

Mail: Attn: Amendments Unit
1903 Mail Service Center
Raleigh, NC 27699-1900

North Carolina Department of Health and Human Services
Division of Public Health • Office of Vital Records
<http://vitalrecords.nc.gov/vitalrecords>

Location: 225 North McDowell St.
Raleigh, NC 27603-1382

Birth Certificate Modification Application

To apply for modification (amendment or correction) to birth certificate:

- Complete this form and mail along with the required supporting documents (see pages 2-8) and a certified check or money order for \$39 (amendment, correction, paternity or legitimization) payable to N.C. Vital Records.
- **If applicants cannot supply the required evidence or identity to support the request, they must obtain a court order to support the request for modification.**
- **Personal checks and cash are not accepted.**
- If the applicant requires more than one copy of the modified certificate, the applicant must order additional modified copies at <https://vitalrecords.nc.gov/order.htm> after the modification has been made to the record.
- If the field that you are seeking to modify has been previously modified by the state, please note that you will be required to obtain a court order to modify the field. If you are unsure of whether the field has been previously modified, you may submit a [Request to Amend Form](#) and the state will research this for you prior to your completion of this application; however, please note that submission of the Request to Amend Form will add processing time.
- If the modification application is denied, the fees for records search and modification processing **shall not be returned**. Applications may be denied if they do not include payment, a properly completed and notarized application, and the evidence and proof of identity and entitlement required on pages 2-8 of this application. If an application is denied and the requestor wishes to apply again, a new application and fee payment shall be required.
- If you require more space in Part II for the fields you are requesting to modify, print and complete additional copies of page 1 of this application. Note that each completed copy of page 1 of this application must be notarized.
- Enter the type of request you are submitting in the "Reason for Modification" box (e.g., legal name change, amendment, paternity, legitimization, adoption, etc.).

If you have questions, please call the North Carolina Office of Vital Records Amendments Unit at (919) 792-5986.

PART I – INFORMATION TO LOCATE RECORD

Name at Birth or Death _____
First _____ Middle _____ Last _____

Date of Birth _____

County of Birth _____

Were parents married at time of birth? Yes No

Did parents marry after the birth of the child? Yes No

Father/Parent _____
First _____ Middle _____ Last _____
If applies, Last Name Prior to First Marriage

Mother/Parent _____
First _____ Middle _____ Last _____
If applies, Last Name Prior to First Marriage

PART II – STATEMENT OF MODIFICATIONS TO BIRTH RECORD

INCORRECT INFORMATION THAT APPEARS ON THE CERTIFICATE	CORRECTED INFORMATION AS IT WOULD APPEAR ON THE CERTIFICATE

REASON FOR MODIFICATION: _____

DOCUMENTARY EVIDENCE SUBMITTED: _____

I do solemnly swear that: (1) I am requesting that the birth record be modified; (2) I have personal knowledge of the correctness of the statements made in this application and the evidence supplied to support the modification; (3) That the facts listed under the "incorrect information" section of this application are incorrectly stated or omitted on the birth record; (4) That the amendment requested under the "corrected information" section of this application will change the birth record so as to make it reflect the true facts. Note: It is a felony violation of North Carolina Law (G.S. 130A-26A) to make a false statement on this application.

Applicant 1 Name (Print) _____

Applicant 1 Signature (Do not sign prior to appearance before notary public) _____

Date _____

(NOTARY SEAL)

Applicant 2 Name (Print) _____

Applicant 2 Signature (Do not sign prior to appearance before notary public) _____

Date _____

(NOTARY SEAL)

Street Address or Post Office Box _____

City _____

State _____

ZIP code _____

Relationship of Person(s) Applying for Modification(s) _____

(Area Code) Telephone Number _____

TO BE COMPLETED BY _____ State of _____ County of _____

Sworn to and subscribed before me this the _____ day of _____, 20____

My Commission Expires:

Identification Requirements

Due to identity theft and other fraudulent use of vital records, **the person requesting a certificate is REQUIRED to comply with the below identity verification requirements.**

North Carolina Office of Vital Records has a 100% identity verification policy. Proof of the requestor's identity is required no matter which ordering method is selected. Requestor must meet our identity and entitlement verification requirements in order to receive a certificate.

