

# **NORTH CAROLINA VITAL RECORDS**

## **BIRTH AMENDMENT PROOF LIST – 2010**

**Supporting evidence must prove the identity of the person at the earliest possible age. The documentation must list enough of the following information to determine the true identity of the individual: the full name of the individual, the date of birth or age and a parent's name as listed on the birth certificate. One supporting proof of the requested change is usually sufficient as long as identity is clearly established. An exception to the rule is a change in the "year of birth," which would require two pieces of evidence. If the first record in the list below is not available or does not apply, please proceed to the next record. All proofs submitted as supporting evidence must reflect the correct information. 10 NCAC 41H .0903 indicates that the existence of inconsistent or conflicting evidence may be considered cause for denying any request for correction in which case the applicant shall be duly advised.**

**IF A CUSTOMER DESIRES TO BRING THE DOCUMENTS TO NC VITAL RECORDS IN PERSON, FOR PROCESSING, THEY SHOULD CALL (919) 792-5986 FOR AN APPOINTMENT.**

### **BIRTHS 1913-1972**

(These records were not inspected by parents for accuracy)

#### **CHANGE SPELLING OF INDIVIDUAL'S NAME**

- Kindergarten, 1<sup>st</sup> grade or cumulative record which includes kindergarten or 1<sup>st</sup> grade
  - If these records are not available, need letter from the Board of Education stating they do not have these records
- High school records
  - Along with the letter from the Board of Education stating they do not have the elementary school records
  - If these records are not available, need letter from the Board of Education stating the reason why
- Childhood immunization record
- Officially registered marriage license/certificate (out-of-state records must be certified)
  - Along with the letter from the Board of Education stating why school records are not available
- Military discharge (DD214)
  - Along with letter from the Board of Education stating why school records are not available
- Social Security Numident Report if customer is not able to provide any of the above
  - Along with the letter from the Board of Education stating why school records are not available

#### **CHANGE INDIVIDUAL'S DATE OF BIRTH**

- Kindergarten, 1<sup>st</sup> grade or cumulative record which includes kindergarten or 1<sup>st</sup> grade
  - If these records are not available, need letter from the Board of Education stating they do not have these records
- High school records
  - Along with the letter from the Board of Education stating they do not have the elementary school records
  - If these records are not available, need letter from the Board of Education stating the reason why
- Hospital delivery record
- Childhood immunization record
- Officially registered marriage license/certificate (out-of-state must be certified)
  - Along with the letter from the Board of Education stating why school records are not available
- Military discharge (DD214)
  - Along with letter from the Board of Education stating why school records are not available
- Social Security Numident Report if none of the above proof lists the date of birth
  - Along with the earliest available record listed above
- Social Security Numident Report if the customer cannot provide any of the above documents
  - Along with letter from the Board of Education stating why school records are not available
- Old Insurance Policy (policy must be dated when the applicant was a child)
- Year of birth change-census record & earliest available record listed above (census record is the nearest after the year of birth)
  - Provide other siblings' birth dates to avoid inaccurate changes in the birth year.

#### **CHANGE PARENT(S) INFORMATION (Misspelling of names, birthplaces, birthdates or ages, races)**

- Birth certificate of parent (if a record was recorded) (out-of-state must be certified)
- Parents' officially registered marriage license/certificate (out-of-state must be certified)
- Birth certificate of the oldest sibling to the applicant
- Government issued passport for foreign births
- Certificate of Naturalization for foreign births

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**BIRTHS 1973 – CURRENT YEAR**

**CHANGE SPELLING OF INDIVIDUAL'S OR CHILD'S NAME**

- Kindergarten, 1<sup>st</sup> grade or cumulative record which includes kindergarten or 1<sup>st</sup> grade
  - If these records are not available, need letter from the Board of Education stating they do not have these records
- High school records
  - Along with the letter from the Board of Education stating, they do not have the elementary school records.
  - If these records are not available, need letter from the Board of Education stating the reason why
- Hospital statement (indicating what the error is and that the error was made by the hospital)
- Hospital worksheet
- Childhood immunization record
- Officially registered marriage license/certificate (out-of-state must be certified)
  - Along with the letter from the Board of Education stating why school records are not available
- Military discharge (DD214)
  - Along with letter from the Board of Education stating why school records are not available

**CHANGE INDIVIDUAL'S OR CHILD'S DATE OF BIRTH**

- Kindergarten, 1<sup>st</sup> grade or cumulative record which includes kindergarten or 1<sup>st</sup> grade
  - If these records are not available, need letter from the Board of Education stating they do not have these records
- High school records
  - Along with the letter from the Board of Education stating, they do not have the elementary school records.
  - If these records are not available, need letter from the Board of Education stating the reason why
- Hospital delivery record
- Child's immunization record
- Officially registered marriage license/certificate (if date of birth is listed) (out-of-state must be certified)
  - Along with the letter from the Board of Education stating why school records are not available
- Military discharge (DD214)
  - Along with letter from the Board of Education stating why school records are not available
- Year of birth change-census record & earliest available record listed above (census record is the nearest after the year of birth)
  - Provide other siblings' birth dates to avoid inaccurate changes in the birth year.

**CHANGE PARENT(S) INFORMATION**

- Birth certificate of parent (if a record was recorded) (out of state must be certified)
- Parents' officially registered marriage license/certificate (out of state must be certified)
- Birth certificate of the oldest sibling of the applicant
- Government issued passport for foreign births
- Certificate of Naturalization for foreign births

# **NORTH CAROLINA VITAL RECORDS**

## **BIRTH AMENDMENT PROOF LIST – 2010**

### **AMENDMENTS TO BIRTH CERTIFICATES REQUIRING COURT ORDER - 10 NCAC 41H .0909**

Unless otherwise provided by law or regulation, the following amendments may be made on a birth certificate only upon receipt of an order from a court of competent jurisdiction:

- Change in the surname of the registrant
- Change in parentage

### **CORRECTING THE SEX DESIGNATION (REGARDLESS OF YEAR OF BIRTH)**

- Hospital delivery record
- Early established record from pediatrician or health department
- Applicant's child's birth certificate
- Marriage license/certificate that reflects bride or groom (certified if out-of-state)

### **ADDING A GIVEN NAME OR SURNAME TO ANY BIRTH CERTIFICATE (REGARDLESS OF YEAR OF BIRTH)** **10A NCAC 41H .0904**

If there is, no given name or a surname on the certificate the name may be added as long as the proof supports the name requested.

- The proof must contain the individual's name, date of birth or age, and a parent's name as listed on the birth certificate in order to prove identity. If the parent's name listed is different than what is listed on the birth certificate additional documentation will be required for review.
- If there is a surname listed but no first or middle name and the name that is being requested includes a different surname, a court order will be required to add the first and middle name and change the surname.
- If a birth certificate does not indicate a surname, the amendment form must be signed by both parents or guardians if the child was born in wedlock or by the mother or both guardians if born out of wedlock. If the request is supported by documentary evidence, only one signature shall be required. After the child has reached his sixth birthday, documentary evidence of the established surname shall be required to add the surname.

**ALL PROOFS SUBMITTED AS SUPPORTING EVIDENCE MUST REFLECT THE CORRECT INFORMATION, IF NOT A COURT ORDER WILL BE NECESSARY.**