

March 19, 2020



To All Parma Residents:

The Vital Statistics Department is asking residents to request certified copies of birth certificates and death certificates by mail, email or phone during this time of social distancing. Vital Statistics can make a certified copy of a birth certificate of any citizen who was born in Ohio. The department can also make a certified copy of a death certificate of any citizen who died in the City of Parma. **The department is currently not accepting walk-in requests.** Following are instructions on how to obtain these certificates:

Download the application online and then mail it.

You can access an application for a [birth certificate](#) or [death certificate](#) online on the [Auditor's website page](#). Print the application, complete it and mail it to: **Vital Statistics, City of Parma, 6611 Ridge Road, Parma, Ohio 44129** with a money order or bank check made payable to the City of Parma. Personal checks will not be accepted. The cost is \$25 per certificate. Please include a self-addressed stamped envelope. A staff member will send you a copy of the certificate within a week of receiving your request.

Email and request an application.

If you are not able to download the online application, you can email Vital Statistics at vitalstats@cityofparma-oh.gov. Include your preferred phone number in your email message so a staff member can contact you.

Call Vital Statistics and apply over the phone.

Call Vital Statistics, 8:30 a.m. to 4 p.m., Monday through Friday at 440-885-8816. A staff member will take your information over the phone to complete the application. If your call rolls over to voicemail, please leave your name and phone number so a staff member can call you back. Payment over the phone must be made via credit card (Visa, Mastercard or Discover). The cost is \$25 per certificate. A staff member will send a copy of your certificate within a week of receiving your request.

Funeral home directors should E-File

Please E-File to vitalstats@cityofparma-oh.gov.

Visit the [Auditor Department's website page](#) for additional information.