If the name on the identification does not match the name on the certificate, the applicant must provide evidence of a legal name change. This may include a certified marriage certificate, certified divorce decree or a certified legal name change court order that reflects the history of the changes to the name(s) on the certificate(s) requested.

The address on your vital records application must match the address on the applicable identity documents you provide.

Note: If you are requesting to correct the sex designation on your birth certificate, the sex designations between the document you present for identity verification here and the sex as it is to be corrected on the birth certificate are not required to be the same. Please see pages 4-7 for documentation required to support requests to modify fields on a birth certificate.

Applications that do not include a legible photocopy of one of the IDs listed below with your request will be denied:

Primary Photo Identification

Applicants will provide **one form of Primary Photo ID**

(one of the following valid, unexpired, undamaged forms of a government-issued photo-ID) If Primary Photo ID is not available, please see requirements for [Applicants Without Primary Photo ID](#) below.

- State-Issued Driver's License
- State-Issued Non-Driver's ID Card
- Passport or Visa (photo included)
- Military ID Cards
- Current student ID Card with copy of transcript
- Department of Corrections photo ID Card dated within the last year or release/discharge paperwork with a photo
- Government Employee ID* *

* Must meet entitlement verification requirements

** Applies to Social Workers or other Government representatives only

Alternate identification for Applicants Without Primary Photo ID

Applicants without any of the above Primary Photo ID documents must provide two forms of Alternate Identification from the options below. (All options must show full name, current address and/or signature where appropriate)

- A pay stub dated within last 60 days and current address
- Current Utility Bill with current address (Phone, gas, electric)
- Temporary driver's license
- Letter from a government agency dated within the last six months and showing current address
- Unexpired Vehicle Registration/Title
- Bank Statement with current address
- State issued concealed weapon permit showing current address
- Previous year W2

Proof of Legal Entitlement to Modify a Birth Record Requirements

- If applicants cannot supply the required form(s) of evidence or identity, they must obtain a court order to support the request for modification.
- If the registrant (or child named on the certificate) is under the age of 18, the parent(s) listed on the certificate may request to modify the certificate. Alternatively, the legal guardian may request to modify and must supply an original copy of the guardianship order.
 - If the request is to modify the registrant's name or sex designation, both parents or guardians listed on the certificate or legal guardian must sign the modification application, provided they each have the necessary legal authority, including as determined by a court (such as through an adjudication of legal custody or abandonment)
- If the registrant is 18 years of age or older, they may request to modify the certificate or authorize an agent to modify the certificate through a notarized power of attorney. The named agent must supply an original copy of the power of attorney document.
- If the registrant is 18 years of age or older and requires that a name be added to their certificate when no given name has been recorded, only the registrant, the parent(s) listed on the certificate or the legal guardian may request to add the name. The registrant may not authorize an agent via a power of attorney to perform this type of modification.

Documentary Evidence Required to Modify a Birth Certificate

Birth Certificate Field	<input checked="" type="checkbox"/> Required Documentation to Modify
<p><i>Applicants are required to submit one form of proof from each list for the field(s) requested for modification. The forms of proof must be original documents or duly certified copies, certified by the custodian of the record. Each form of proof must contain the registrant's name as it appears in the modification request, date of birth and the name of at least one parent whose name is on the original birth record.</i></p>	
<p><i>If applicants cannot supply the required form(s) of proof, they must obtain a court order to support the request for modification.</i></p>	
Registrant (Child) Information	
Modifying a Minor Spelling Error* in any name(s) for Registrants Under 4 Years Old	<ul style="list-style-type: none">No evidence required for minor correction to a given name; if surname correction required, certified copy of a parent's birth record indicating the surname as it should be spelled; applicant shall also complete the modification application process and remit associated fee(s)
<p>*Minor spelling errors include errors affecting 1-2 letters of a given name where the modification does not constitute a legal name change</p>	
Modifying a Minor Spelling Error* in Given Name(s) for Registrants 4 Years Old or Older	<ul style="list-style-type: none">If Registrant born 2010 or after, the applicant may present a copy of the birthing facility birth worksheet, signed by the parent(s), reflecting the name as it should have been spelled;
<p>*Minor spelling errors include errors affecting 1-2 letters of a given name where the modification does not constitute a legal name change</p>	<ul style="list-style-type: none">If birthing facility birth worksheet is not available or if the registrant was born prior to 2010, applicant must supply;
	<ul style="list-style-type: none">Early school record - Kindergarten, 1st grade or cumulative record which includes kindergarten or 1st grade
	<ul style="list-style-type: none">If early school records are not available, applicant must supply a letter from the School System stating they do not have these records and an Immunization record that originated within the first four years of life;
	<ul style="list-style-type: none">If immunization records are not available, applicant must supply a letter from the School System stating they do not have these records and New patient registration form or demographic record from first doctor visit as an infant;
	<ul style="list-style-type: none">If the new patient registration records are not available, applicant must supply a letter from the School System stating they do not have these records and Officially registered marriage license/certificate (Non-NC marriage certificates must be certified);
	<ul style="list-style-type: none">If marriage records are not available, applicant must supply a letter from the School System stating they do not have these records and Social Security Numident Report from the US Social Security Administration;
If none of the above records are available, the applicant shall supply a court order to support the request to modify	

