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## Frequently Asked Questions on how to Correct or Change a Michigan Birth Certificate

### **Q: Who is eligible to apply to correct or change a Michigan birth record?**

A: The Vital Records office follows very strict guidelines in determining who can change a birth record. For any request except a legal name change, a change to a registered birth record may be requested by:

1. The parent(s) named on the record.
2. A parent not named on the record for the purpose of adding the name to the record.
3. Legal guardian of the child named on the record. (Court order required)
4. The child named on the record, if 18 years of age or older or legally emancipated.
5. An heir to the child named on record with a court order to change the record.
6. Individual or facility administrator responsible for filling out the original certificate.
7. A legal, licensed representative of any of the individuals listed above. (Must provide information on official letterhead, documenting that he/she represents the person named on the record, and provide their state bar license number, along with client's identification.)

**A request for a legal name change (court order to change the individual's name) on a registered birth record may be requested by:**

1. The parent(s) named on the record for a child under 18 years of age.
2. Legal guardian of the child named on the record.
3. The child named on the record, if 18 years of age or older or legally emancipated.
4. A legal, licensed representative of any of the individuals listed above.

### **Q: How do I add a father's name to a Michigan birth certificate?**

A: Provide the documents listed below:

1. Completed [application to add a father](#) on a Michigan birth record
2. Copy of photo identification for the applicant
3. Application fee
4. A completed [affidavit of parentage](#) signed by both parents and notarized or a court order naming the father such as an order of filiation, paternity judgement, or court determination of heirs.

\*If there was a court determination of parentage, also called an Order of Filiation, the court order is sent to the vital records office, and the father is added into the Central Paternity Registry. However, the record cannot be issued until all fees are paid.

\*It is very important to remember that if a parent's name is recorded on a birth certificate, it cannot be replaced by another parent's name until a court order is provided to take the existing name off the birth certificate.

### **Q: How do I remove a parent from a Michigan birth record who is not the parent?**

A: Provide the documents below:

1. A completed [application to correct](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Application fee
4. Court Order that specifically states that the person listed on the birth record is not the parent/father of the child. A divorce judgment can also be provided; however, the judgment must specifically state the person is not the parent of the child and must specifically identify the child.

If you would also like to add the father, we require an [affidavit of parentage](#) signed by both parents and notarized or a court order naming the father.

## Frequently Asked Questions on how to Correct or Change a Michigan Birth Certificate

### **Q: What is the processing time to make a change on a Michigan birth Certificate?**

Or

### **Q: How do I check the status of my correction or change on a Michigan birth certificate?**

A: Normal processing time to correct or change a Michigan Birth Certificate is **5-6 weeks** from the date all required documents are received in our office. If we must contact you for additional documentation the processing time starts when we receive everything needed to make the change.

If you pay for **RUSH** service, processing time is **2-3 weeks** from the date all required documents to make the change are received in our office.

Processing time is not guaranteed. There could be situations out of our control that cause processing times to be longer or shorter.

It usually takes about a week from the date you mail a request before we can look it up in our computer system.

If you have not received your order and it has been over the processing time listed above, you can call our office at 517-335-8666 or e-mail [MDHHS-VR-Changes@Michigan.gov](mailto:MDHHS-VR-Changes@Michigan.gov) to check on your order.

### **Q: How do I record a legal name change on a Michigan birth record?**

A: You will need to provide:

1. A completed [application to change](#) a Michigan birth record
2. A copy of photo identification for the applicant
3. Application fee
4. Copy of the legal name change order signed by the judge

**Note:** If the person is an adult when the name change occurs, and the court order does not state that the State Registrar shall create a new live birth certificate that does not disclose the name at birth and seal the original certificate, the record will be addended and will show both the original name and the new name.

### **Q: How do I correct the spelling of my child's name on a Michigan Birth Certificate?**

or

### **Q: How do I correct the spelling of my name on my Michigan Birth Certificate?**

A: Provide the documents below:

1. A completed [application to correct](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Application fee
4. Required documentation to prove the correct spelling of the name. If you are unable to come up with the required documentation you can contact the court in your county for a legal name change order and submit a copy of the court order.

### **Documentation required for correcting the spelling of a person's first and middle name:**

For a child under the age of six (6): Application and identification for all parents listed on the birth certificate is all that is required.

For a person over the age of six (6): Two documents dated before the child's eighteenth birthday or 10 years old or older indicating the correct spelling of the first or middle name.

