road  
 Mount Vernon, OH 43050  
 (740) 392-2200

**Genealogy Research**

Mon.-Fri. 9:00 AM -11:00 AM  
and 1:00 PM - 4:00 PM

**Mail-in-request**

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

Application form available on website at:

[www.knoxhealth.com](http://www.knoxhealth.com)

**PERSON REQUESTING CERTIFICATE:**      { Do you live within Mount Vernon city limits? Yes      No }

Name:	Phone:
Street Address:	E-mail address:
City:	State:      Zip Code:

**SELECT THE CERTIFICATE YOU ARE REQUESTING AND COMPLETE THE INFORMATION**

<b>B I R T H</b>	←	Name on certificate _____ Date of Birth _____ County Of Birth _____ Mother's <b>full maiden name</b> _____ Father's full name _____ Mother's place of birth ( <b>State only</b> ) _____ Father's place of birth ( <b>State only</b> ) _____ Number of copies requested _____ <b>\$25.00 per copy (we accept cash, check, debit/credit or money order)</b>
----------------------------------	---	--

**OR**

<b>D E A T H</b>	←	Name on certificate _____ Date of Death _____ Mother's <b>maiden name</b> _____ Father's full name _____ Number of copies requested _____ <b>\$25.00 per copy (we accept cash, check, debit/credit or money order)</b>
----------------------------------	---	--

**FOR OFFICE USE ONLY**

Today's Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Certificate # (s): \_\_\_\_\_ Attachment # (s): \_\_\_\_\_ ( AF SM VA )  
 Date mail request received: \_\_\_\_\_ Mailing date \_\_\_\_\_

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 02/14*