



## Overview

To make an amendment or correction to your birth certificate, here are some answers to basic questions about the process, followed by instructions for specific kinds of common corrections/amendments.

If your child is under 12 months of age, and the hospital where your child was born made a mistake on the birth certificate, you should contact the hospital, or for other options, see the [How do I submit a correction/ amendment?](#) section of this document.

## Frequently Asked Questions

### Who can apply for a correction/amendment?

The following individuals can request a birth certificate correction/amendment:

- The person to whom the certificate is for, if he/she is at least 18 years of age;
- A parent named on the certificate or legal guardian of the person to whom the certificate is for, if he/she is less than 18 years of age; or
- An authorized representative of the Office of Children and Family Services (OCFS), or a local social services district, if the person is in the care and custody or custody and guardianship of such entity.
- If you are a family member applying for dual citizenship and need to make a correction on a birth certificate, you need to supply a NYS Court Order.

### How do I submit a correction/amendment for a birth certificate?

- The best source to contact to make a correction or amendment to a birth certificate is the local registrar where the birth occurred. Please visit your local Registrar of Vital Records or Town Clerk for assistance.
- If you no longer live in the area where the birth was registered, download the correct birth certificate Correction Form to submit to the Bureau of Vital Records. Complete and sign the application by following the instructions on the form. The requesting parent or guardian of a child who is less than 18 years of age must sign the form.
  - Submit original documents (for example, a marriage record or a religious document) with an original seal, depending on the kind of correction you are requesting (photocopies are not accepted). Note: Once you have gathered the required documentary evidence if you are submitting the application by mail, the Bureau of Vital record advises that you make a photocopy of all documents and the correction form for your records.

## What documents do I need to correct/amend a birth certificate?

You must send original documentation or, if issued by a government office, certified copies with your application, that support the correction/amendment being requested. Certified copies are documents issued by a government office that have a raised seal, like birth certificates or marriage certificates. Notarized copies, photocopies, or altered documents are unacceptable. See FAQs on common corrections/amendments below for more information specific to the correction ;/amendment that you are requesting on the birth certificate.

If your documents are in a language other than English, you also must obtain an official English translation of documents needed. Embassies and foreign consulates often will translate official documents for you. We also accept translations from established translation services.

**NOTE:** Usually a fee is required to obtain a certified translated copy from an office or agency.

## Common Corrections/Amendments

Look below to see which description fits your situation and gather the appropriate documentation. Forms can be found at your local registrar’s office or online (links included in the table below).

Multiple forms may be required, based on the requested change, so please read all descriptions before proceeding.

### To change the documented gender for transgender or gender fluid persons:

To make this correction:	Fill out the correction application:
<ul style="list-style-type: none"> <li>To change the documented gender of a CHILD 16 years of age and younger</li> </ul>	<p><a href="#">Application for correction of certificate for gender designation (DOH-5306)</a>  <b>AND</b>  <a href="#">Change the gender Affidavit (DOH-5304)</a>  <i>Parents sign and have notarized</i></p>
<ul style="list-style-type: none"> <li>To change the documented gender of an ADULT 17 years of age and older</li> </ul>	<p><a href="#">Application for correction of certificate for gender designation (DOH-5305)</a>  <b>AND</b>  <a href="#">Change the gender Affidavit (DOH-5303)</a></p>

### For Foreign Born Child, Adopted by a NYS Resident

To place a *Certificate of Birth Data* [DOH-2538](#) on file, which provides for the NYS DOH to prepare a certificate of birth data for a foreign-born child, under the age of 18, and adopted by NYS resident.

Certificate of birth data provide prima facie evidence of the stated facts for school entrance, employment and in NYS courts of law. It cannot be used as proof of US citizenship please:

Complete and sign the appropriate birth certificate form. Enclose original documents to support the amendment.

Mail your application package to the address below.

New York State Department of Health  
Vital Records Amendment Unit  
P.O. Box 2602  
Albany, NY 12220-2602

To make this correction:	Fill out the correction application:	And provide:
<ul style="list-style-type: none"> <li>• Spelling of either parent(s)'s name,</li> <li>• Either parent(s)'s birth information, or</li> <li>• Child's last name</li> </ul>	<p style="text-align: center;"><a href="#"><u>Application for Correction of Certificate of Birth (DOH-297)</u></a></p>	<ul style="list-style-type: none"> <li>• Marriage license;</li> <li>• Parent who wishes to make the change's birth certificate; or</li> <li>• Older sibling's birth certificate indicating the correct information of the parent wishing to make the correction/amendment.</li> </ul>
<ul style="list-style-type: none"> <li>• Parent(s) <u>current</u> last name</li> </ul>		<ul style="list-style-type: none"> <li>• Send a historical photo ID (one valid <b>and</b> issued prior to the child's birth), or</li> <li>• If Parent(s) name/gender change order has been issued, see page 5.</li> </ul>
<ul style="list-style-type: none"> <li>• Child's information: First or middle name, Date of Birth</li> </ul>		<p>Any <b>one</b> of the following, if no acknowledgement is in place:</p> <ul style="list-style-type: none"> <li>• Religious record prior to the age of 12</li> <li>• School record prior to the age of 12</li> <li>• Hospital record of birth, or</li> <li>• Federal census record</li> </ul>
<ul style="list-style-type: none"> <li>• Child's gender if recorded incorrectly on the birth certificate</li> </ul>		<p><b>Either</b> of the following:</p> <ul style="list-style-type: none"> <li>• Letter from your pediatrician</li> <li>• Hospital record of birth</li> </ul>
<ul style="list-style-type: none"> <li>• Place or time of birth</li> </ul>		<p>Any <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>• Hospital record of birth</li> <li>• Letter from the attendant or midwife for home births</li> </ul>
<ul style="list-style-type: none"> <li>• Mother's place of residence</li> </ul>		<p>Any <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>• A historical utility bill within one month of birth, or</li> <li>• Hospital record of birth</li> </ul>