Documentary Evidence Required to Modify a Birth Certificate

Birth Certificate Field	<input checked="" type="checkbox"/> Required Documentation to Modify
<p><i>Applicants are required to submit one form of proof from each list for the field(s) requested for modification. The forms of proof must be original documents or duly certified copies, certified by the custodian of the record. Each form of proof must contain the registrant's name as it appears in the modification request, date of birth and the name of at least one parent whose name is on the original birth record.</i></p>	
<p><i>If applicants cannot supply the required form(s) of proof, they must obtain a court order to support the request for modification.</i></p>	
Registrant (Child) Information	
Adding a given name when no name was recorded at birth	<p>If there is no given name on the certificate the name may be added as long as the proof supports the name requested. If the registrant is five years of age or younger, proof may be requested; however, proof is not required.</p> <ul style="list-style-type: none">• Early school record - Kindergarten, 1st grade or cumulative record which includes kindergarten or 1st grade
	<ul style="list-style-type: none">• If early school records are not available, applicant must supply a letter from the School System stating they do not have these records and an Immunization record that originated within the first four years of life;
	<ul style="list-style-type: none">• If immunization records are not available, applicant must supply a letter from the School System stating they do not have these records and New patient registration form or demographic record from first doctor visit as an infant;
	<ul style="list-style-type: none">• If the new patient registration records are not available, applicant must supply a letter from the School System stating they do not have these records and Officially registered marriage license/certificate (Non-NC marriage certificates must be certified);• If marriage records are not available, applicant must supply a letter from the School System stating they do not have these records and Social Security Numident Report from the US Social Security Administration;
	If none of the above records are available, the applicant shall supply a court order to support the request to modify
Legal Name Change for any Registrant	<ul style="list-style-type: none">• Requires a court order
Modifying Date of Birth	<ul style="list-style-type: none">• A copy of the original birthing facility birth worksheet, signed by the parent(s), reflecting the date of birth as it should appear;• If birthing facility birth worksheet is not available, applicant must supply an affidavit signed by the birth certifier attesting to the correct date of birth as witnessed;
	If none of the above records are available, the applicant shall supply a court order to support the request to modify

