



## **PARMA VITAL STATISTICS DEPARTMENT** **BIRTH CERTIFICATE SERVICE**

Prior to January 1, 2011, Parma could only issue birth certificates for people that were born at Parma Hospital or within the Parma City limits. NOW, anyone in Parma or anywhere within the State of Ohio, may now get their birth certificate at Parma City Hall.

A certified certificate may be purchased directly through our office for a fee of \$25.00. Purchasing options are as follows:

- In person, at Parma City Hall. Vital Statistics Office hours are Monday through Friday, 8:30AM – 4:00PM. We ask that you arrive no later than 3:45 for same day service. The cost is \$25.00 per certificate. Cash, Visa, MasterCard and Discover Card are acceptable methods of payment. We will also accept a personal check accompanied by an Ohio Driver's License. The address on the check must match the address on the license.
- By phone, using either Visa, MasterCard or Discover Card; the direct phone number to the Vital Statistics Office is 440-885-8816. Orders placed before 9:30 AM will be mailed out the same day, orders placed after 9:30 AM will be mailed out the next business day. Certificates are mailed using United States Postal Service.
- A request can also be mailed to our office. Please send a letter stating the following information:
  - Full Name at Birth
  - Date of Birth
  - Name of Hospital along with the county born in
  - Mother's full maiden name with the state or country where she was born
  - Father's full name with the state or country where he was born
  - Number of certificates requested

Payments for mail requests must be in the form of a *money order* or *bank check* made payable to the City of Parma. Personal checks will not be accepted and will be returned to you. Please include a self addressed stamped envelope. Mail requests are processed and returned to you the same day as they are received.

If you have any further questions, please contact our office via email or by phone at 440-885-8816. Additional information can also be found on our website at <http://www.cityofparma-oh.gov>

Most Sincerely,

Brian D. Day  
Auditor