

**WV DHHR - VITAL REGISTRATION OFFICE**  
**AFFIDAVIT TO CORRECT WEST VIRGINIA BIRTH CERTIFICATE**  
**INFORMATION AS IT APPEARS ON THE ORIGINAL BIRTH CERTIFICATE**

Name as recorded \_\_\_\_\_

Date of birth \_\_\_\_\_

City & County of birth City \_\_\_\_\_ County \_\_\_\_\_

Father's name \_\_\_\_\_

Mother's maiden name \_\_\_\_\_

**ITEMS TO BE CORRECTED OR ADDED**

\_\_\_\_\_ Should Read \_\_\_\_\_

\_\_\_\_\_ Should Read \_\_\_\_\_

\_\_\_\_\_ Should Read \_\_\_\_\_

\_\_\_\_\_ Should Read \_\_\_\_\_

\_\_\_\_\_ Should Read \_\_\_\_\_

THE FOLLOWING AFFIDAVIT IS TO BE SIGNED BY THE PERSON WHOSE BIRTH CERTIFICATE IS TO BE CORRECTED (OR BY PARENT IF UNDER 18)

I, \_\_\_\_\_, born \_\_\_\_\_  
*(Name please print)* *(Date of Birth)*

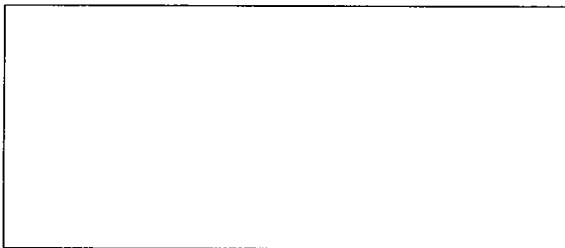
and residing at \_\_\_\_\_,  
*(Address)*

being first duly sworn say that, to the best of my knowledge, the foregoing facts are true and correct

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Signature of NOTARY PUBLIC \_\_\_\_\_



*Notary Stamp or Seal*

Commission expires \_\_\_\_\_

Submit to

ATTN Corrections Unit  
Vital Registration Office  
PO Box 11012  
Charleston, WV 25339-1012

# In Order to Correct the Following

## ***First or middle name, to add a first and middle name, or to switch the first and middle name***

You will need the 'affidavit to correct birth certificate, <sup>2</sup>elementary school record/or census record and a 'record established as an adult showing full name and date of birth/or age of applicant Records established as an adult must have been established at least 5 years ago If unable to meet these requirements then a Legal Name Change order will be required

Examples      Marriage license  
                    Voter's Registration  
                    Military discharge (DD-214)  
                    Child's birth certificate

## ***Month or day birth***

You will need the 'affidavit to correct birth certificate, <sup>2</sup>early school record and a 'record established as an adult showing full name and date of birth of applicant If unable to obtain a school record then we will need multiple documents showing full name and date of birth, with one record established at least 10 years ago and other records established at least 5 years ago If unable to meet these requirements then a court order, ordering the correct date of birth will be required

## ***Misspelled last name***

You will need the affidavit to correct birth certificate and a copy of your father's birth or marriage certificate If in the mother's last name, need a copy of her birth or marriage certificate

## ***Incorrect last name***

If mom was not married at the time of birth, or married to someone else (step-parent) and the person has been using that last name since childhood, and a father is not listed on the birth certificate, you will need the affidavit to correct birth certificate, a copy of your school record of enrollment into elementary school (it must 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

## ***Year of birth:***

You will need the affidavit to correct birth certificate, your first school record of enrollment into elementary school, and a census record

## ***Father or mother's name***

You will need the affidavit to correct birth certificate, and your father or mother's birth or marriage certificate

## ***Gender:***

For all changes of gender other than sexual reassignment surgery, you will need the affidavit to correct birth certificate, and a copy of your marriage license, or a child's birth certificate

## **Minors**

We make corrections to a child's birth certificate within the first year without requiring proof/or records We will correct/change 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 minor affidavit 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 we will need the parent's birth certificate