Documentary Evidence Required to Modify a Birth Certificate

Birth Certificate Field	<input checked="" type="checkbox"/> Required Documentation to Modify
<p><i>Applicants are required to submit one form of proof from each list for the field(s) requested for modification. The forms of proof must be original documents or duly certified copies, certified by the custodian of the record. Each form of proof must contain the registrant's name as it appears in the modification request, date of birth and the name of at least one parent whose name is on the original birth record.</i></p> <p><i>If applicants cannot supply the required form(s) of proof, they must obtain a court order to support the request for modification.</i></p>	
Registrant (Child) Information	
Modifying Birthplace	<ul style="list-style-type: none"> • Signed statement from the birth attendant. If the birth attendant is unavailable, the statement may be signed by the attendant's authorized medical associate or the chief medical officer for the attendant's facility • Court order reflecting the information requested to be modified
Modifying Sex Designation	<p>Modification To Correct Sex Designation</p> <p>Unless otherwise ordered by a court of competent jurisdiction, acceptable supporting documentary evidence to correct sex designation include any of the options below.</p> <p>OPTION 1: <u>Identification:</u></p> <ol style="list-style-type: none"> 1) A valid North Carolina Driver's License or valid State ID card issued by the North Carolina Division of Motor Vehicles that reflects your sex as you are requesting it to be corrected on your birth certificate; OR 2) A valid United States passport that reflects your sex as you are requesting it to be corrected on your birth certificate. <p>If you wish to use the Identification you provided as part of the application identity verification requirements on page 2 of this application to also support correcting sex designation, then that identification must reflect your sex as you are requesting it to be corrected on your birth certificate.</p> <p>OPTION 2: <u>Certification of Gender Identity:</u></p> <p>A certification signed by a physician, psychiatrist, physician's assistant, licensed therapist, counselor, psychologist, case worker, or social worker stating, based on their professional opinion, the gender identity of the registrant.</p> <p>OPTION 3: <u>Statement by the Birth Attendant:</u></p> <p>A signed statement from the birth attendant. If the birth attendant is unavailable, the statement may be signed by the attendant's authorized medical associate or the chief medical officer for the attendant's facility.</p>
<p>Modification Because of Sex Reassignment Surgery</p> <p>If a modification is requested because of sex reassignment surgery, a new certificate of birth shall be created and provided by the State Registrar and the applicant must supply both:</p>	
	<ol style="list-style-type: none"> 1) A notarized statement from the physician who performed the sex reassignment surgery or from a physician licensed to practice medicine who has examined the registrant and can certify that the registrant has undergone sex reassignment surgery; AND 2) A written request from the registrant to change the sex on their birth record because of sex reassignment surgery.
Parent Information	
Minor Spelling Error* in Given Name(s) or Surname(s) for Parents	<ul style="list-style-type: none"> • Certified copy (photocopy not accepted) of the parent's birth certificate
*Minor spelling errors include errors affecting 1-2 letters of a given name where the modification does not constitute a legal name change	<ul style="list-style-type: none"> • If Certified copy (photocopy not accepted) of the parent's birth certificate is not available, the applicant must supply a Certificate of Naturalization for foreign Birth;
	<ul style="list-style-type: none"> • If a Certificate of Naturalization for foreign Birth is not available, the applicant must supply a government-issued passport for foreign births, I 94 for Refugees, or Parents' Marriage certificate officially registered by the county Register of Deeds for domestic births;
	<ul style="list-style-type: none"> • If the above records are not available, applicant must supply certified birth record of registrant's oldest sibling born to the same parents to reflect corrected name of parent;
	If none of the above records are available, the applicant shall supply a court order to support the request to modify
Legal Name Change for Parents on Child's Birth Certificate	<ul style="list-style-type: none"> • Certified copy (photocopy not accepted) of the legal name change court order, issued by court or US Immigration and Naturalization Services
Modify Parents' Place of Birth, Date of Birth or Age on Child's Birth Certificate	<ul style="list-style-type: none"> • Certified copy (photocopy not accepted) of the parent's birth certificate
	<ul style="list-style-type: none"> • If Certified copy (photocopy not accepted) of the parent's birth certificate is not available, the applicant must supply a Certificate of Naturalization for foreign Birth;
	<ul style="list-style-type: none"> • If a Certificate of Naturalization for foreign Birth is not available, the applicant must supply a government-issued passport for foreign births, I 94 for Refugees, or Parents' Marriage certificate officially registered by the county Register of Deeds for domestic births;
	<ul style="list-style-type: none"> • If the above records are not available, applicant must supply certified birth record of registrant's oldest sibling born to the same parents to reflect corrected name of parent;
	If none of the above records are available, the applicant shall supply a court order to support the request to modify

