



## Amending a Birth Certificate Research Guide

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### Scope:

This is an *introduction only* to the procedure for amending the birth certificate of a child or adult. It is not intended to be a comprehensive resource. Additional research may be necessary. If you require further assistance, please consult a reference librarian.

### Where to find information:

Information on how to amend a birth certificate may be found on the California Department of Health Care Services, Center for Health Statistics website:

<http://www.cdph.ca.gov/programs/CHS/Pages/default.aspx>

Navigating through the website:

1. From the home page, on the left hand side, under “**Most Popular Links**,” click on: “Birth, Death & Marriage Certificates.”
2. Select “Correcting or Amending Vital Records.”
3. Under “Type of Request,” select “Affidavit to Amend a Birth Record.”

The “Affidavit to Amend a Birth Record” is a 14 page how-to-guide providing step by step instructions on the requirements and procedures to amend a birth certificate.

- Amend a birth certificate to correct spelling errors.
- Amend a birth certificate to add information to blank items.
- Correct the spelling or statistical information of the parents.
- Any other changes such as adoption, adjudication of facts of parentage, name or sex change require a court order.

## Correcting Clerical Errors on the Birth Certificate

Minor clerical errors may be fixed on the birth certificate, such as misspelling the child's name, adding the child's middle name or correcting the parents' information. In these circumstances, the amendment is attached to the original birth certificate and becomes part of the official birth record. *See California Health & Safety Code §103225-103255.*

To amend a birth certificate, submit the following documents:

- A completed Affidavit to Amend Record: Form VS 24.
- Fee of \$20 (**check or money order**) made payable to: Office of Vital Records.
- Notarized sworn statement, **only if**, you are requesting a certified copy of the amended record.
- Hospital document, **only if**, clerical error was due to a hospital error.
- Photocopy of parent's birth certificates, **only if**, the parents information is being changed on the birth certificate.
- Photocopy of the birth certificate that you are amending.

**Note:** There are no fees to amend or correct a birth certificate within one year of the date of birth. After a year, the California Office of Vital Records charges \$20 to amend the birth certificate.

## Obtaining Form VS 24

Form VS 24 may be obtained several different ways:

1. You may request the form to be sent to you by sending an electronic request to the California Department of Public Health through the WSU Auto Forms Administration Application website: <http://apps.cdph.ca.gov/AutoForm2/Page/SecureCode.aspx>
2. You may request Form VS 24 directly from the Customer Service Unit at: 916-445-2684.
3. Or you may obtain the form from the San Diego County's Assessor/Recorder/County Clerk's Office located at: 1600 Pacific Highway, Suite 103, San Diego, CA. Tel: 619-237-0502.

## Library Resources:

For further information on how to amend a birth certificate, please refer to the following resources:

1. *How to Change Your Name in California, Chapter 5*, by Lisa Sedano & Emily Doskow, Nolo Press, 12<sup>th</sup> Edition. Available at the Reference Desk; Call number KFC 109.L6 2008.
2. *California Legal Forms: Transaction Guide, V. 32, Chapter 101*, Matthew Bender. Available in the Lower Reading Room; Call number KFC68.C3.