Correcting a Birth Certificate
Per Nevada Administrative Code 440.023, 440.030 & 440.035

When is a Court Order Required?

- ✓ A court order by a court of competent jurisdiction is required for the following fields, unless a data entry error can be proven at the time the record was created.
  - ➢ Changing the name of the child, if the child is 1 year of age or older at the time of the request
  - ➢ Changing the name of any parent listed on the birth certificate
  - ➢ If the requested change has previously been corrected

Who May Sign the Affidavit for Correction of a Record Form?

- ✓ The person of record; or
- ✓ The parent or guardian of the person of record; or
- ✓ A legal representative of the person of record; or
- ✓ The certifier listed on the certificate for **MEDICAL INFORMATION ONLY**

Important: Correction to Medical Information

- ✓ The Affidavit for Correction of a Record form must be signed by certifier listed on the birth certificate for the following fields:
  - ➢ Date of birth
  - ➢ Time of birth
  - ➢ Sex of the child
  - ➢ Hospital (institution)

Documentation Required to Correct a Certificate: (TWO (2) Documents to complete the process)

- ✓ ***Affidavit for Corrections of a Record AND***
- ✓ ***Other Verifiable Evidence***
  - See the "Correction Evidence Chart" for the acceptable document(s) for each field on the birth certificate.
  - Other verifiable evidence must be dated before the birth of the child if the information being corrected is concerning the parents.
  - A court order from any U.S. District Court is also acceptable as other verifiable evidence.
  - Any document submitted as other verifiable evidence that is in a language other than English must be accompanied by a certified translated version of that document. The translation must be completed by someone authorized to translate documents.

The "Correction Evidence Chart" will indicate if a Supplemental Affidavit can be submitted as Other Verifiable Evidence. If allowed:

- This form must be completed by an individual that has personal knowledge and can attest to the correction being requested on the primary affidavit. This personal knowledge is gained through firsthand experience or observation, through a personal, familial, medical, or a professional relationship with the person of the record being amended.
- This form must clearly and concisely explain **how** the person signing (witnessing) the form has knowledge of the information being corrected.
- This form must be completed in its entirety by an individual other than the person who signed (witnessed) *the Affidavit for Corrections of a Record*.

When Submitting any Affidavit

- ✓ The document must be notarized.
- ✓ The document must be completed in its entirety.
- ✓ The document cannot contain any write overs, cross outs or white outs.
- ✓ The document must be accurately completed with correct information.
- ✓ The individual signing the document must be at least 18 years of age.
- ✓ The document form must be legible.
- ✓ The document must be typed or completed in blue or black ink.

Fees

- ✓ Correcting a Birth Certificate (includes one certified copy of the corrected certificate): $40.00
- ✓ Additional certified copies: $20.00 EACH.

How to Submit Documents

In person or by mail:
Division of Public and Behavioral Health
Office of Vital Records and Statistics
4150 Technology Way, Suite 104
Carson City, Nevada 89706