Documentary Evidence Required to Modify a Birth Certificate

Birth Certificate Field	Required Documentation to Modify
<p><i>Applicants are required to submit one form of proof from each list for the field(s) requested for modification. The forms of proof must be original documents or duly certified copies, certified by the custodian of the record. Each form of proof must contain the registrant's name as it appears in the modification request, date of birth and the name of at least one parent whose name is on the original birth record.</i></p> <p><i>If applicants cannot supply the required form(s) of proof, they must obtain a court order to support the request for modification.</i></p>	
Parent Information	
Modify Parent Race on Child's Birth Certificate	<p>Applicants may supply any one of the below evidentiary documents:</p> <ul style="list-style-type: none"> • Record from rolls of federal or state recognized Indian tribes; or • A notarized affidavit from the tribal chief, attesting to the fact that one or both of the parents are American Indian. (A tribal membership card is not sufficient by itself. The notarized affidavit is still required.); or • Birth certificate of parent that supports the requested parent's race (including foreign births) (if a record was recorded) (out-of-state/country must be certified); or • Parents' officially registered marriage license/certificate that supports the parent's requested race (out-of-state/country must be certified); or • Birth certificate of the oldest child born to the same parent(s) as the applicant that supports the parent's requested race(out-of-state/country must be certified); or • Census Record, closest to the year of the parent(s)' birth, that supports the parent's requested race <p>If none of the above records are available, the applicant shall supply a court order to support the request to modify</p>
Adding Parent	<p>If adding a mother on a record where no mother was recorded, the applicant must supply a court order</p> <p>*If the mother was married to someone other than the biological father at the time of birth, the biological father may not be added to the birth certificate without a court order</p> <p>If adding a father on a record where no father was recorded, the applicant must supply one of the following:</p> <ul style="list-style-type: none"> • If the parents were not married at the time of birth of the child, a properly executed voluntary acknowledgement of paternity (AOP)*; or • If the parents were not married at the time of birth of the child,Original/certified court document reflecting the name of the parent to be added, including child support case records; or • If child is under the age of six and the parents were married any time after birth of the child, the applicant must supply a certified marriage record; If child is over the age of six, the applicant must provide one of the following in addition to a copy of the certified marriage record: <ul style="list-style-type: none"> • Early school record reflecting the name of the parent to be added - Kindergarten, 1st grade or cumulative record which includes kindergarten or 1st grade; or • Medical records reflecting the name of the parent to be added; or • Hospital records reflecting the name of the parent to be added. • If the parents were married at conception or birth of the child but the father was not recorded for any reason other than refusal of the husband's information, the applicant must supply a certified marriage record and a copy of the father/second parent's birth certificate. <p>If adding a parent to a record that contains the names of two parents or when the birth record indicates that the Husband's information was refused, the applicant must supply a court order.</p>
Replacing a Parent	<ul style="list-style-type: none"> • Requires a certified court order or Report to Vital Records sent from NC Department of Social Services for NC adoptions or from out-of-state court or government agency
Residence Address Correction (long form only)	<p>Provide one of the following proving parent's residence that was established within 30 days of the child's date of birth</p> <ul style="list-style-type: none"> • Electric bill; or • Telephone/cell bill; or • Medical bill; or • Bank statement.

Documentary Evidence Required to Modify a Birth Certificate

Legitimation	<p>A legitimization is a legal process for biological fathers to acknowledge their children when they marry the mother after the birth of the child. A new birth certificate may be issued reflecting the father's name, and the child's name can be changed to the father's last name if the parents agree and request the change. In some cases, a court order may be required.</p>
	<ul style="list-style-type: none">• A completed legitimization affidavit from NCOVR or the county Register of Deeds; or• Court order reflecting the information requested to be modified
Adoption	<p>Requests to modify a birth certificate pursuant to adoption may be made by the adoptive parents or the court. Information required to process the adoption may be submitted by other parties in advance of the request to modify the certificate; however, the request to modify must be supplied and required fee paid before the new certificate may be issued.</p> <p>Certified copies of an adopted person's birth certificate are available only to the adoptee, the adoptive parents, the adoptee's children, and the adoptee's spouse, brothers, and sisters (proof of relationship may be required). The terms parent, brother and sister mean the adoptive parent, brother, or sister. Those terms do not mean a natural parent, brother, or sister. Original birth certificates of adoptees showing the adoptee's original name and the birth mother's name are in legally sealed files and are available only by court order.</p>
	<ul style="list-style-type: none">• Original, certified adoption decree, court order, or "Report to VR" (sent directly from NC DSS for NC adoptions only)
Paternity	<ul style="list-style-type: none">• Affidavit of Parentage for Child Born out of Wedlock or Court Order