



## Amending a California Birth Certificate

### Research Guide

Last Updated: May, 2010

#### Scope:

This is an *introduction only* to the procedure for amending a California 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 Public Services website:

<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CorrectingorAmendingVitalRecords.aspx>

The “Affidavit to Amend a Birth Record” from the California Department of Public Services is a 14 page how-to-guide providing step by step instructions on the requirements and procedures to amend a birth certificate. You can use this process only to:

- 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, or name 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 two 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 their automated ordering system. Go to <http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CorrectingorAmendingVitalRecords.aspx> and click on OVR Forms.
2. 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.

If you want to make changes to a birth certificate that require a court order, consult one of the resources below:

1. *How to Change Your Name in California*, 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 Forms of Pleading and Practice*, Chapter 12D (Adoption), Chapter 99 (Establishing Birth and Delayed Registration of Birth) and Chapter 377 (Sex change). Call number KFC 1010.A65 C3.