

# **PETITION TO CORRECT BIRTH CERTIFICATE INFORMATION**

**This packet can be used ONLY to correct information that already appears on a birth certificate.**

**This packet CANNOT BE USED to add information to a birth certificate or take information off of a birth certificate.**

**The District Court Filing Office  
is now located on the first floor at  
75 Court Street  
Reno, Nevada 89501**

**N – 5**

## **IMPORTANT**

THIS PACKET IS IN NO WAY INTENDED TO SUBSTITUTE  
FOR THE  
ADVICE OF A PRIVATE ATTORNEY.

### **IMPORTANT**

If either party is in the military, special rules may apply and it is strongly recommended that you seek the advice of an attorney.

### ***Private Counsel is Always Recommended for Legal Matters.***

The law allows any person to represent themselves in a legal action. However, filing an action with the court and representing yourself in the courtroom can be a complicated legal procedure and this packet does not attempt to address all the legal issues involved in bringing your matter before the court. This packet is created to help you access the legal system without the assistance of an attorney.

When representing yourself, you are responsible for understanding the law that governs your case and for filing the proper legal documents. The laws and rules are set out in the Nevada Revised Statutes, the Rules of Civil Procedure, and the local rules governing the jurisdiction in which you are filing your documents.

When you sign these documents and present them for filing with the court, it is assumed by the court that you have carefully read the documents, that you understand all the terms in the documents, that you agree with all the provisions in the documents, and that you are aware of all the consequences those provisions may produce.

***Before filling in any portion of the following documents, read all the materials included in this packet regarding custody, visitation, child support, and definitions of terms.***

**THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. THE COURT, SELF-HELP CENTER, NON-PROFIT ORGANIZATION, OR LAW LIBRARY THAT MAY PROVIDE THIS INFORMATION SHALL NOT BE LIABLE FOR ERRORS CONTAINED HEREIN OR FOR DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHING OF THIS MATERIAL.**

## **AFFIRMATION PAGE** **INSTRUCTIONS**

Every document filed with the Court has to have an Affirmation page attached to it that states whether or not the document has a social security number written in it.

At the top of the attached Affirmation page, there are two lines where you are to **write the name of the document that is attached to the Affirmation page**. There are two lines because some documents' titles are very long. The names of most documents are found in the middle of the page, in all capital letters and underlined.

Some Family Court documents have their titles in different places. The "Civil (Family Related) Cover Sheet" title is at the top, center of the page. The "Confidential Family Court Information Sheet" title is at the top, right side of the page. The "Family Court Motion/Opposition Notice" title is in a box on the top, right side of the page. So, check the top center and top right of your documents for these titles.

The next line on the Affirmation page asks for the case number. If your case is not new, you should have a case number. **Write the case number in the blank**. If your case is new and does not yet have a case number, do not write anything on that line.

Next, you will **mark** either **the box** next to the phrase that says the document "does not contain the social security number of any person" or the box next to the phrase that says the document "contains the social security number of a person . . . ."

In most Family Court cases, the only document that contains social security numbers in the "Confidential Family Court Information Sheet." For that document, you will mark the box that says there are social security numbers in the document and the last box before the date and signature lines, to indicate that the document contains social security numbers because it is the "Confidential Family Court Information Sheet."

If your document contains a social security number as required by some other law, select the box next to the appropriate phrase. If a specific State or Federal law requires the document to include a social security number, write the name of or cite of the applicable law on the line provided.

Finally, **write in the date, sign the signature line, and print your name** on the lines that say "Date," "Signature," and "Print Name." Leave the "Attorney for" line blank.

## **GENERAL INFORMATION**

*The information does not have to be typed in on the documents, however, if you choose to fill in the documents by hand, you must **PRINT** the information **IN BLACK INK**, and the printing must be neat and easily read. If the filing clerk cannot easily read the information, the filing clerk may be refuse to file the documents. If the law clerk and the judge cannot easily read the information, the Petition will not be granted.*

*There will be a fee to file this action. From time to time the filling fee changes. It is strongly suggested that you call the Filing Clerk's Office at 328-3110 to determine the current amount of the filing fee. If you cannot afford the filing fee, you may be eligible for a waiver of those fees. For more information on the waiver of fees, please contact the Family Court Self-Help Center.*

## **FILLING IN THE FORMS**

1. **The Civil Cover Sheet:** Complete the requested information, date and sign at the bottom of page.
2. **Petition:** Fill in your name, address and telephone number at the top left side of the page, on lines 12-18. Leave the Case No. and Dept. No. blank. Those numbers will be assigned to your case when you file it with the Filing Clerk's Office.

