

AFFIDAVIT TO CORRECT A BIRTH CERTIFICATE

STATE OF _____ COUNTY _____

INFORMATION AS IT APPEARS ON THE ORIGINAL BIRTH CERTIFICATE

Name as Recorded _____

Date of Birth _____

Place of Birth _____

Father's Name _____

Mother's Maiden Name _____

ITEMS TO BE CORRECTED OR ADDED

_____ Should Read _____

_____ Should Read _____

_____ Should Read _____

_____ Should Read _____

_____ Should Read _____

FOLLOWING AFFIDAVIT IS TO BE COMPLETED BY THE PERSON WHOSE BIRTH CERTIFICATE IS TO BE CORRECTED :

I _____ , born _____
(Date of Birth)

and residing at _____

being first duly sworn, say that to the best of my knowledge the foregoing facts are true and correct.

Signature _____

Date Signed _____

SIGNATURE OF NOTARY PUBLIC _____

Commission Expires _____

Notary Seal

Submit To:

CUSTOMER SERVICE
VITAL REGISTRATION
ROOM 165
350 CAPITOL STREET
CHARLESTON, WV
25301-

3701

In Order to Correct the Following

First or middle name, or to add a first and middle name: You will need the affidavit to correct birth certificate and one record at least 5 years old that shows both the full name and date of birth/or age of applicant.

Examples: Marriage license
 School record
 Voter's Registration
 Military discharge (DD-214)
 Child's birth certificate

First and middle name switch: To switch your first and middle name we will need your elementary school record and a copy of your marriage or child's birth certificate along with the affidavit to correct birth certificate.

Month or day of birth: You will need the affidavit to correct the birth certificate and one record at least 5 years old that shows both the name and date of birth. You may need your Baptismal records, Immunization records or a Doctor's Affidavit.

Misspelled last name: You will need the affidavit to correct the birth certificate and a copy of your father's birth or marriage certificate. If in the mother's last name, need a copy of her birth or marriage certificate.

Incorrect last name: If mom 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 a 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 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 or mother's name: You will need the affidavit to correct birth certificate, and your father 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: (See the County Clerk's Office for this form)

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's a correction of the parents information we will need the parent's birth certificate.

IF NONE OF THESE RECORDS ARE AVAILABLE CALL CHARLESTON AT: (304) 558-2931