

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH
DIVISION OF VITAL RECORDS
RICHMOND, VIRGINIA

AFFIDAVIT FOR CORRECTION OF A RECORD
(See Instructions on Reverse)

COMMONWEALTH OF VIRGINIA

City or County of _____ } ss.

I, _____, being duly sworn, depose and say:

I reside at _____, that I am _____
(City or County) (State) (Relationship)

of _____, who was born on _____, who died _____, in the
(Name of Person Registered) (Strike out one) (Date)

City or County of _____, Virginia. Certificate No. _____
(If Known)

Information in this box as shown on the original certificate is now incorrect or omitted.



Item Number on Certificate	List incorrect information as it is now shown If "omitted" so state

Information in this box is true and correct information and should be so recorded on the original certificate.



Item Number on Certificate	List correct information which should replace the items listed above

I make this affidavit for the purpose of affording a complete and correct official record. In support of the correction or omission, the following documentary proof is submitted. _____

(Kind of Document)

Signed _____

Address _____
(Zip Code)

Sworn to before me and subscribed in my presence this _____ day of _____
(Month) (Year)

Signature of Notary _____

Address _____

INSTRUCTIONS FOR CORRECTION OF A RECORD

1. This affidavit must be made by the registrant (if of legal age), parent, or person having knowledge of the item(s) to be amended or corrected.
2. If the record to be corrected is 7 years old, *evidence must accompany each item to be corrected* unless otherwise stated. Only one document of evidence need be used if it proves each item to be corrected.
3. Documentary evidence must show information as it should appear on record, and must be original or certified copy thereof.
4. Other than minor corrections of spelling, names *cannot be changed, or altered by this affidavit.*

IMPORTANT

1. If the given name of the child is to be added or to be corrected, the document should show age and birthplace as well as the full correct name of the child.
2. If the parents' names are to be corrected, the document submitted should include the parents' names correctly written.
3. For discrepancies in date and place of birth, the documents should show the correct date and place.
4. Birthplace and age of the parents will be corrected only after receipt of a certified copy of the parents' original birth certificates.

Suggested documents for supporting proof are listed below. UNLESS OTHERWISE STATED ALL DOCUMENTS SUBMITTED MUST HAVE BEEN ESTABLISHED AT LEAST 5 YEARS AGO. Primary evidence means valid first-hand documentation established before the registrant's 18th birthday. Secondary evidence means valid documentation established after the registrant's 18th birthday. After review by the Division of Vital Records, the documents may be returned.

EXAMPLES OF DOCUMENTS TO USE AND WHERE TO GET THEM

TO PROVE:

GET:

FROM:

Name

Date of Birth

Place of Birth

Names of Parents

Federal census record.....	U. S. Census Bureau, Pittsburg, Kansas
Hospital record of birth.....	Superintendent of hospital
Insurance policy or application.....	Insurance Company
Social Security application.....	Social Security Administration, Baltimore, Md.
Newspaper birth notice.....	Newspaper
Physician's office record.....	Attending physician
School enrollment record.....	Superintendent of schools for district in which school was attended
Baptismal, cradle roll, or other Church record	Present pastor of church

Name

Date of Birth

Place of Birth

Birth certificate of own child	Vital Statistics registrar for state in which child was born
Marriage record	State vital statistics registrar or county clerk
Military discharge	Appropriate service branch

Send affidavit and supporting proof to Division of Vital Records, P. O. Box 1000, Richmond, Virginia 23218-1000.

The fee for a certified copy of a vital record is \$12.00 per copy. There is a \$10.00 administrative fee to amend the vital record. Checks or money orders should be made payable to State Health Department.

NOTE: The use of this affidavit and supporting documents may not be sufficient to correct or amend certain items on a vital record. In such instances, court action may be required. **§32.1-269F, Code of Virginia.**