Carefully read the instructions printed on the form and fill in the information as required. **Take special notice of Paragraph III and Paragraph IV on page 3.**

In Paragraph III, you must state, in detail, the incorrect information as it appears on the birth certificate and a copy of the birth certificate must be attached to this Petition.

In Paragraph IV, you must state how you want the new information to appear on the birth certificate.

The Petition and the attached Acknowledgment and Verification must be signed in the presence of a Notary Public.

3. After filling in the Petition and signing it in the presence of a Notary Public, you will be ready to make copies of the documents and file them with the Filing Clerk's Office.

### **MAKING COPIES AND FILING THE DOCUMENTS WITH THE COURT**

You will need the following copies:

Civil Cover Sheet – one copy if you want to keep one for your records  
Petition – three copies

When you file the documents with the Filing Clerk's Office take the originals *and the copies* to be filed. The Filing Clerk will assign your case a number and a department; they will file stamp the originals and the copies; keep the originals of your documents, and return the copies to you.

The Filing Clerk's Office is located in the Courthouse at One South Sierra Street, Reno, on the main floor.

### **SERVING THE OTHER PARENT**

Unless there are some very unusual circumstances, the other parent of the child **MUST BE NOTIFIED AND SERVED** with a copy of the Petition and given time to object to the Petition, even if the other parent's name is not on the birth certificate. Service may be made on the other parent either personally or by certified mail with return receipt requested.

Once you have either personally served the other parent or you have mailed a copy of the Petition to the other parent by certified mail, return receipt requested, the Affidavit of Service form must be filled out and filed with the Filing Clerk's Office.

#### **The Affidavit of Service form:**

Fill in the heading on lines 2 – 15 just as it appears on your other documents. Fill in the Case No. and Dept. No. that has been assigned to your case as they appear on your other documents.

On line 22, fill in the name of the person who either personally served the Petition on the other parent or who mailed the Petition to the other parent.

**REMEMBER**, the person who serves the other parent or who mails the Petition to the other parent is the person who must fill out the Affidavit of Service and sign it in the presence of a Notary Public.

Carefully fill in the rest of the information as is needed on both pages.

After the form has been filled out, signed and notarized, make one copy and take the original and the copy to the Filing Clerk's Office and file it in. The Filing Clerk will keep the original and give you back your copy for your files.

**NOW YOU MUST WAIT FOR EITHER 10 DAYS OR 13 DAYS TO SEE IF  
THE OTHER PARTY FILES AN OBJECTION TO THE PETITION**

If the other party was personally served with a copy of the Petition, the other party has ten (10) "judicial days" in which to file an objection or opposition to the Petition. "Judicial days" means that weekends and holidays do not count in the calculation of time.

If the other party was served by mail, that party has thirteen (13) "judicial days" in which to file an objection or opposition to the Petition.

Once that time has passed, you may file the Request For Submission and the Order Correcting Birth Certificate Information. *These two documents are filed at the same time.*

**The Request For Submission form:**

Fill in the heading just as it appears on your other documents, including the Case No. and Dept. No.

Fill in the rest of the information and sign the document.

**The Order Correcting Birth Certificate Information form:**

Fill in lines 11 – 15, just as it appears on your other documents.

***VERY CAREFULLY AND CLEARLY*** fill in the rest of the information on the Order.

**MAKING COPIES AND FILING IN THE REQUEST AND ORDER**

Make one copy of the Request For Submission

Make three (3) copies of the Order

Take the originals and the copies to the Filing Clerk's Office and file them in.

**The Filing Clerk will keep the original of the Request and give you the file stamped copy back for your records.**

**The Filing Clerk will keep the original and the copies of the Order. These will be forwarded to the judge for the judge's signature.**

**Once the judge has signed the Order, the court will mail you the copies of the Order.**

**If you do not hear from the Court in two (2) weeks, it is recommended that you call the File Clerk's Office at 328-3110 to check on the status of your case.**

**You will need a "certified copy" of the Order to make the actual change on the birth certificate. A "certified copy" of an Order is a specially marked copy and the Bureau of Vital Statistics will insist on such a special order to issue a new birth certificate.**

**IMPORTANT**  
**BEFORE**  
**YOU START**

READ ALL INSTRUCTIONS  
VERY CAREFULLY

*Do NOT use white-out*

correction fluid on the documents.  
The Filing Office will not accept documents  
with white-out on them.

