

CORRECTION TO BIRTH CERTIFICATES

Correcting First or Middle Name, or to add a First or Middle Name:

Use the Affidavit to Correct Birth Certificate (see attached Form) and one record at least 5 years old that shows both the Name and Date of Birth/or age of applicant. *Ex: Marriage License, School Record, Voter's Registration, Military Discharge (DD-214) or a Child's Birth Certificate.*

Correcting Month or Day of Birth:

Use the Affidavit to Correct Birth Certificate (see attached Form) and one record at least 5 years old that shows both the Name and Date of Birth. *Ex: Marriage License, School Record, Voter's Registration, Military Discharge (DD-214) or a Child's Birth Certificate.*

Misspelled Last Name:

Use the Affidavit to Correct Birth Certificate (see attached Form) and a copy of the Father's Birth, Death or Marriage Certificate. If in the correction needs made in the Mother's last name, provide a copy of the Mother's record.

Incorrect Last Name:

If the mother was not married at the time of birth, or married to someone else (step-parent) and the person has been using the last name since child hood, and a father is not listed on the birth certificate, you will need the Affidavit to Correct Birth Certificate (see attached Form), a copy of your School Record of Enrollment into Elementary School (it **MUST** be your first school enrollment record), and also a record established as an adult showing name and date of birth. However depending upon individual circumstances, a court order is usually required to change the last name.

Correcting Year of Birth:

Use the Affidavit to Correct Birth Certificate (see attached Form), School Record of Enrollment into Elementary School, and a Census Record.

Correcting Father or Mother's Name:

Use the Affidavit to Correct Birth Certificate (see attached Form), and the father or mother's birth, death or marriage certificate.

Correcting Gender:

For all changes of gender other than sexual reassignment surgery, use the Affidavit to Correct Birth Certificate (see attached Form), and a copy of marriage license, or a child's birth certificate.

Correcting Birth Certificate of a Minor:

Corrections can be made to a child's birth certificate within the first year without requiring proof/ or records. Changes or corrections can be made to **any item other than the child's last name**. For all other corrections of minor's over 1 year of age, parents will need to complete the Affidavit to Correct Birth Certificate of Minor (see attached Form) and supply a record established close to the child's birth that shows the child's name, date of birth and/or item to be corrected; or if it's a correction of the parents information provide the parent's birth certificate

