



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

BUREAU OF VITAL RECORDS

AFFIDAVIT FOR CORRECTION OF A BIRTH, DEATH, OR FETAL DEATH RECORD

STATE FILE NUMBER

STEP 1 - REVIEW INSTRUCTIONS

PRINT or TYPE all information identifying the certificate and the item(s) to be corrected. Once an item is amended, it cannot be amended again unless by a certified court order. This form must be:

- 1. The original and fully completed affidavit (not a copy) and free of erasures, write-overs, and/or white-out;
2. Accompanied by documentary evidence that supports the indicated correction(s);
3. Signed in the presence of a notary public by an individual legally authorized, per 19 CSR 10-10, to make the correction;
4. Mailed to: DHSS - Bureau of Vital Records, 930 Wildwood Dr., Jefferson City, MO 65109

Affidavits that do not meet these requirements will be rejected. Some items are related and correcting one item may require the correction of other related items. Some corrections are classified as major deficiencies, per 19 CSR 10-10, and cannot be corrected by an Affidavit for Correction. Such deficiencies require a certified court order to correct.

For more information on how to correct a vital record, see reverse for instructions, visit: http://www.health.mo.gov/vitalrecords, or call 573-751-6387.

STEP 2 - IDENTIFYING VITAL RECORD TO CORRECT

Form with fields: SELECT ONE: BIRTH, DEATH, FETAL DEATH; FULL NAME ON RECORD: FIRST, MIDDLE, LAST; DATE OF BIRTH OR DEATH: MONTH, DAY, YEAR; SELECT ONE: FEMALE, MALE, UNKNOWN

STEP 3 - ITEM(S) TO CORRECT (IF ITEM IS/SHOULD BE BLANK, PRINT/TYPE "BLANK")

Table with 3 columns: ITEM NO. OR ITEM NAME, INSTEAD OF, SHOULD READ. Multiple rows for listing corrections.

STEP 4 - AFFIANT INFORMATION (SIGNED IN PRESENCE OF NOTARY)

Form with fields: AFFIANT'S FULL NAME: FIRST, MIDDLE, LAST; RELATIONSHIP TO REGISTRANT

Form with fields: AFFIANT'S MAILING ADDRESS: NUMBER AND STREET AND/OR P.O. BOX, CITY, STATE, ZIP; AFFIANT'S PHONE NUMBER

SUBJECT TO THE PENALTY OF PERJURY, I DO SOLEMNLY DECLARE AND AFFIRM THAT I AM ELIGIBLE, PURSUANT TO CHAPTER 193, RSMO AND 19 CSR 10-10, TO CORRECT THE VITAL RECORD IDENTIFIED ABOVE AND THAT THE INFORMATION IN THIS AFFIDAVIT FOR CORRECTION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Form with fields: AFFIANT'S SIGNATURE (MUST BE SIGNED IN THE PRESENCE OF NOTARY); DATE (MM/DD/YYYY)

Form with fields: NOTARY PUBLIC EMBOSSER SEAL; STATE; COUNTY

Form with fields: SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF 20; NOTARY PUBLIC SIGNATURE; MY COMMISSION EXPIRES; NOTARY PUBLIC NAME (TYPED OR PRINTED); USE RUBBER STAMP IN CLEAR AREA BELOW

FOR STATE USE ONLY

Form with fields: DATE PROCESSED; APPROVED/REJECTED checkboxes; IF APPROVED, DOCUMENT(S) PROVIDED

Form with fields: IF REJECTED, REASON(S) FOR REJECTION/INSTRUCTIONS TO RESOLVE; PROCESSED BY

Form with fields: DATE PROCESSED; APPROVED/REJECTED checkboxes; IF APPROVED, DOCUMENT(S) PROVIDED

Form with fields: IF REJECTED, REASON(S) FOR REJECTION/INSTRUCTIONS TO RESOLVE; PROCESSED BY



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 BUREAU OF VITAL RECORDS
AFFIDAVIT FOR CORRECTION OF A BIRTH, DEATH, OR FETAL DEATH RECORD

Instructions

PRINT or **TYPE** all information identifying the certificate and the item(s) to be corrected. The original and fully completed affidavit (not a copy) must be submitted and be free of erasures, write-overs, and/or white-out. Some items are related and correcting one item may require the correction of other related items.

The following information is general guidance for completing an Affidavit for Correction (correction affidavit). **For additional instructions**, see 19 CSR 10-10 or contact the Bureau of Vital Records at 573-751-6387.

Fees

There is no fee to process a correction affidavit. Processing a court order requires a \$15.00 fee. For any new copies of the revised certificate, the standard \$15.00 fee per birth certificate or fetal death/still birth and \$14.00 fee (\$11 additional copies) per death certificate will apply.

Notary

All affidavits must always be signed in the presence of a notary public by an individual legally authorized, per 19 CSR 10-10, to make the correction.

Who Can Amend a Vital Record

To amend a **birth certificate**, depending on what is being corrected, application may be made by one (1) of the parents, the legal guardian, the registrant, if of legal age, or the individual responsible for the filing of the certificate. The mother's first, middle, and maiden name on a birth record can be corrected by a notarized affidavit from the hospital's medical records department if the hospital prepared the original record in error. If the error was not made by the hospital, then one (1) of the recorded parents or the registrant, if of legal age, shall furnish a notarized affidavit requesting correction and a certified copy of the mother's birth record or a certified copy of the parent's marriage license or a certified statement of marriage from the recorder of deeds' office. The **medical information** on a birth certificate can be changed only by the medical certifier or personnel of the institution responsible for filing the certificate. For additional birth correction information, see 19 CSR 10-10.