*Use Black Ink*

PRINT all information neatly



# CIVIL (FAMILY/JUVENILE-RELATED) COVER SHEET

..... WASHOE ..... County, Nevada

Case No. ....

(Assigned by Clerk's Office)

## I. Party Information *(provide both home and mailing addresses if different)*

Plaintiff/Petitioner (name/address/phone):	Defendant/Respondent/Co-petitioner (name/address/phone):
D.O.B.	D.O.B.
Attorney (name/address/phone):	Attorney (name/address/phone):
Will an Interpreter be required for court hearings? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will an Interpreter be required for court hearings? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what language will need to be interpreted? .....	If yes, what language will need to be interpreted? .....

Contact court clerk for further information about interpreters

## II. Nature of Controversy *(Please check applicable bold category and applicable subcategory, if appropriate)*

### Family-Juvenile Related Cases

Domestic Relations Case Filing Types	Other Family Related Case Filing Types
<input type="checkbox"/> <b>Marriage Dissolution Case</b> <input type="checkbox"/> Annulment (AN) <input type="checkbox"/> Divorce - With Children (DC) <input type="checkbox"/> Divorce - Without Children (DO) <input type="checkbox"/> Foreign Decree (FD) <input type="checkbox"/> Joint Petition - With Children (JC) <input type="checkbox"/> Joint Petition - Without Children (JN) <input type="checkbox"/> Separate Maintenance (LS) <input type="checkbox"/> <b>Paternity - (PY)</b> <input type="checkbox"/> <b>Custody (Non-Divorce) (CU)</b> <input type="checkbox"/> <b>Support (Non-Divorce)</b> <input type="checkbox"/> Intrastate (Title IV-D) (UF) <input type="checkbox"/> Other Support (Non-Title IV-D) (UO) <input type="checkbox"/> <b>Visitation (Non-Divorce) (VS)</b> <input type="checkbox"/> <b>Termination of Parental Rights (TPR)</b> <input type="checkbox"/> State-Initiated TPR Petition (District Attorney filing only) (TS) <input type="checkbox"/> Other TPR Petition (Private Request) (TV) <input type="checkbox"/> <b>Adoptions</b> <input type="checkbox"/> Adult (AA) <input type="checkbox"/> Minor (AM)	<input type="checkbox"/> <b>Request for Temporary Protective Order (TP)</b> <input type="checkbox"/> Request for Extended Temporary Protective Order <input type="checkbox"/> <b>Other Domestic Relation Case Filings</b> <input type="checkbox"/> Name Change-Minor (NM) <input type="checkbox"/> Permission to Marry (MM) <input type="checkbox"/> Other Domestic Relation Filings (OF) <input type="checkbox"/> <b>Mental Health (IC)</b>
	<h3>Guardianship Case Filing Types</h3> <input type="checkbox"/> <b>Guardianship of an Adult (GA)</b> <input type="checkbox"/> <b>Guardianship of a Minor (GB)</b> <input type="checkbox"/> <b>Guardianship Trust (OG)</b>  Estimated Estate Value: _____
	<h3>Juvenile-Related Case Filing Types</h3> <input type="checkbox"/> <b>Miscellaneous Juvenile Petition</b> <input type="checkbox"/> Emancipation Petition (EM)

### Children involved in this case:

Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Name: \_\_\_\_\_

DOB: \_\_\_\_\_  
 DOB: \_\_\_\_\_  
 DOB: \_\_\_\_\_

Date

Signature of initiating party or representative

*For Clark and Washoe Counties, please use their Family Court Cover Sheet for family-related case filings.  
 Please see the Family Court Clerk in those counties for copies of their forms.*

1 Code: \$3645

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone: \_\_\_\_\_

5 Acting In Proper Person

6  
7 IN THE FAMILY DIVISION  
8 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
9 IN AND FOR THE COUNTY OF WASHOE

10  
11 In the Matter of the Application of

Case No. \_\_\_\_\_

12  
13 (your name)

Dept. No. \_\_\_\_\_

14 \_\_\_\_\_ of the minor child,  
15 (mother or father)

16  
17 \_\_\_\_\_  
18 (child's full name)

19 For the Correction of Birth Certificate and  
20 Issuance of New Birth Certificate.

21 PETITION TO CORRECT BIRTH CERTIFICATE INFORMATION AND FOR  
22 NEW BIRTH CERTIFICATE TO ISSUE

23 Petitioner, \_\_\_\_\_, acting in proper person, respectfully  
24 (Your Name)

shows as follows:

I.

