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# How to Complete Your Ohio Custodian of Records Affidavit

Custodian of Records Affidavit (Ohio Evid.R. 803(6) and R.C. 2317.422)

**INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.**

**About this form.** Hospitals, clinics, and businesses use this sworn affidavit when producing records for an insurance claim or lawsuit, to confirm the copies are true, complete, and kept in the regular course of business.

1. **Fill in the request (Page 1)**
   Identify the records, dates, and number of pages produced, or check that no records were found.
2. **Swear before a notary**
   Sign under oath before the notary with a current, government-issued photo ID.

## After It's Signed

- Attach the affidavit to the records it describes.

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YOUR FORM BEGINS ON THE NEXT PAGE

# CUSTODIAN OF RECORDS AFFIDAVIT

Ohio Evid.R. 803(6) and R.C. 2317.422

Name of affiant

Address

Title and name of facility or business (custodian of records)

being first duly sworn (or affirming), states under penalty of perjury under the laws of the State of Ohio:

1. I am the custodian of records, or another qualified person, for the facility or business named above, and I am authorized to certify its records.
2. Request: records of the person or matter below, for the dates stated.

Patient / account / matter name

Date of birth or account no.

Dates of records

3. (Check one)

The attached records, consisting of the number of pages stated below, are true and complete copies of all records requested.

Number of pages

After a diligent search, no records were found.

4. The records were made at or near the time of the acts, conditions, or events they record, by, or from information transmitted by, a person with knowledge; were kept in the regular course of business; and it was the regular practice of the business to make such records.

Affiant's initials: _____



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Date

X

Custodian of records

Printed name

**JURAT**

**STATE OF OHIO )**
**COUNTY OF ) ss.**

Sworn to (or affirmed) and subscribed before me on

(date) by (name of affiant)

*An oath or affirmation was administered to the signer with regard to the notarial act.*

X

Notary Public

(Notary seal)

Notary's printed name

My commission expires



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