To amend a **death certificate** by affidavit, application may be made by the informant or the funeral director or person acting for the funeral director on the following items: decedent's first name, decedent's middle name, decedent's sex, decedent's date of death (affidavit of funeral home representative or certifier only), decedent's Social Security number, decedent's age, decedent's month of birth, decedent's day of birth, was decedent ever in United States armed forces?, place of death, marital status, surviving spouse's name (see 19 CSR 10-10.110, paragraph (2)(A)8), decedent's usual occupation and kind of business or industry, decedent's residence, decedent's origin and race, decedent's education, father's first name, father's middle name, mother's first name, mother's middle name. Informant's name, informant's mailing address, disposition information, name and address of funeral home and funeral establishment license number can be amended only by affidavit of funeral home representative. The **medical information** on a death certificate can be changed only by the medical certifier, coroner, or medical examiner who certified the cause of death. A funeral director or other person acting as such cannot change medical information.

To amend a **fetal death/still birth certificate**, application may be made by informant, coroner, medical examiner, or personnel from the hospital, clinic, or funeral home who prepared the certificate. Except for medical information, the amendment process is the same as for a birth or death certificate. The **medical information** can be changed **only** by the medical certifier, coroner, medical examiner, or personnel of the institution responsible for filing the certificate. **Cause of death information** can be changed **only** by the medical certifier, coroner, or medical examiner. To correct all other items on a fetal death certificate, documentary evidence considered necessary to preserve the integrity of the certificate shall be required.

Documentary Evidence

To correct an item(s) on a certificate, documentary evidence necessary to preserve the integrity of the certificate shall be required. Depending on the number of items to be corrected, more than one (1) document may be required. Generally, original documents are not required and copies/photocopies are acceptable. However, some changes require a certified copy of the documentation.

The burden of submitting proof is on the applicant. The state registrar shall determine whether the document submitted satisfactorily supports the correction requested. When the applicant cannot submit proper documentation, the applicant shall be notified of the deficiencies and given appeal rights to a court of competent jurisdiction.

Documentary evidence which supports the alleged facts shall be a filed document which shows, as a minimum, the correct full name and correct age or date of birth, and shall have been filed at least **five (5) years** prior to the date of application for the amendment.

A filed document is defined as a record which is **permanently maintained** by an agency, organization, or business and is accessible for verification at a later date. The burden of submitting proof is on the applicant. The state registrar shall determine whether the document submitted satisfactorily supports the correction requested. When the applicant cannot submit proper documentation, the applicant shall be notified of the deficiencies and given appeal rights to a court of competent jurisdiction.

Suggested Documents

The following list of suggested documents are possible examples. Other similar documents may also be acceptable. Not all suggested documents may be acceptable for all types of corrections.

- Church Record/Baptismal Record
- Prenatal Records
- School Enrollment Record
- U.S. Passport
- U.S. Census Record
- Physician/Hospital Record
- Social Security Card and/or Numident Form
- State and/or Federal Tax Return
- Driver's License
- Insurance Policy
- W-2, I-9, or Similar Employment Record
- Military Record
- Voter ID Registration Card
- Certified Copy of Parent's Birth Certificate
- Certified Copy of Marriage Certificate or Statement
- Bank Statements
- Mother's Worksheet
- Facility Worksheet

Court Orders

Major deficiencies on individual vital records shall be corrected by court order. The Bureau of Vital Records shall be furnished with a certified copy of an order from a court of competent jurisdiction directing them to make the desired correction. The order shall identify the record(s) as presently filed and direct the bureau as to the items to be corrected, amended, or changed.

Major deficiencies specifically requiring a court order are those that:

1. Amend year of birth on a birth record;
2. Amend a previously amended birth record corrected by court order, adoption, or legitimation;
3. Amend an item previously amended by affidavit;
4. Amend the date of birth on a birth record when adequate documentation before the eleventh birthday is not available;
5. Completely change the mother's name on a birth record.
6. Completely change, on the birth record, the name of the natural parent or add the name of a parent when deceased;
7. Change, on the birth record, the surname of the registrant or the surname of the father by changing three (3) or more letters, or by changing one (1) or two (2) letters which results in a different pronunciation of the surname;
8. Change, on the death record, the surname of the deceased by changing three (3) or more letters or by changing one (1) or two (2) letters which results in a different pronunciation of the surname;
9. Change both the sex and registrant's name when the name appears to be that typically used for the opposite sex;
10. Amend a written signature (amended signature will be typed);
11. Delete father's name on a legitimate birth record.
 - To delete the father's name from a birth certificate, the court order shall find that he is not the natural father and then direct the Bureau of Vital Records to delete his name from the birth record. If the court also finds the natural father and the mother have been legally married, the birth certificate can be legitimated by the same court order. The order shall give the date and place of marriage. The order also shall give the natural father's full name, date of birth, state of birth, race, Social Security number, and the natural mother's date of birth and Social Security number to establish a new birth certificate by legitimation. If the child's name is to be changed to the father's name, the order also shall indicate the name change.

Processing a Correction

The original certificate/office working copy of the birth, death, or fetal death shall have the correction entered on its face by interlineation with a line drawn through the incorrect entries. It shall be marked amended. The date of amendment and a summary description of the evidence submitted in support of the amendment shall be endorsed on or made part of the record.

More information

For more vital records information, visit: www.health.mo.gov/vitalrecords or call the Bureau of Vital Records at 573-751-6387.