25 I am the \_\_\_\_\_ of the minor child whose name appears as  
26 (Mother or Father)

27 \_\_\_\_\_ on the birth certificate.  
28 (Child's full name as it appears on the birth certificate)

1 My present address is:

2

3

4

5 And the child presently lives at:

6

7

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9

The child has lived at that address for \_\_\_\_\_ (circle one) days, months, years.

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The child is presently living with \_\_\_\_\_  
(State with whom the child is presently living)

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II.

The child, \_\_\_\_\_ was born in  
(Child's full name as it appears on the birth certificate)

\_\_\_\_\_ Hospital, located in the County of  
(Name of Hospital in which child was born)

\_\_\_\_\_, State of Nevada.  
(County in which the Hospital is located)

The child, \_\_\_\_\_ was born on  
(Child's full name as it appears on the birth certificate)

\_\_\_\_\_  
(Child's date of birth)

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III.

At the time of the child's birth, incorrect information was entered on the birth certificate,  
as follows:

*State, in detail, the incorrect information that was put on the birth certificate.  
(A copy of the birth certificate must be attached to this pleading.)*

IV

I wish to have that information changed as follows:

V.

I request that a new birth certificate issue reflecting the changes I have requested.

VI.

The other parent \_\_\_\_\_ been notified of the filing of this Petition.  
(Has or has not)

*If the other parent has not been notified of this Petition, explain in detail, why no notice had been given to the other parent.*

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

SUBSCRIBED and SWORN to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

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1 SECOND JUDICIAL DISTRICT COURT  
2 COUNTY OF WASHOE, STATE OF NEVADA

3 AFFIRMATION  
4 Pursuant to NRS 239B.030

5 The undersigned does hereby affirm that the preceding document, \_\_\_\_\_

6 **Petition To Correct Birth Certificate Information And For**  
7 **New Birth Certificate To Issue**

8 (Title of Document)

9 filed in case number: \_\_\_\_\_

10 ☒ Document does not contain the social security number of any person

11 - OR -

12 ☐ Document contains the social security number of a person as required by:

13 ☐ A specific state or federal law, to wit:

14 \_\_\_\_\_  
(State specific state or federal law)

15 - or -

16 ☐ For the administration of a public program

17 - or -

18 ☐ For an application for a federal or state grant

19 - or -

20 ☐ Confidential Family Court Information Sheet  
(NRS 123.130, NRS 125,230, and NRS 125B.055)

21 Date: \_\_\_\_\_

22 \_\_\_\_\_  
(Signature)

23 \_\_\_\_\_  
(Print Name)

24 \_\_\_\_\_  
(Attorney for)

1 Code: 3720

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone Number: \_\_\_\_\_

5 Acting in Proper Person

6 IN THE FAMILY DIVISION

7 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA

8 IN AND FOR THE COUNTY OF WASHOE

9 In the Matter of the Application of

Case No. \_\_\_\_\_

10 \_\_\_\_\_  
11 (your name)

Dept. No. \_\_\_\_\_

12 \_\_\_\_\_ of the minor child,  
13 (mother or father)

14 \_\_\_\_\_  
15 (child's full name)

16 For the Correction of Birth Certificate and  
17 Issuance of New Birth Certificate.

18 \_\_\_\_\_ /

19 AFFIDAVIT OF SERVICE

20 STATE OF NEVADA            )  
                                          )ss:  
21 County of Washoe            )

22 \_\_\_\_\_, being first duly sworn under penalties of perjury,  
23 (Name of person making service)  
24 states as follows:

25 1. That I am: (check the appropriate blank)

26 \_\_\_\_\_ a party in this action and am appearing in proper person.

27 \_\_\_\_\_ a person not involved in this action and have no interest in this action and  
28 am over the age of 18 years.





