



Correcting a Birth Certificate

Who Can Apply for a Correction?

- The person named on the certificate if he/she is at least 18 years old.
- Parents or guardians of the person named on the certificate.

Anyone applying must submit current, signed photo identification. If both parents' names appear on the record, both must sign application and submit photocopy of each parent's identification. We accept photocopies of identification with mailed applications. Photocopies must be clear and include front and back of identification.

If the hospital where your child was born made a mistake on the birth certificate, you must submit your application and the newborn certificate you received to the hospital.

How Do I Make a Correction?

- Submit original documents (for example, a marriage record or a religious document) on official letterhead or with an original seal depending on the kind of correction you want (photocopies or notarized copies are **NOT** accepted). *See Box 1 on Page 2.*
- Submit one photocopy with each of the original documents.
- Complete and sign the application.
- **Pay a non-refundable \$40 processing fee for most corrections plus \$15 per copy of each new certificate.**
- If you are applying by mail, include a self addressed, stamped envelope so that we can return your documents.

What Kind of Document Do I Need?

Generally, a document must have been established prior to the child's 7th birthday OR it must be at least 10 years old. This helps us establish that the documentation you are submitting is legitimate. Documents should include the following:

- **Child's Name**
- **Listed Date of Birth**
- **Parent's Name(s)**

If your documents are in a language other than English, you also must provide an English translation.

Embassies and consulates often will translate official documents for you. We also accept translations from established translation services.

If you can't provide the required documents, ask for help by calling 311.

FEES: How Much Does It Cost to Make a Correction?

The Health Department charges a **non-refundable \$40 application processing fee** to make most corrections. Where fees apply, the application is only \$40 even if more than one item is corrected.

Birth Certificate Corrections

Application Fee Applies:

1. Adding a child's given name by family more than 60 days after birth.
2. Family's errors and omissions, except adding a given name within 60 days of birth. Omissions include adding a parent who was married prior to the birth of the child.
3. Hospital and licensed midwife errors and omissions after 12 months.
4. Adoptions (Court Order).
5. Transgender.
6. Re-submitting an application more than 1 year after rejection.

No Fee Applies:

1. Acknowledgments of Paternity.
2. Orders of Filiation (paternity).
3. Establishment of Parentage.
4. Adding a child's given name.
 - a. If submitted by family within 60 days of birth to the Health Department.
 - b. If submitted by hospital with 12 months of date of birth.
5. Correcting hospital errors and omissions.
 - a. If submitted by the hospital of birth within 12 months of birth.
6. Use form VR34 for Delay Registration of Birth.

Box #1: Document List

I Want To . . . (please check all that apply) Where fees apply, the application is only \$40 even if more than one item is corrected.	You will need one of the documents below: (see box 2)
<input type="checkbox"/> Add child's first and middle name BEFORE child's 1st birthday at the hospital of birth. No Fee	No Documentation Required
<input type="checkbox"/> Add name of another parent. Fee may apply. See fee section on bottom of page 1.	See Box 3
<input type="checkbox"/> Add a child's first and middle name BEFORE 60 days of birth at DOHMH. No Fee	No Documentation Required
<input type="checkbox"/> Add a child's first and middle name AFTER 60 days of birth.	<input type="checkbox"/> Child less than 1 year
	<input type="checkbox"/> Child over 1 year
<input type="checkbox"/> Correct an error or omission made by the hospital after child's 1st birthday	1
<input type="checkbox"/> Correct child's first or middle name, or add a child's middle name ONLY BEFORE child's 1st birthday <i>Example: Dabid to David</i>	1, 2, 4, 6 or 7
<input type="checkbox"/> Correct spelling of child's last name (all documents must be dated PRIOR to birth of child)	9, 10, 11 or 12
<input type="checkbox"/> Correct child's date of birth or sex	1
<input type="checkbox"/> Correct spelling of parent's information	8, 10 or 12
<input type="checkbox"/> Legal name change <i>Example: June to Edna</i>	11 with a name change petition or 13
<input type="checkbox"/> Remove information	14
<input type="checkbox"/> Parents' errors and omissions.	15

Box #2: List of Documents Accepted by the New York City Health Department

1. Letter from hospital where child was born including child's correct name, date of birth, and parent's name(s).	10. Parent's marriage record if parents were married before child's birth, last name corrections only (New York State does NOT recognize common law marriage).
2. Immunization record.	11. Parent's naturalization certificate.
3. First census record taken after birth or census taken at least 10 years ago (federal or state).	12. Birth certificate of an older brother or sister.
4. Letter from physician including treatment dates.	13. You must go to Civil Court if you live in NYC. Outside of NYC go to the appropriate court for this action. Certified Court Order must include Date of Birth, Place of Birth and Certificate No.
5. School admission letter including date of admission.	14. Usually requires a State Supreme Court Order UNLESS the hospital of birth made a mistake.
6. Religious document.	15. Parent's birth record, older child's birth record, religious document or naturalization certificate. Marriage Record may be used for last name only.
7. Child's life insurance policy.	
8. Parent's birth certificate (for corrections of child's last name, the certificate of the parent who has the child's last name is required).	
9. Parent's passport.	

How Do I Add the Name of Another Parent?

Adding the name of another parent to a birth certificate, typically the father, depends on the marital status of the mother. Married same sex parents also can add their names to birth certificates. Use Box 3 to find out what you must do.

