

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 – Go to any United States Family Court to get a court order name change.
- Step 2 – Once in possession of the court order, complete the Amendment of Birth Certificate to Reflect Court Order Change of Name (VS-23) as follows:
- Part I** – Fill in the fields with the information exactly as it appears on the current birth certificate.
- Part II** – Enter the information from the court order.
- Part III** – Complete items 13A to 13G with your information. **IMPORTANT!!!** Do not write in items 14 & 15. Those fields are to be used by the State Registrar upon the acceptance of your amendment.
- Step 3 – Complete the CA State Application of Birth Certificate (VS-111) and have it notarized. This step is optional. In case you choose to skip it, you may request a copy of the corrected document after 4 months from the date your documents were received by the State Registrar.
- Step 4 – Put all the documents inside of an envelope with a check/money order in the amount of \$23 and mail it to:

CA DEPARTMENT 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-VS051 – Mar/2014

HOW TO ...



Use this guide only to:

- Change first/middle/last name of the registrant.
- Transpose first/middle/last name of the registrant.

Form(s) to be used:

- VS-23, VS-111 and Court Order

QUICK GUIDE

CHANGE A NAME BY COURT ORDER

CHANGING A NAME AFTER A COURT ORDER

How can change a name on a birth record?

The first step is to **obtain a court order** allowing you to do so. California laws require you to have a court order if you wish to change, move or swap/transpose any name on a birth certificate.

How long does the process take?

The process will take about **2-3 months** from the time the State Registrar receives your paperwork for it to be processed. Remember, the time above does not include any time you will spend to obtain the court order through the justice system.

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.**

For more up to date information about processing times, you may visit www.cdph.ca.gov and search for “birth records processing times”.

Where can I get a Court Order Name Change?

A court order name change can be obtained in **any US Family Court** and it can be used to amend a birth record of those born in California.

Can I change the name of my parents through a Court Order Name Change?

No. The Court Order Name Change process can only be used to change the name of the person listed on the birth certificate. There is a different process if you wish to change the parent’s name on a birth record.

What are the fees to change a name on a birth record?

The US Family Court fee(s) are separate and you must contact that court in order to know and pay.

The CA State process for amending the birth certificate (form VS-23) with the court order name change cost \$23 and includes one copy of the newly amended certificate (requires form VS-111 to be completed and notarized).

IMPORTANT!!! You will only receive the newly amended certified copy of the birth record if you include the notarized VS-111 form.

Can I submit just a regular copy of the court order with my form VS-23 to amend the record?

No. The State Registrar requires a certified copy of the court order. Photocopies of the document are not acceptable.

Where can I get the form VS-23?

At any California Local Registrar’s Office.

What makes a VS-23 Form “Acceptable”?

- 1- Every item must be completed.
- 2- The form must be an original form and not a photocopy.
- 3- Since form VS-23 will become part of the official birth record, every word and letter must be **EXTREMELY CLEAR AND LEGIBLE**. Using a typewriter is the best way to assure your form will be accepted. If no typewriter is available, we suggest you to take extra time to print everything clearly and legibly by using capital letters.
- 4- Form may **only** be completed with **BLACK INK**.
- 5- There **cannot** be any **ERASURES, WHITEOUTS or ALTERATIONS**.

Once the amendment is filed, what happens to my original birth certificate?

The original record remains unchanged and the amendment will become a 2nd page of the original record.

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.**