1 SECOND JUDICIAL DISTRICT COURT  
2 COUNTY OF WASHOE, STATE OF NEVADA

3 AFFIRMATION  
4 Pursuant to NRS 239B.030

5 The undersigned does hereby affirm that the preceding document, \_\_\_\_\_

6 **Affidavit of Service**

7 \_\_\_\_\_  
(Title of Document)

8 filed in case number: \_\_\_\_\_

9 ☒ Document does not contain the social security number of any person

10 - OR -

11 ☐ Document contains the social security number of a person as required by:

12 ☐ A specific state or federal law, to wit:

13 \_\_\_\_\_  
14 (State specific state or federal law)

15 - or -

16 ☐ For the administration of a public program

17 - or -

18 ☐ For an application for a federal or state grant

19 - or -

20 ☐ Confidential Family Court Information Sheet  
(NRS 123.130, NRS 125,230, and NRS 125B.055)

21  
22 Date: \_\_\_\_\_

23 \_\_\_\_\_  
(Signature)

24 \_\_\_\_\_  
(Print Name)

25 \_\_\_\_\_  
(Attorney for)

1 Code: 3860  
2 Name: \_\_\_\_\_  
3 Address: \_\_\_\_\_  
4 Telephone: \_\_\_\_\_  
5 Acting in Proper Person

6 IN THE FAMILY DIVISION  
7 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
8 IN AND FOR THE COUNTY OF WASHOE

9 In the Matter of the Application of Case No. \_\_\_\_\_

10 \_\_\_\_\_  
11 (your name)

Dept. No. \_\_\_\_\_

12 \_\_\_\_\_ of the minor child,  
13 (mother or father)

14 \_\_\_\_\_  
15 (child's full name)

16 For the Correction of Birth Certificate and  
17 Issuance of New Birth Certificate.

18 **REQUEST FOR SUBMISSION**

19 Petitioner, acting in Proper Person, requests that his/her Petition to Correct Birth  
20 Certificate Information and for New Birth Certificate filed on (date documents are filed with the  
21 clerk) \_\_\_\_\_ be submitted to the Court for consideration and determination.

22  
23 DATED: \_\_\_\_\_  
24

25 \_\_\_\_\_  
26 (Signature)

27 \_\_\_\_\_  
28 (Address)

1 SECOND JUDICIAL DISTRICT COURT  
2 COUNTY OF WASHOE, STATE OF NEVADA

3 AFFIRMATION  
4 Pursuant to NRS 239B.030

5 The undersigned does hereby affirm that the preceding document, \_\_\_\_\_

6 **Request For Submission**

7 \_\_\_\_\_  
(Title of Document)

8 filed in case number: \_\_\_\_\_

9 ☒ Document does not contain the social security number of any person

10 - OR -

11 ☐ Document contains the social security number of a person as required by:

12 ☐ A specific state or federal law, to wit:

13 \_\_\_\_\_  
14 (State specific state or federal law)

15 - or -

16 ☐ For the administration of a public program

17 - or -

18 ☐ For an application for a federal or state grant

19 - or -

20 ☐ Confidential Family Court Information Sheet  
21 (NRS 123.130, NRS 125,230, and NRS 125B.055)

22 Date: \_\_\_\_\_

23 \_\_\_\_\_  
(Signature)

24 \_\_\_\_\_  
(Print Name)

25 \_\_\_\_\_  
(Attorney for)

1 Code:  
2  
3  
4

5 IN THE FAMILY DIVISION  
6 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
7  
8 IN AND FOR THE COUNTY OF WASHOE

9 In the Matter of the Application of  
10

Case No. \_\_\_\_\_

11 \_\_\_\_\_  
12 (your name)

Dept. No. \_\_\_\_\_

13 \_\_\_\_\_ of the minor child,  
14 (mother or father)

15 \_\_\_\_\_  
16 (child's full name)

17 For the Correction of Birth Certificate and  
18 Issuance of New Birth Certificate.

19 ORDER CORRECTING BIRTH CERTIFICATE INFORMATION AND FOR  
20 NEW BIRTH CERTIFICATE TO ISSUE  
21

22 This Court, having reviewed the verified Petition of, \_\_\_\_\_

(Parent's Name)

23 and finding the allegations in the Petition true; and,  
24

25 Finding that a clerical error has been made on the original birth certificate of the minor  
26 child \_\_\_\_\_; and,  
27 (Child's name)

28 Finding that it is in the best interests of the child to have the information on the birth  
certificate corrected and a new birth certificate issued with the corrected information appearing

thereon,

**IT IS HEREBY ORDERED** that a new birth certificate issue for the minor child,

with the following corrected

(Child's name)

information appearing thereon:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

DISTRICT JUDGE