

Vital Statistics

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OBTAINING BIRTH AND DEATH RECORDS

Certified copies of recorded Ohio birth and Portage County death certificates are available for purchase at the Kent City Health Department. Requests can be made in person: Monday thru Friday from 8am until 4pm, closed most holidays; or by mail-(see bottom of page for instructions). We are unable to accept requests over the phone and forms of personal identification are not needed for requested birth records.

Per [ORC 3705.23\(5\)](#): For the first five years after a decedent's death, a decedent's social security number shall not be included on a certified copy of the decedent's death certificate unless that information is specifically requested to be on the certified copy. Relationship restrictions apply and acceptable proof is required, for details (click to view/print): [Guidelines eff. 10/15/2015](#).

Kent City Health Department can issue certified birth certificates for those born in the State of Ohio 1909-present day and certified death certificates for deaths that occurred 1909-present day in Portage County, Ohio.

We are not authorized to issue or fax uncertified copies of birth or death certificates.

To request records in person: A fee of \$24.00 per certified copy and a completed application are required at the time of request. Applications are available at our location or can be completed prior (click to view/print): [Application for Certified Copies](#).

To request records by mail:

1. Please complete (click to view/print): [Application for Certified Copies](#).
2. Include a check or money order for \$24.00 each payable to:
Kent City Health Department
3. Include a large self-addressed postage stamped/paid return envelope.
4. Mail to: Kent City Health Department
Attn: Vital Statistics
P.O. Box 5192
Kent, Ohio 44240

Requests received through the mail are processed the same day with mail pickup being the next business day.

