Department of Health & Human Services

Amendment of a record by court order

State file number: _____

Please provide the requested information in the form below. DHHS Vital Records will use the information you give us to make amendments, if accepted, to the vital record. If necessary, the data may be accessed by contractors who are a part of the DHHS technical team. All fields are required. Failure to provide all information may result in the delay of the amendment of the vital record. This data is part of the record series 81446.

- Complete Section A using information from the current record. Complete Section B using information from the court order.
- The registrant will complete and sign Section C. If the registrant is younger than age 18, the parent or legal guardian will sign. An attorney may sign if they represented the client in court or with written consent from the registrant, parent, or legal guardian.
- Return the form and fee to the DHHS Office of Vital Records and Statistics. If accepted for registration, it will be filed and become a permanent part of the original record. Mailed requests should include a check or money order made payable to "Vital Records." We cannot accept credit cards for mailed requests.
- The current fee to complete this amendment is $25 plus the fee for a certified birth certificate which is $25 for a total of $50. Additional certificate copies requested at the same time are $10 each. The fee for expedited processing is an additional $25.
- If this application is incomplete and the applicant does not respond to a written request for additional information within 90 days, the application will be denied. Fees paid are non-refundable. A new application with required fees must be submitted.

Section A

Complete all items as stated on current record.

Information as reported on record			
	1a. First name	1b. Middle name	1c. Last name
	2. Sex	3. Date of event (birth, death, stillbirth)	4. Place of occurrence (city and county)
	5. Name of parent 1 (name prior to marriage if applicable)		6. Name of parent 2 (name prior to marriage if applicable)

Section B

Complete all items as correct on court order.

Changes made by court order			
	7. Name of court		8. Court case number
	9. County	10. State	11. Date of court order
	12. Item number	13. Corrected information from court order	

Section C

To be completed by registrant, parent, legal guardian, or attorney.

Certification of applicant		
	I hereby certify under penalty of perjury that the changes identified above were changed by court order. I understand that once this form is submitted and accepted it becomes part of the permanent record.	
	14. Signature	15. Date signed
	16. Printed name	17. Relationship to certificate holder
	18. Address (street, city, state, ZIP code)	