

INSTRUCTIONS FOR COMPLETION

1. Affidavit must be typewritten or printed in ink and signed in ink.
2. Information on the upper portion of the affidavit must read exactly as on the original birth record.
3. If items are numbered, enter item number, otherwise enter name of item, such as "Date of Birth".
4. To add or correct the first and/or middle name of a person who is 18 years of age or older, the person whose record is being corrected must execute the affidavit.
5. To add or correct the first and/or middle name of a minor, both parents must execute the affidavit (if both parents are listed on the birth certificate).
6. To correct any other items on the birth record, the person executing the affidavit must have personal knowledge of the facts.
7. The Affidavit must contain the signature(s), date(s) of birth, address, and relationship of the person(s) swearing to the facts.
8. The Affidavit must contain the signature of the notary and the date the notary's commission expires.
9. Once a correction of an item has been made on the birth record, that item cannot be corrected or amended again except on the order of the court.
10. The printed name(s) of the person(s) executing the affidavit must be identical to the signature(s) of the person(s) executing the affidavit.
11. An Affidavit that is alleged to be submitted for falsification will not be accepted for filing.
12. An Affidavit can be used to correct a name; however, it cannot be used to establish a legal change of name.

NOTE: Some agencies may not accept the affidavit when issued if the person who swore to the facts was not 7 years older than the person whose record was corrected.