To make this correction:	Fill out the correction application:	And provide:
<ul style="list-style-type: none"> <li>Correct Name or Gender of Parent for a Person 16 Years of Age or Under</li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Affidavit (DOH-5721)</a></li> <li><a href="#">Surrogacy Agreement, if applicable</a></li> <li><i>Order of Parentage, if applicable</i></li> </ul> <p><b>NOTE:</b> Affidavit must be notarized</p>
<ul style="list-style-type: none"> <li>Correct Name or Gender of Parent for a Person 17 Years of Age or Older</li> </ul>	<a href="#">Application for Correction of Certificate of Birth (DOH-297)</a>	<ul style="list-style-type: none"> <li><a href="#">Affidavit (DOH-5722)</a></li> <li><a href="#">Surrogacy Agreement, if applicable</a></li> <li><i>Order of Parentage, if applicable</i></li> </ul> <p><b>NOTE:</b> Affidavit must be notarized</p>
<ul style="list-style-type: none"> <li>Add child's given name</li> </ul>	<a href="#">Supplemental Report of Given Name (DOH-51)</a>  NOTE: Application must be notarized	<ul style="list-style-type: none"> <li>No additional documentation is required</li> </ul>
<ul style="list-style-type: none"> <li>Add the father's name which is missing from the birth certificate, when mother and father were married <i>at the time of birth</i>, may also change the child's surname if needed.</li> </ul>	<a href="#">Affidavit (DOH-4092)</a>  <b>NOTE:</b> Fill out both Mother's Affidavit and Father's Affidavit. Both must be notarized.	<ul style="list-style-type: none"> <li>Certified copy of the marriage certificate</li> </ul>
<ul style="list-style-type: none"> <li>Add the secondary parent's name, which is missing from the birth certificate, when the unmarried person who gave birth to the child and the other person is a genetic parent;</li> </ul>	<a href="#">Acknowledgment of Parentage (LDSS 5171)</a> The form which must be sent to the locality of birth.  <b>NOTE:</b> The birth parent and the secondary parent who wishes to be on the birth certificate must go to the locality of birth to	<ul style="list-style-type: none"> <li>No additional documentation is required</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Add a secondary parent’s name, when the birth involves a married or unmarried person who gave birth to the child and another person who is an intended parent of the child who was conceived through assisted reproductive technologies</b></li> </ul>	<p>fill out the form, witnessed by two people not related to the parents.</p>	
<ul style="list-style-type: none"> <li>• <b>Change the child’s surname following the determination of parentage from Family Court</b></li> </ul>	<p><a href="#"><u>Parents Affidavit for Conforming Name Change (DOH-1862)</u></a></p> <p><b>NOTE:</b> Both parents fill out the form and have it notarized.</p>	<ul style="list-style-type: none"> <li>• Submit a certified copy of the marriage certificate</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Change the child’s surname following the marriage of the mother and father <i>after birth</i> when an Acknowledgment of Paternity was completed.</b></li> </ul>	<p><a href="#"><u>Conforming Name Change (DOH-1927)</u></a></p> <p><b>NOTE:</b> Both parents fill out the form and have it notarized.</p>	<ul style="list-style-type: none"> <li>• Certified copy of the marriage certificate</li> </ul>

## How much does a correction or amendment cost?

**For amendments-** There is no fee for the amendment and **one** amended birth certificate will be issued free of charge.

If one year has passed after an amendment, another free certificate can be obtained.

**For corrections-**There is no fee for a correction; however, obtaining a certified copy of the corrected record costs \$30.

## How do I apply for a correction or amendment by mail?

To correct or amend a birth certificate by mail using forms listed in the table above, please:

1. Complete and sign the appropriate birth certificate correction form.
2. Enclose original documents to support the correction or amendment.
3. Mail your correction application package to:  
New York State Department of Health  
Vital Records Correction Unit  
P.O. Box 2602  
Albany, NY 12220-2602

**NOTE:** Standard first-class U.S. postal service mail is not tracked.

### What are the options for payment with certified copy mail orders?

Please send a check or money order made payable in U.S. to *NYS Department of Health* for mail orders or, see your local Registrar of Vital Statistics for other options.

**Note:** The local Registrar may charge a different fee schedule than the Bureau of Vital Records.

For international orders, only bank money orders (not postal money orders) are accepted. Cash and postal money orders are NOT accepted.

## How do I apply for a correction in person?

Bring the appropriate completed birth certificate correction form, [DOH-297](#) *Correction of Certificate of Birth*, [DOH-51](#) *Supplemental Report of Given Name* & [LDSS-4418](#) *Acknowledgment of Paternity* FORMS ONLY, with original supporting documentation to your local registrar.

### What are the options for payment with in-person certified copy orders?

- **Money order** made payable in U.S. dollars to the *NYS Department of Health*.
- **Personal check** made payable to *NYS Department of Health*.
- **Cash** for walk-in orders, if allowed by your local Registrar of Vital Statistics.