Information Sheet for the Affidavit to Correct a Birth Certificate

OREGON HEALTH AUTHORITY

Checklist to Amend a Birth Record - In addition to submitting the Birth Affidavit form, you must:

- Submit Amend a Birth Record Order Form
- Provide Copy of Current Photo ID
- Pay $35 Amendment Fee
- Pay Required Certificate Fee (if ordering a new birth certificate)
  - $25 for one computer issued certificate (all information for births in 2008 through present, basic information for births in 1903 through 2007)
  - $30 for one full image (photocopy) certificate (available only for 1903-2007 birth records)
  - You may exchange one incorrect original birth certificate, issued within the last 12 months, for a free corrected certificate. (Original certificates must be submitted to exchange.)
  - All other certificates issued within 12 months may be exchanged for $5 each.
- Submit Original Evidence Document (if required)

Guidelines for Original Evidence Documents

- Original of the document must be submitted. Faxed, scanned, emailed, or photocopied documents cannot be accepted.
- Document information must match what is now listed on the birth certificate except for item being corrected.
- Original evidence documents will be returned to you when corrections are completed.
- Each item to be amended must be supported by one original evidence document. We cannot use multiple sources to meet evidence requirements. For example, an amended name must be shown in its entirety (first middle last) on one document.

Evidence must show:

- CORRECT full name (first, middle, last) as it is to be corrected to on the birth record, including full middle name.
- CORRECT date of birth or age - if birth date is being corrected, the birth date as it should appear on the birth record.
- Additional information to be corrected on the birth record.

For Child Under Age 1: Evidence is usually not required to amend* a child's name until after their first birthday. Correctly completed amendment requests must be postmarked before the child's first birthday to be accepted without evidence. After the child's first birthday, the requirements change, by law, and may require an evidence document or a court order or judgment. *(This may include an entirely new name for the child.)

To Correct Child's Information:

- For child 7 years old or older, document must be at least 5 years old to correct child information.
- For child 6 years old or younger, evidence must be at least 1 year old to correct child information.
- To correct child's date of birth, time of birth, or medically determined sex at birth, a hospital affidavit is required until the medical record is no longer available (our office will obtain this for you), then evidence must be dated prior to 7th birthday.

To Correct Parent Information:

- Document must be dated before the child's birth to correct parent information.
- To correct child's last name shared with parent or the spelling of a parent name, parent date of birth, or parent place of birth, evidence document must be dated before the child's birth date and include parent full name, date of birth, or age.

See Examples for possible evidence documents on next page.

-Information Sheet for the Affidavit to Correct a Birth Certificate-

Examples for evidence documents include:

- Original hospital memento birth record
- Medical record for child with letter from attendant/ doctor
- Original immunization record
- Original baptismal record or religious blessing record
- Original certified school attendance record or school enrollment record
- Original certified child's record listing registrant as a parent
- Original military discharge record
- Original passport, issued more than five years ago
- Certified court documents: divorce, custody, parenting, etc.
- Certified copy of application for Social Security Number

Oregon Record as Evidence:

If the evidence document is a marriage, parent's birth, older sibling's birth, your own, or your child's birth record filed in Oregon Vital Records, fill in the applicable sections on page 2 of the affidavit form. We will locate the record in our files and determine whether it is acceptable.

For additional information and examples for evidents documents for specific types of corrections, visit the "Change a Record" menu at the Vital records website at www.HealthOregon.org/chs.

Helpful Hints for completing the Birth Affidavit Form:

- You may fill out the form on your computer (if accessing it on our website) and print it or print the blank form and fill it out by hand.
- If you complete the form by hand, print clearly in blue or black ink.
- ! If ANY words are crossed out or any white out is used on the form, the affidavit will be rejected. If you make a mistake, fill out a new form again completely.
- ! Do not sign the form until you are with the notary.
- Make one payment for all fees. No cash. Make payment by money order or check to OHA/Vital Records.
- Do not staple payment or documents to each other or to the order form.

Place all materials in one sealed envelope and submit to Oregon Vital Records by:

Mail:
Oregon Vital Records
Amendments Unit
PO Box 14050
Portland OR 97293

Drop Box:
Oregon Vital Records
Amendments Unit
800 NE Oregon Street
Portland OR 97232

The bright blue box is located at the entrance by the west door (located in the parking lot).

