DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
Bureau of Health Protection and Preparedness
Office of Vital Records and Statistics
4150 Technology Way, Suite 104
Carson City, Nevada 89706
Telephone (775) 684-4242 • Fax (775) 684-4156
http://dpbh.nv.gov

AMENDING OR CORRECTING A BIRTH OR DEATH CERTIFICATE

Thank you for submitting your request to amend or correct a birth or death certificate. To amend or correct a birth or death certificate, the processing time is approximately two (2) to four (4) weeks upon our office receiving all the required documents and information.

The Office of Vital Records processes all requests in the order received. The Office of Vital Records does not have an expedited process to ensure fairness to all our customers.

Once our office processes your request, it will be picked in the next business day's mail. The amended / corrected certificate will be mailed via standard U.S. mail. You may include a pre-paid self-addressed stamped envelope to receive the mail quicker upon our processing.

Please remember to read the guide and all instructions closely to avoid your request being returned to you. A notation will be placed on the certificate noting an amendment / correction was processed along with the section(s) amended, unless the court orders a new certificate to be issued.

The correction and the fee of $40.00 will provide the applicant with one (1) certified copy of the corrected certificate. If the applicant wants additional certified copies of the certificate, please complete the enclosed "Certificate Application" to request additional certified copies. Please follow all instructions on this application when requesting additional certificates.

Remember to include the following:

- ☐ *Affidavit for Correction of a Record* form **OR** an original certified court order from a U.S. District Court
- ☐ Other verifiable evidence as listed in the "Correction Evidence Chart" AND a copy of photo identification from the person signing the Affidavit for Correction of a Record form or court order.
- ☐ Proper payment by check, money order, cashiers check or credit card. If paying by credit card, an Authorization for Credit Card Use form is included in this packet.

Thank you,

Office of Vital Records