

Documentary Evidence Which May Be Used As Proofs To Support Amending Vital Records

FOR AFFIDAVITS TO AMEND SURNAMES

Except as otherwise provided in the guidelines, applicants must provide two forms of documentation listed below, one of which must be a Class A document. At least one document is required to amend a given name or other information. Documents should date from early childhood, or be at least ten years old. All documents are subject to verification by Vital Records staff and will be rejected if documents presented are discovered to be fraudulent. Original documents presented as proof will be returned to the applicant when the registration process is completed.

FOR AFFIDAVITS TO AMEND GIVEN NAMES (FIRST AND/OR MIDDLE)

Except as otherwise provided in the guidelines, applicants must provide one form of documentation listed below.

CLASS A DOCUMENTS

These are the best forms of proof and should include all birth information (name, date and place of birth, and parents' names.) They should be recorded at the time of birth or soon thereafter, but before fifteenth birthday.

CHURCH RECORD

This could include official blessing, baptism, christening records, etc., and must record the date of the event. In addition it must be on official church printed form or letterhead, with signature of the person issuing the record. In some instances membership records or affidavits by clergy based on their records will be acceptable.

PHYSICIAN OR HOSPITAL BIRTH RECORDS

Official hospital or physician medical history relating to birth, pre-natal or post-natal or pediatric care, or a signed statement by a physician or hospital records department on official letterhead certifying as to type and dates of care and/or the facts of birth as originally recorded.

MEDICAL TREATMENT RECORDS

This could include official medical history or treatment records of a family physician or hospital which includes birth information and dates of treatment. We will not normally accept documents such as shot cards, billing statements, prescriptions, etc.

STATEMENT OF PHYSICIAN OR MIDWIFE DELIVERING BABY

If a child was delivered at home by a physician, licensed and/or lay midwife, a statement of the facts may be accepted either on the form prescribed for that purpose and available in this office, or with a signed copy of the attendant's official records of birth. This does not include records (or statements) by a family member or friend who is not a physician or midwife.

UNREGISTERED BIRTH CERTIFICATE FORM

If an official state birth certificate form was prepared for a home birth but never filed with the state, that form will be an acceptable proof, if signed at the time of birth by an attending physician or midwife.

CENSUS RECORD

Apply to the U.S. Department of Commerce, Bureau of the Census, P.O. Box 1545, Jeffersonville, IN 47131. This office has applications available to assist you. Census data was recorded every ten years between 1910-1990.

CLASS B DOCUMENTS

These forms of proof are generally not as credible as Class A proofs listed above, but may be used to support an application to amend a birth certificate if they are of acceptable quality, and were recorded at the time of birth or be at least ten years old (whichever is oldest.) We prefer they include all birth information but may be considered with partial birth information (name, date and place of birth required as a minimum.)

NEWSPAPER BIRTH ANNOUNCEMENT

This announcement is acceptable, if it includes the name of the newspaper and date of publication. The announcement must also include all necessary facts of birth.

SCHOOL RECORDS

We will accept an official school history or transcript, if the record is on school forms and signed and certified by school officials, and contain dates when facts were originally recorded. We will not normally accept report cards, certificates or awards, diplomas, etc.

INSURANCE POLICIES

Original insurance policies will be considered if they adequately document the facts of birth, and are sufficiently old.

OLDEST VOTER REGISTRATION

May be used for proof if it includes the date and place of birth.

GOVERNMENT RECORDS

Official records prepared by state or federal agencies which have maintained case files on the individual applying. These might include agencies concerned with welfare, assistance, intervention and support, etc.

MARRIAGE APPLICATION

This must be a certified copy of the original application for license to marry, issued by the county clerk where the license was obtained. It must include all the required facts of birth for the applicant.

CHILD'S BIRTH CERTIFICATE

An adult may use the birth certificate of one of his or her own children to prove the facts of birth for him/herself. The birth certificate must have been filed at the time of birth and include as a minimum, the parent's name, date of birth (or age) and state of birth.

SOCIAL SECURITY APPLICATION

Official abstract from Social Security containing information from original application, if the entries are sufficiently old.

MILITARY ENLISTMENT/DISCHARGE PAPERS

Official copies of enlistment or discharge documents may be used if they include all the required birth information and are sufficiently old.

PASSPORT

Official passports may be used as proof if they include the required birth information and are sufficiently old.

NATURALIZATION PAPERS

Of parent which include birth information of child for whom delayed birth certificate is being filed.

OTHERS

Other documents which will be considered include employment applications, lodge or club membership application, bank or savings account application, original family records (Bible, etc.,) and affidavits of persons with knowledge of the facts of birth. These will only be considered if no other forms of proof are available, and if they are of sufficient age and quality to represent credible information.