

In Order To Correct The Following

- **First or middle name, to add a first and middle name, or to switch the first and middle name:**
 - You will need all three of the following documents: the affidavit to correct birth certificate, elementary school record/or census record and a record established as an adult showing full name and date of birth/or age of applicant. Records established as an adult must have been established at least 5 years ago. If unable to meet these requirements then a Legal Name Change order will be required.
 - Examples
 - Marriage License
 - Voter's Registration
 - Military Discharge (DD-214)
 - Child's Birth Certificate
- **Month or day of birth:**
 - You will need all three of the following documents: the affidavit to correct birth certificate, early school record, and a record established as an adult showing full name and date of birth of applicant. If unable to obtain a school record then we will need multiple documents showing full name and date of birth, with one record established at least 10 years ago and other records established at least 5 years ago. If unable to meet these requirements then a court order, ordering the correct date of birth will be required.
- **Misspelled last name:**
 - You will need the affidavit to correct birth certificate and a copy of your father's birth or marriage certificate. If in the mother's last name, you will need a copy of her birth or marriage certificate.
- **Incorrect last name:**
 - If the mother was not married at the time of birth, or married to someone else (step-parent) and the person has been using that last name since childhood, and the father is not listed on the birth certificate, you will need the affidavit to correct birth certificate, a copy of your school record of enrollment into **elementary** school (it **must** be your first school enrollment record) and also a record established as an adult showing name and date of birth. However, depending upon the individual circumstances, a court order is usually required to change the last name.
- **Year of birth:**
 - You will need the affidavit to correct birth certificate, your first school record of enrollment into elementary school, and a census record.
- **Father's or mother's name:**
 - You will need the affidavit to correct birth certificate, and your father's or mother's birth or marriage certificate.
- **Gender:**
 - For all changes of gender other than sexual reassignment surgery, you will need the affidavit to correct birth certificate, and a copy of your marriage license, or a child's birth certificate.
- **Minors:**
 - We make corrections to a child's birth certificate within the first year without requiring proof or records. We will correct/change **any item other than the child's last name**. For all other corrections of minor's over 1 year of age, parents will need to complete the minor affidavit and supply a record established close to the child's birth that shows the child's name, date of birth and/or item to be corrected; or if it is a correction of the parent's information we will need the parent's birth certificate.