CORRECTION TO BIRTH CERTIFICATES

Correcting First or Middle Name, or to add a First or Middle Name:

Use the Affidavit to Correct Birth Certificate (see attached Form) and one record at least 5 years old that shows both the Name and Date of Birth/or age of applicant. Ex: Marriage License, School Record, Voter's Registration, Military Discharge (DD-214) or a Child's Birth Certificate.

Correcting Month or Day of Birth:

Use the Affidavit to Correct Birth Certificate (see attached Form) and one record at least 5 years old that shows both the Name and Date of Birth. Ex: Marriage License, School Record, Voter's Registration, Military Discharge (DD-214) or a Child's Birth Certificate.

Misspelled Last Name:

Use the Affidavit to Correct Birth Certificate (see attached Form) and a copy of the Father's Birth, Death or Marriage Certificate. If in the correction needs made in the Mother's last name, provide a copy of the Mother's record.

Incorrect Last Name:

If the mother was not married at the time of birth, or married to someone else (step-parent) and the person has been using the last name since child hood, and a father is not listed on the birth certificate, you will need the Affidavit to Correct Birth Certificate (see attached Form), a copy of your School Record of Enrollment into Elementary School (it <u>MUST</u> be your first school enrollment record), and also a record established as an adult showing name and date of birth. However depending upon individual circumstances, a court order is usually required to change the last name.

Correcting Year of Birth:

Use the Affidavit to Correct Birth Certificate (see attached Form), School Record of Enrollment into Elementary School, and a Census Record.

Correcting Father or Mother's Name:

Use the Affidavit to Correct Birth Certificate (see attached Form), and the father or mother's birth, death or marriage certificate.

Correcting Gender:

For all changes of gender other than sexual reassignment surgery, use the Affidavit to Correct Birth Certificate (see attached Form), and a copy of marriage license, or a child's birth certificate.

Correcting Birth Certificate of a Minor:

Corrections can be made to a child's birth certificate within the first year without requiring proof/ or records. Changes or corrections can be made to **any item other than the child's last name**. For all other corrections of minor's over 1 year of age, parents will need to complete the Affidavit to Correct Birth Certificate of Minor (see attached Form) and supply a record established close to the child's birth that shows the child's name, date of birth and/or item to be corrected; or if it's a correction of the parents information provide the parent's birth certificate

REQUEST FOR CERTIFIED COPIES OF VITAL RECORDS MASON COUNTY

DIANA N. CROMLEY, COUNTY CLERK

RTH CERTIFICATE: PLEASE PRINT	\$5.00	PER COPY NUM	BER OF COPIES:
MINATED BIRTH CERTIFICATE (Wallet S	Size) ** \$7.00	PER COPY NUME	BER OF COPIES:
**Laminated birth certificates may not be an accep	otable form of ID to o	btain a passport o	or other documents.
FULL NAME AT BIRTH			
DATE OF BIRTH			
FATHER'S NAME			
MOTHER'S FULL MAIDEN NAME			
EATH CERTIFICATE: PLEASE PRINT	\$5.00 P	ER COPY NUMB	ER OF COPIES:
FULL NAME OF DECEASED			
DATE OF DEATH			
IARRIAGE CERTIFICATE: PLEASE PRINT	\$5.00 PE	ER COPY NUMBE	R OF COPIES:
FULL NAME OF GROOM			
FULL MAIDEN NAME OF BRIDE	18.00		
DATE OF MARRIAGE			
HE ABOVE CERTIFICATE IS REQUESTED SELF CHILD PARENT COME STEP PARENT COME STATE ISSUED DO CO	COPY OF YO	SIBLINGIN LAW PLAIN) UR PHOTO	GRANDPARENT ATTORNEY ID ATTACHED. *****
SNATURE OF APPLICANT		DATE	PHONE NUMBER
INTED NAME			
AILING ADDRESS (PLEASE PRINT)	····		
STATE ****MAKE CHECK OR MONEY ORDER PAY SENI			SON COUNTY CLERK E 7, POINT PLEASANT, WV 2555
Enclose a self addressed stamped envelo			