

INSTRUCTIONS FOR AMENDING A BIRTH CERTIFICATE

The Amended Birth Certificate form must be completed by the registrant, the parent, or the legal representative. ALL INFORMATION MUST BE TYPED OR PRINTED IN BLACK OR BLUE-BLACK PEN. The Amended Birth Certificate is a permanent record and will replace the original record on file.

- Step 1. Complete the information as it should appear on the Amended Birth Certificate in the top portion. Enter the child's name, sex, hour of birth if applicable, date of birth, city, town or location of birth, county of birth, mother's maiden name, mother's date of birth or age, mother's state of birth, father's full name, father's date of birth or age, and father's state of birth if applicable.
- Step 2. Complete the items to be amended or corrected. Enter the item omitted or in error; then enter the information as it appears on the original birth certificate and enter the birth information as it should be.
- Step 3. The Amended Birth Certificate must be signed by the registrant or parent in the Affidavit section. The notary shall sign his or her name, enter the date the information was "sworn and subscribed to", the date his or her notary commission expires and impress the notary seal in the space marked "IMPRESS SEAL HERE".

APPLICANTS OR THEIR REPRESENTATIVES DO NOT ENTER ANY INFORMATION BELOW THE SOLID LINE MARKED "APPLICANT-DO NOT WRITE BELOW THIS LINE."

- Step 4. The applicant (or his or her representative) must submit the required evidence which shows the information listed in the sworn portion of the form.

All records submitted must verify the facts claimed and must also show the name and address of the company, agency, or institution where the record was filed; the date the record was made and by whom and must be submitted in the following form: (1) A statement on letterhead stationery of the official and signed by the official who has custody of the record OR (2) A copy of a record which is certified to be a true copy by the official having custody of the original record.

All documents will be returned to the applicant upon review. Altered records or records which show incorrect information will not be accepted. **UNCERTIFIED COPIES OF DOCUMENTS ARE NOT ACCEPTABLE.** To determine the age your record should be, please refer to the Abbreviated Records Requirement Chart. **FORM 3977 SHOULD NOT BE USED TO ESTABLISH PATERNITY.**

ABBREVIATED RECORDS REQUIREMENT CHART

This chart is applicable for amending a birth certificate only.

Age of Child	Required Age of Record
8 years and older	Record at least five years old
4 years – 7 years	Record filed not more than three years after the date of birth.
Over 1 year – 3 years	Record at least one year old.

In all cases, the evidence must have been created at least one (1) year prior to the date of application.