

**AFFIDAVIT TO CORRECT A BIRTH CERTIFICATE**

STATE OF \_\_\_\_\_ COUNTY \_\_\_\_\_

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**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 \_\_\_\_\_

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**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, to add a first and middle name, or to switch the first and middle name***

You will need the <sup>1</sup>affidavit to correct birth certificate, <sup>2</sup>elementary school record/or census record and a <sup>3</sup>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 birth***

You will need the <sup>1</sup>affidavit to correct birth certificate, <sup>2</sup>early school record and a <sup>3</sup>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, 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**

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.