



PLEASE PRINT OR TYPE ALL INFORMATION LEGIBLY AND CORRECTLY BELOW. COMPLETE THE FRONT AND BACK OF THIS FORM.

Section 1: REQUIRED INFORMATION

Form with fields for REQUESTING CORRECTION TO: (Birth, Stillbirth/Fetal Death, Death), STATE FILE NUMBER, DATE OF BIRTH & HOUR OF BIRTH, CHILD NAMES, PARENT NAMES, FATHER'S PLACE OF BIRTH, BIRTH CERTIFICATE SHOWS, DECLARATION, ADDRESS, EVIDENCE, and SIGNATURE OF CERTIFIER.

Section 2: NOTARY PUBLIC

Form with fields for ACKNOWLEDGED TO BE TRUE BEFORE ME ON, MY TERM EXPIRES ON, ID TYPE PRESENTED BY REGISTRANT, ID NUMBER PRESENTED BY REGISTRANT, ID TYPE PRESENTED BY BIRTH MOTHER/PARENT 1, ID NUMBER PRESENTED BY MOTHER/PARENT 1, ID TYPE PRESENTED BY BIRTH FATHER/PARENT 2, ID NUMBER PRESENTED BY FATHER/PARENT 2, and PLEASE PLACE THE NOTARY SEAL BELOW.



NOTE: The fee for amendments to Vital Records is \$10.00. This fee does not include certified copies of the record and is non-refundable. Certified copies of birth and death certificates are \$25.00 and \$5.00 for each additional copy purchased at the same time.

Example:	Amendment	\$10.00
	Certified Copy	\$25.00
	+1 Additional Copies	<u>\$5.00</u>
		\$40.00

If this request is being mailed, please forward this completed form with a U.S. Money Order or certified check for the correct amount made payable to the State Office of Vital Records. **A valid copy of your Photo ID must accompany this request.** Please do not send cash by mail.

INSTRUCTIONS FOR AMENDING A BIRTH CERTIFICATE

The Amended Birth Certificate form must be completed by the registrant, the parent, or the legal representative. ALL INFORMATION MUST BE TYPED OR PRINTED IN BLACK OR BLUE-BLACK PEN. The Amended Birth Certificate is a permanent record and will replace the original record on file.

Step 1. Complete the information as it should appear on the Amended Birth Certificate in the top portion. Enter the child’s name, sex, hour of birth if applicable, date of birth, city, or town or location of birth, county of birth, mother’s maiden name, mother’s date of birth or age, mother’s state of birth, father’s full name, father’s date of birth or age, and father’s state of birth if applicable.

Step 2. Complete the items to be amended or corrected. Enter the item omitted or in error; then enter the information as it appears on the original birth certificate and enter the birth information as it should be.

Step 3. The Amended Birth Certificate must be signed by the registrant or parent in the Affidavit section. The notary shall sign his or her name, enter the date the information was “sworn and subscribed to”, the date his or her notary commission expires and impress the notary seal in the space marked ‘IMPRESS SEAL HERE’.

NOTE: APPLICANTS OR THEIR REPRESENTATIVES DO NOT ENTER ANY INFORMATION BELOW THE SOLID LINE MARKED “APPLICANT – DO NOT WRITE BELOW THIS LINE.”

Step 4. The applicant (or his or her representative) must submit the required evidence which shows the information listed in the sworn portion of the form.

All records submitted must verify the facts claimed and must also show the name and address of the company, agency, or institution where the record was filed; the date the record was made and by whom and must be submitted in the following form: (1) A statement on letterhead stationery of the official and signed by the official who has custody of the record OR (2) A copy of a record which is certified to be a true copy by the official having custody of the original record.

All documents will be returned to the applicant upon review. Altered records or records which show incorrect information will not be accepted. UNCERTIFIED COPIES OF DOCUMENTS ARE NOT ACCEPTABLE. To determine the age your record should be, please refer to the Abbreviated Records Requirement Chart. FORM 3977 SHOULD NOT BE USED TO ESTABLISH PATERNITY.

ABBREVIATED RECORDS REQUIREMENT CHART

This chart is acceptable for amending a birth certificate only.

Age of Child	Required Age of Record
8 years or older	Record at least five years old
4 years – 7 years	Record filed not more than three years after the date of birth
Over 1 year – 3 years	Record at least one year old

In all cases, the evidence must have been created at least (1) year prior to the date of application.



To Amend a Name

- To amend a given name, a record which shows the full correct name as it should appear on the certificate and correct age OR date of birth is required since the correction to the child's name was not performed within the first year of birth. The record must at least five years old.

- To amend the name on the birth certificate requires a court order indicating the changes from (original name) and change to (new name). In addition, please provide a statement on letterhead from the physician indicating the intersex/transgender diagnosis. The statement must bear the original signature of the physician and state his/her title, which will also be retained on file with the above court order.

- To change the surname requires a Court Order.

- To amend the spelling of the surname requires one document filed within the first seven years of the registrant's life that also shows the parents' surname.

To Amend a Birth

- To amend the date of birth only requires a five year old document indicating the registrant's full name and full date of birth.

- To amend the name or date of birth of a parent born within the U.S., you must provide a certified copy of the parent's birth certificate. A photocopy will suffice if the parent was born in the State of Georgia.

- To amend the name or date of birth of a parent born in another country, you must provide a certified translated copy of the birth certificate, as well as, the original birth certificate.

- The date of birth may be amended no more than one year by supporting evidence created prior to the registrant's seventh birthday. To amend the year of birth by more than one year requires an order from a superior court or probate court.

To Amend the Sex

- To amend the sex on the birth certificate requires a five year old record. The document must show the name, sex, and age or date of birth of the registrant.

To Amend the Address

- To amend the address of the mother/parent 1 at the time of the child's birth, please furnish the State Office of Vital Records with a letter from the U.S. Postmaster, on their letterhead, stating the mother/parent 1's name and address at the time of the child's birth. To be acceptable, the document must show the name, agency location, and the date the document was filed or recorded. The document must also be an original.