

Documentation Requirements for Changes, Amendments or Corrections to Vital Records

Note: Items previously amended on a record cannot be amended again unless it is documented that the previous amendment was made in error or the request is accompanied by an order of a court of competent jurisdiction. (R 325.3259)

BIRTHS:

A change or correction to a birth record can be requested by:

- Parent(s) named on the record
- Parent not named on record who can establish that he or she should be added
- Legal guardian of child named on record
- The child named on record, if over 18 years old
- Heir, if child named on record and parents are deceased
- Facility administrator responsible for filing the original certificate
- Legal representative of any individual listed above
(R 325.3266(1))

Child's First and Middle Names

- Under 1 Year (applies for a spelling change or a name change)
 - ❖ Completed application signed by the parent(s) named on the certificate indicating the name(s) to be added or corrected.
(R 325.6263(1)(b))
- Age 1 to 5
 - ❖ Spelling Change: Completed application with signatures of parent(s) named on record.
 - ❖ Name Change: Completed application with signatures of parent(s) named on record, and documents needed to establish the given name(s) to be added or corrected.
 - Baptism Records
 - Insurance Forms
 - Medical Records
 - Immunization Records

(R 325.3263(1)(c), R 325.3267(1))
- Age 6 & Up
 - ❖ Spelling Change: Completed application and one document dated at least five years prior to the date of application reflecting the correct spelling.
 - Baptism Records
 - Insurance Forms
 - Medical Records
 - Immunization Records
 - ❖ Name Change: Completed application and one document prior to the 7th birthday and one document dated prior to twenty years ago or ½ the registrant's age at the time of application.
 - Any of the documents listed above
 - Military Records
 - School Records
 - Birth Records of Children
 - Marriage License
 - Life Insurance Policy

(R 325.3267(4))

Legal Name Change

- Completed changes application
 - Court order specifying the legal change of name
 - ❖ If court order is granted before the registrant's 18th birthday, a new certificate of birth is created that shows only the new name (new record).
 - ❖ If court order is dated after the 18th birthday, but contains an order requiring that a new certificate be created, a certificate is created reflecting only the name awarded by the court (new record).
 - ❖ If court order is dated after the registrant's 18th birthday and in the absence of an order to create a new certificate, an addendum is added to the bottom of the certificate reflecting the new name, while retaining the information from the original certificate (addended record).
- (MCL 333.2872(2), R 325.3263(2))**

Changing the Sex of Registrant

- Incorrect recordation of sex:
 - ❖ Completed change application
 - ❖ One document verifying the correct sex
 - Sex Determination:
 - ❖ Completed change application
 - ❖ Notarized medical documentation from physician with determination
 - Sex Reassignment:
 - ❖ Completed change Application
 - ❖ Physician's Medical Affidavit
 - Supplied by the State Registrar's office
 - Must be notarized, attesting all necessary reassignment surgeries have been completed
- (MCL 333.2831(c))**

Administrative Error from Hospital

- Completed change application
 - A letter from the hospital, stating that an error was made with the correction noted
 - Hospital worksheet
- (R 325.3262(1)(f))**

Parental Information

- Completed application and birth record of parent showing the correct information
-OR-
- Completed application and two documents dated at least five years ago that reflects parents birth date and birth place
 - ❖ Baptism Record of Parent
 - ❖ Insurance Forms
 - ❖ Medical Records
 - ❖ Immunization Records
 - ❖ Military Records
 - ❖ School Records
 - ❖ Birth Records of Children
 - ❖ Marriage License
 - ❖ Life Insurance Policy

BIRTHS: CHANGE IN PARENTAL INFORMATION

*** If a man's name is recorded on a birth record as the father, that name must be removed before adding another man's name to that record. **(R 325.3267(2))**

Removing the Father

- Completed changes application
- Court order specifically stating the man listed on the birth record is not the biological father of the child named on the record.
(R 325.3267(2))

Affidavit of Parentage

- Properly signed and notarized Affidavit of Parentage completed by both parents
- Each signature must be individually notarized before submission to the state vital record office
(R325.3263)

Add a Dad

- Completed changes application
- No father on birth record (any one of the following):
 - ❖ Properly filed and registered Affidavit of Parentage
 - ❖ Court certified Acknowledgement of Paternity filed in a Michigan Probate Court, signed prior to 1997
 - ❖ Court determination of paternity
 - ❖ Court determination of heirs**(R325.3258)**

Adoptions: Foreign and Domestic

- Court Order (including out-of-state courts) copy of photo id and payment for a change
 - ❖ Permits changes to virtually all information on a registrant except the date and place of birth
(MCL 333-3832(1), R325.3265)
 - ❖ Once an adoption record is created, any subsequent changes to that record requires an amended notice from the court
(R325.3259)
 - ❖ The adopting parents can designate that no changes be made to the child's birth certificate
(MCL 333.2831)

Order of Filiation

- An Order of Filiation is specifically defined as a circuit court order that addresses the issue of paternity and support.
- This order is sufficient to insert the father's information on the birth record in the absence of any conflict with the recorded information.
 - ❖ If another man has already been named on the child's birth record, the order of filiation should specify the removal of that name, or, if this was not addressed, an additional court order is required to remove the name from the birth certificate
 - ❖ Per statute, the child's birth record will not be changed to add the father's name until the fee is paid in full and all information is obtained in the state vital records office
(R325.3259)

Legitimation

- Completed and signed application by both parents
- Copy of a marriage record dated after the birth of the child. Must include:
 - ❖ Name of mother named on the birth record
 - ❖ Name of father listed on the birth record**(R325.3263)**