

# AFFIDAVIT TO CORRECT OR AMEND A BIRTH CERTIFICATE

## Instructions

1. Please type or print using black ink only and separate the first, middle and last names by using commas.
2. Do not make any alterations after the information has been entered on the affidavit. *ALTERATIONS SHALL INVALIDATE THIS AFFIDAVIT and you will be required to complete a new affidavit.*
3. If both parents are listed on the birth record and the child's name is being changed, both parents must sign the affidavit in the presence of a notary.
4. The following fields must always be completed on the affidavit: child's name (first, middle and last), mother's maiden name (first, middle and last), child's date of birth.

### To add a first and middle name to a birth record (child not named at birth)

- If your child is 3 months of age or less, this affidavit is all you will need to complete.
- If your child is over 3 months and less than 1 year old, complete this affidavit and submit an independent factual document created within the first six months of the child's birth.
  - *Note: If your child is less than 1 year of age-- the last name can be changed also.*
- If your child is 1 to 6 years of age, complete this affidavit and submit an independent factual document created within the first six months of the child's birth that lists the name as you want it to appear on the birth record (examples: baptismal or medical record). The document must show the child's complete name, date of birth, and the date the document was originally created.
- To add a name to a birth record for a child 6 years of age and older, a certified, court ordered name change is required.

### To change a name listed on the birth record (child named at birth)

- If your child is 3 months of age or less, this affidavit is all you will need to complete.
- If your child is over 3 months and less than 1 year of age, complete this affidavit and submit an independent factual document created within the first six months of the child's birth that lists the name as you want it to appear on the birth record (examples: baptismal or medical record). The document must show the child's complete name, date of birth, and the date the document was originally created.
- To change a name one year or more after birth, a certified, court ordered name change is required.

### To correct a typographical error or a misspelled or transposed letter or number – (example: Vasquez to Vasques)

- If the child is less than 1 year of age, complete this affidavit.
- If the child is more than 1 year of age, complete this affidavit and submit an independent factual document.
- To correct parents' information, complete this affidavit and submit an independent factual document (examples: original, certified birth certificate or passport). *Note: If parent is changing their complete name, then a certified court ordered name change is required.*

**“Other Changes” Field** - this field may be used to specify other requested corrections on the birth record such as mother's date of birth and place of birth, etc.

**AFFIDAVIT TO CORRECT OR AMEND A BIRTH CERTIFICATE**

Please use black ink only and separate the first, middle and last names by using commas.

**ANY ALTERATIONS SHALL INVALIDATE THIS AFFIDAVIT**

DATA	AS IT READS NOW	CORRECTION/AMENDMENT DESIRED
Child's Name (first, middle, last)		
Child's Date of Birth		
Father's Name (first, middle, last)		
Mother's Maiden Name (first, middle, last)		
Other changes (please specify)		
Other changes (please specify)		
Other changes (please specify)		

The undersigned, declare upon oath that to the best of my knowledge and belief such changes and additions as shown on this affidavit are necessary to make this vital record correct.

**Notary Public:**

**Father's Signature** \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_, \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_ (name of signer), whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he/she signed the above/attached document.

Notary Signature and Expiration Date \_\_\_\_\_

Notary Stamp/Seal

**Mother's Signature** \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_, \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_ (name of signer), whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he/she signed the above/attached document.

Notary Signature and Expiration Date \_\_\_\_\_

Notary Stamp/Seal

**Registrant's Signature (must be at least 18 years of age or show proof of emancipation with a certified court order or certified Marriage certificate)** \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_, \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_ (name of signer), whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he/she signed the above/attached document.

Notary Signature and Expiration Date \_\_\_\_\_

Notary Stamp/Seal

FOR OFFICE USE ONLY	
Affidavit processed by _____	Office Location _____