North Carolina Department of Health and Human Services
Division of Public Health • N.C. Vital Records
http://vitalrecords.nc.gov/vitalrecords

Mail: 1903 Mail Service Center
Raleigh, NC 27699-1900

Location: 225 North McDowell St.
Raleigh, NC 27603-1382

Request to Amend a Record

PLEASE CHECK THE APPROPRIATE BOX: ☐ **BIRTH** ☐ **DEATH**

To begin the process to change a record, mail this form to N.C. Vital Records, 1903 Mail Service Center, Raleigh, NC 27699-1900 along with a certified check or money order payable to N.C. Vital Records for the $24 (non-refundable) search fee. **Personal checks are not accepted**. If you need to rush the processing of this request include an additional $15 (non-refundable) fee and write "EXPEDITE" on the front of the envelope or make an appointment for walk-in service which also requires an expedite fee. Expedited mail requests will be processed within 15 business days of receipt (please allow for additional mailing time). After we receive this form we will evaluate your request and respond in writing with further instructions that may include the following requirements: (1) supporting evidence of the requested change, (2) an official amendment application form to be signed in the presence of a notary public, and (3) a non-refundable amendment processing fee. **Completion of this form does not authorize N.C. Vital Records to change the birth or death certificate. This form only allows a request to be made.**

If you are requesting an appointment or if you have other questions, please call the North Carolina Vital Records Amendments office at (919) 792-5986 prior to completing this application.

ID OF THE PERSON REQUESTING THE AMENDMENT IS REQUIRED. See Page 2 for a list of acceptable IDs. Requests that do not include proper identification will be returned.

TYPE OR PRINT CLEARLY

PART I – INFORMATION TO LOCATE RECORD

Name at Birth or Death _____
First *Middle* *Last*

☐ Female ☐ Male _____ _____
Date of Birth **or** *Date of Death* *County of Birth* **or** *County of Death*

Were parents married at time of birth? ☐ Yes ☐ No Did parents marry after the birth of the child? ☐ Yes ☐ No

Father/Parent _____
First *Middle* *Last* *If applies, Last Name Prior to First Marriage*

Mother/Parent _____
First *Middle* *Last* *If applies, Last Name Prior to First Marriage*

PART II – STATEMENT OF CORRECTIONS TO BIRTH OR DEATH RECORD

INCORRECT INFORMATION THAT APPEARS ON THE CERTIFICATE	CORRECTED INFORMATION AS IT SHOULD APPEAR

REASON FOR CORRECTION _____

I hereby certify that all the above information is true to the best of my knowledge. **Note: It is a felony violation of North Carolina Law (G.S. 130A-26) to make a false statement on this application.**

_____ _____
Signature of Person Applying for Correction(s) *Date*

_____
Street Address or Post Office Box *City* *State* *Zip Code*

_____ _____
Relationship of Person Applying for Correction(s) *(Area Code) Telephone Number*

Identification Requirement

Due to identity theft and other fraudulent use of vital records, **ID of the person requesting a certificate is REQUIRED. Requests that do not include ID will be returned**. **You MUST include a legible photocopy of one of the photo IDs listed below with your request:**

- Current state-issued driver's license (address must match requestor's address on application)
- Current state-issued non-driver photo ID card (address must match requestor's address on application)
- Current Passport or Visa (must include photo)
- Current U.S. military ID
- Current Department of Corrections photo ID card dated within the last year
- Current state or U.S. government agency photo ID card (for persons requesting certificates as part of that agency's business)
- Current student ID card with copy of transcript

If you do not have one of the IDs listed above, you must provide legible photocopies of TWO of the following (must be two DIFFERENT forms of ID):

- Temporary driver's license
- Current utility bill with current address
- Car registration or title with current address
- Bank statement with current address
- Pay stub with current address
- Income tax return/W-2 form showing current address
- Letter from government agency dated within the last six months and showing current address
- State-issued concealed weapon permit showing current address

If you are unable to meet our ID requirements, a family member or other person who is entitled to obtain the certificate, and who can meet the ID requirements, may request it. A list of persons entitled to obtain certificates is located on our website at http://vitalrecords.nc.gov/faqs.htm.