Reset form Print

OREGON HEALTH AUTHORITY

Affidavit to Correct a Birth Certificate

For Office Use Only
File # _____
Z# _____

Child's name listed on record (at birth):	(first)	(middle)	(last)
Child's date of birth (MM/DD/YYYY):		County of birth:	Oregon

Type information or clearly print in blue or black ink.
To make the changes indicated below, one or more signatures are required in the presence of a Notary. When finished, submit form and other required items to Oregon Vital Records. If additional space is needed, please use an additional notarized form.

Description of Item to be corrected (First name of child, mother/parent A's birth place, father/parent B's birth date, etc.)	**Original record *now* shows**	**Corrected item *should* show**

!
- **Sign your name ONLY in the presence of a Notary.**
- **Registrant (child listed on the record) must sign if age 18 or older (parent signatures are not required).**
- **Each parent on record must sign if making change(s) to the child's information if child is under age of 18.**

Please provide your email in case we need to contact you. _____

I, (we), do hereby declare that this affidavit is made in order to provide a true and correct record of birth as indicated above. It is a Class C felony for any person to make any false statement or supply false information in an application for an amendment of a birth record.

Signer #1 Choose one:
☐ Registrant (child listed on record age 18 years or older)
☐ Guardian (not listed on record) (Attach original/certified proof of guardianship.)
☐ Mother or Parent A
☐ Father or Parent B

Printed name: _____
Signature: _____
Street address: _____
City/State/Zip: _____
Seal/Stamp
Subscribed to before me on this _____ day of _____ 20 ____
State of _____ County of _____
Notary Signature: _____

Signer #2 Choose one:
☐ Mother or Parent A
☐ Father or Parent B

Printed name: _____
Signature: _____
Street address: _____
City/State/Zip: _____
Seal/Stamp
Subscribed to before me on this _____ day of _____ 20 ____
State of _____ County of _____
Notary Signature: _____

NOTARY INSTRUCTIONS: If notary is using a raised seal, indicate in which state you are registered as a notary and the date your commission expires. Notary signature and seal must appear in this form. Do not attach a separate notary statement.

See info sheet for required fees and additional instructions.

Oregon Record as Evidence:

If the evidence document is a marriage, parent's birth, older sibling's birth, your own, or your child's birth record filed in Oregon Vital Records, fill in the applicable sections below. We will locate the record in our files and determine whether it is acceptable. You may list multiple records in case one does not list a full name or meet the required criteria. Out of state or country records are not accessible to our office and the original record will need to be submitted.

Current/Past marriage record for evidence:

Husband/Spouse A full name: _____

Wife/Spouse B full maiden name: _____

Marriage date: _____ Place (city/county): _____ Oregon

Husband/Spouse A full name: _____

Wife/Spouse B full maiden name: _____

Marriage date: _____ Place (city/county): _____ Oregon

Birth record for evidence:

Relationship refers to how the person on the record for evidence is related to person on the record being corrected.

Full name of child listed on record (for evidence): _____

Date of birth: _____ Place (city/county): _____ Oregon

Relationship: This person is the _____ of the person on record being corrected.

Full name of child listed on record (for evidence): _____

Date of birth: _____ Place (city/county): _____ Oregon

Relationship: This person is the _____ of the person on record being corrected.

Full name of child listed on record (for evidence): _____

Date of birth: _____ Place (city/county): _____ Oregon

Relationship: This person is the _____ of the person on record being corrected.

Please note: An affidavit can only be used for minor corrections. More extensive corrections will require a court order or a different form. For further information, visit the "Change a Record" menu at www.HealthOregon.org/chs.

Place all materials in one sealed envelope and submit to Oregon Vital Records by:

Mail: Oregon Vital Records
Amendments Unit
PO Box 14050
Portland OR 97293

Drop Box: Oregon Vital Records
Amendments Unit
800 NE Oregon Street
Portland OR 97232

The bright blue box is located at the entrance by the west door (located in the parking lot).

You can get this document in other languages, large print, braille or a format you prefer. Contact the Center for Health Statistics at 971-673-1190. We accept all relay calls or you can dial 711.