

HELPFUL INFORMATION

ALAMEDA COUNTY RECORDERS OFFICE

1106 Madison Street
Oakland, CA 94607
Phone: (510) 272-6363
www.acgov.org

ALAMEDA COUNTY FAMILY COURT DIVISION

First Floor
2233 Shoreline Drive
Alameda, CA 94501
Phone: (510) 263-4311
www.alameda.courts.ca.gov

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

P.O.Box 997410
Sacramento, CA 95899
Phone: (916) 445-2684
www.cdph.ca.gov

SOCIAL SECURITY ADMINISTRATION OFFICE

2045 Allston Way
Berkeley, CA 94704
Phone: 1 (800) 772-1213
www.ssa.gov

1, 2, 3... PROCESS:

- Step 1 – Fill out form VS-24
- Step 2 – Gather evidence that the corrections requested are legitimate.
- Step 3 – Fill out the CA State Application of Birth Certificate and have it notarized (optional).
- Step 4 – Place the documents inside of an envelope with a check/money order in the amount of \$23 (The fee already includes one new birth certificate. But, in order to receive it, you MUST not forget to complete step 3) and mail it to:

CA DEPT. OF PUBLIC HEALTH OFFICE OF VITAL RECORDS

P.O.Box 997410
Sacramento, CA 95899
Phone: (916) 445-2684



Vital Statistics Unit
1947 Center Street, 2nd Floor
Berkeley, CA 94704
Phone (510) 981-5320
Fax (510) 981-5315
www.cityofberkeley.info/vitalstatistics
Form COB-VS050 – Mar/2014

HOW TO ...



Use this guide only to:

- Correct spelling errors.
- Add information to blank items.
- Correct the spelling of the parents' names or their statistical information
- Dates (except date of birth)

Form(s) to be used:

- VS-24, VS-111 and Court Order

QUICK GUIDE

CORRECT A BIRTH RECORD

AMENDING A BIRTH RECORD

How can I amend(correct) a record?

You will need to obtain the form VS-24 (Affidavit to amend a record) and file it with the California State Office of Vital Records in Sacramento.

What documents do I need to amend a record?

Documentation that proves and sustains that the corrections you are requesting are true and legitimate. For instance, if you are correcting the father's date of birth, you must include the father's birth certificate, passport or any other documentation to prove the changes are truthful.

What information can be changed?

The Form VS-24 is only used for the purpose of correcting errors/misspelling on the record or to add information to blank fields. If you wish to change any information not included in the above categories, you are required to obtain a court order and use a different form (VS-23) to finalize the process.

Can I add or change the Father's Name through an amendment form (VS-24)?

No. There is a different procedure for changing the Father's Name on a Birth Certificate. Search for the brochures: Declaration of Paternity (when adding), Adjudication of Facts

of Parentage (when changing) or visit www.cityofberkeley.info/vitalstatistics/.

What are the fees to amend a record?

If your child is **under 1 year of age**, there is no fee. Just submit the form VS-24 and the corrections will be made. Keep in mind that the certificate will now have a 2nd/3rd page(s) attached to it. No certified copies will be mailed to you automatically. If you need a copy of the new record, you **MUST** enclose a notarized application form along with the appropriate fee (\$23) inside of the envelope for processing.

If your child is **over one year of age**, there will be a \$23 fee and that also includes one certified copy of the newly amended record, but in order to receive it, you will need to send along with your amendment paper work, a notarized State Application Form (VS-111).

How do I complete the form VS-24?

The form VS-24 is composed of three parts:
Part I – Complete all fields with information directly from the **INCORRECT** birth certificate, exactly as it appears.

Part II – Four items to complete:

Item 8 – Enter the item # from the current birth certificate that needs to be corrected. List only one item per line.

Item 9 – Enter the incorrect information as it appears on the current birth certificate.

Item 10 – Enter the correct information, as it should appear on the corrected birth certificate.

Item 11 – Briefly state the reason(s) for the correction.

Part III – Affidavits & Signatures - Two persons having knowledge of the facts must complete and sign the supporting affidavits.

Can I change medical data on a Birth Certificate, such as date/time of birth etc?

Yes, however the affidavit must be signed by specific persons at hospital where the event of birth took place.

When correcting information that was the result of hospital error, a member of the medical records staff must sign one of the affidavits. If you were given the document for reviewing and signing at the hospital, the incorrect information listed on the document may not be considered hospital error.

When correcting the date/time/place of birth, or when correcting medical and health information: The certifying physician, certified nurse midwife, physician's assistant, or certified nurse who attended the birth must sign one of the affidavits. (If the physician is not available, the affidavit may be signed by the hospital administrator or the administrator's designated representative of the hospital where the birth occurred.)

How long does it take to get processed?

The request can take from **2-3 months** to be processed.

If you have questions on the status of your request, please call the CA State Office of Vital Records directly – Customer Service Unit at (916) 445-2684 – **but only after the regular processing time has passed.**