Marriage records or other documents MUST be submitted with the application. In cases where the parent has been married more than once, divorce records also must be submitted.

New York City recognizes same sex marriage performed in other states, Washington DC and abroad. It does NOT recognize common law marriage.

Box #3: Adding Another Parent's Name

Marital Status of Parent	You Need To:
Mother not married during pregnancy and not married now and wants to add a father	Complete an Acknowledgment of Paternity Form (DSS 4418) or go to Family Court for an Order of Filiation
Mother married during pregnancy, want to add spouse's name (male or female)	If you were married at the time of your child's birth, complete Section 4 of the application
Mother not married during pregnancy but now married to biological father	Complete an Acknowledgment of Paternity form (DSS 4418) or go to Family Court for an Order of Filiation
Mother married after birth but not to biological father	Go to Family or Supreme Court for an Order of Adoption
Mother married to a male during pregnancy but not to biological father	Go to Family Court for an Order of Filiation
Same Sex Parents (Female) not married	Go to Family or Supreme Court for an Order of Adoption
Same Sex Parents (Male) married or not married	Go to Family or Supreme Court for an Order of Adoption

Acknowledgment of Paternity Forms (DSS 4418) are available in the Corrections Department lobby and enclosed with all applications ordered by mail. Not available online.



Reference No.

Birth Certificate Correction Application Form

Please use blue or black ink **ONLY**.

Section 1: Your Information

First Name	Middle Name	Last Name

Mailing Address	Apartment Number

City	State	ZIP Code

Telephone Number

Home -

Area Code Telephone Number

Email Address

Cell -

Area Code Telephone Number

Marital Partnership Status

Single Separated Married
 Divorced Widowed Domestic Partnership

Wireless Carrier

AT & T T-Mobile Sprint Verizon
 Other _____

Daytime -

Area Code Telephone Number

Section 2: Birth Certificate Information

Birth Certificate Number

- -

Name on Birth Certificate as it now appears

First Name	Middle Name	Last Name

Sex **Date of Birth**

Male Female
 / /

Month Day Year

Place of Birth

Name of Hospital, birthing center or if born at home, street address, city, state, ZIP)

Section 3: Correction(s) To Be Made

Please use one line per correction. We cannot accept white-outs or cross-outs; if you make a mistake, please use a new application form.

What's Wrong?	What Does It Say Now?	What Should It Say?
<i>Example: Child's First Name</i>	<i>Not Shown</i>	<i>Michael</i>
<i>Example: Date of Birth</i>	<i>October 16, 2009</i>	<i>October 19, 2009</i>

Section 4: Additional Parent Information

To add the name of a father or a same sex parent, you must have been married prior to the birth of the child. See "How Do I Add the Name of Another Parent?" on page 2.

Name of Additional Parent

First Name	Middle Name	Last Name of Additional Parent	Parent's Country of Birth

Sex Male Female **Additional Parent's Date of Birth** / /

Month Day Year

Additional Parent's Age at Time of Child's Birth

Child's Last Name (as it will appear on the certificate even if it will remain the same)

Signature of Additional Parent

Date

Section 5: Sign Your Application

Please sign the form where appropriate. **If both parents' names appear on the birth certificate, both must sign if the child is under 18.**

Signature of Mother/Parent/Legal Guardian	Date
Signature of Father/Parent/Legal Guardian	Date
Your Signature (if you are 18 or older and are requesting a correction of your own birth certificate)	
Signature of Self	Date

Warning! No person shall make a false, untrue or misleading statement or forge the signature of another on an application required to be prepared pursuant to the New York City Health Code. A violation of the Health Code shall be punishable as a misdemeanor. (NYC HEALTH CODE 3.19)

Section 6: Certification by the NYC Department of Health and Mental Hygiene

This is to certify that I have examined the original record that this application seeks to correct, and any original documents required to verify the correction. There are no omissions or apparent errors in the original record that have not been covered. Therefore, the application is approved.

		DOCUMENT NO. <input style="width: 100px;" type="text"/>
Signature of Deputy City Registrar	Date	

How to Submit Your Application:

A copy of the corrected certificate costs an additional \$15. This fee is waived if you enclose a certified copy of a certificate that has been corrected within the past 3 months and ask to exchange it for one corrected certificate.

Figure out the cost: Processing Fee: \$40 (See page 2 for applicable fees. \$ _____
Not all corrections have a fee.)

Copy Fee: number of copies _____ X \$15 each \$ _____

Total Amount Enclosed: \$ _____

Please make your check or money order payable to the: **New York City Department of Health and Mental Hygiene.** Do **NOT** send cash by mail. Walk-in customers may also pay using a credit or debit card.

Make certain you have enclosed everything necessary (please check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Completed, signed application with a copy of photo identification for each parent named on birth record | <input type="checkbox"/> Payment if applicable |
| <input type="checkbox"/> Original or certified documents | <input type="checkbox"/> If using drop box in lobby at 125 Worth Street, agency copy of receipt form |
| <input type="checkbox"/> One photocopy of each original or certified copy | <input type="checkbox"/> If mailing, self-addressed, stamped envelope. |

Submitting fraudulent identification is a crime and violators are subject to prosecution.

MAIL TO: NYC Department of Health and Mental Hygiene
Corrections Unit
125 Worth Street, Room 144, CN-4
New York, NY 10013

If you are applying in-person, drop off your completed package in the lobby at 125 Worth Street. See drop box for instructions.