## Frequently Asked Questions on how to Correct or Change a Michigan Birth Certificate

### **Documentation required** for correcting the spelling of a person's **last name**:

For a child under the age of one (1): Identification and application signed by all parents listed on the birth certificate is all that is required.

For a person over the age of one (1): Two documents dated at least five years old or older to verify the correct spelling of the last name or one document dated before the person's seventh birthday showing the correct spelling of the last name.

**NOTE:** We require signature and identification for all parents listed on the birth record. If the child is over 15, the child's signature is required also. If the child named on the record is over eighteen, we only require their signature and identification.

**NOTE:** If the name has already been changed before you cannot change it again without a court order.

### **Q: How do I change my child's last name on a Michigan birth record?**

Or

### **Q: How do I change my last name on my Michigan birth certificate?**

A: Provide the documents below:

1. A completed [application to correct](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Application fee
4. Required documentation to prove the correct last name or a court ordered legal name change order.

### **Documentation required** for changing a person's **last name**:

For a child under the age of one (1): A statement from the hospital that indicates the hospital made an error in reporting the last name or identification and application signed by all parents listed on the birth certificate.

For a person over the age of one (1): Court order required.

**NOTE:** The last name can also be changed when adding or removing the father, if both parents are listed on the birth certificate and the parent's get married after the child was born with a copy of the marriage license, with an adoption order, with naturalization documentation to change the families surname and other court orders that specify that the surname shall be changed.

**NOTE:** Signature and identification are required for all parents listed on the birth record. Signature and identification are only required for one parent if a court order is supplied. If the child is over 15, the child's signature is also required. If the child named on the record is over eighteen, we only require their signature and identification.

**NOTE:** If the name has already been changed before you cannot change it again without a court order.

Frequently Asked Questions on how to Correct or Change a Michigan Birth Certificate

**Q: How do I change my child's first or middle name on a Michigan birth record?**

Or

**Q: How do I change my first or middle name on my Michigan birth record?**

A: Provide the documents below:

1. A completed [application to correct](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Application fee.
4. Required documentation to prove the correct first or middle name or a court ordered legal name change order.

**Documentation required** for changing a person's **first or middle name**:

For a child under the age of one (1): Identification and application signed by all parents listed on the birth certificate is all that is required.

For a child between the ages of one (1) and eighteen (18): Two documents dated before the age of ten (10) that show the first or middle name you want to appear on the birth certificate.

For a person over the age of eighteen (18): Court order is required.

**NOTE:** Signature and identification are required for all parents listed on the birth record. If the child is over 15, the child's signature is required also. If the child named on the record is over eighteen, only their signature is required.

**NOTE:** If the name has already been changed before you cannot change it again without a court order.

**Q: How do I add a middle name to a Michigan birth certificate?**

A: Provide the documents below:

1. A completed [application to correct](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Application fee
4. Required documentation to prove the middle name. If you are unable to come up with the required documentation you can contact the court in your county for a legal name change order and submit a copy of the court order.

**Documentation required** to add a **middle name**:

For a child under the age of one (1): Identification and application signed by all parents listed on the birth certificate is all that is required.

For a child between the ages of one and six (1-6): One document that establishes the middle name.

For a person over the age of seven (7): Two documents dated before the child's eighteenth (18) birthday or ten (10) years old or older.

**NOTE:** Signature and identification are required for all parent's listed on the birth certificate. If the child is over 15, the child's signature is required also. If the child named on the record is over eighteen, only their signature is required.

**NOTE:** If the name has already been changed before you cannot change it again without a court order.

**Q: How do I change the sex designation on a Michigan birth record to reflect my identity?**

A: You will need to provide:

1. A completed [application to change](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Application fee.
4. A signed Michigan Vital Record's [Sex Designation Form](#) or a court order determining sex designation.

**NOTE:** If you want to change your name a court ordered legal name change is required.

**Q: How do I correct an error on the gender/sex on a Michigan birth record?**

A: If the sex was incorrect due to an error by the hospital or attendant, you must provide:

1. A completed [application to change](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Medical records from the time of birth.
4. **OR** two documents dated before the eighteenth (18) birthday or ten (10) years old or older.

**If the recorded sex needs to be changed because of sexual ambiguity at birth, as documented by the medical record, the original birth registration, or the attendant at the birth of the child:** We require a notarized letter from a physician, stating the circumstances of the determination of sex. The physician must clearly state the findings of the resulting determination.

**Q: How do I correct the date of birth for the child listed on a Michigan birth record?**

A: You will need to provide:

1. A completed [application to change](#) a Michigan birth record.
2. A copy of photo identification for the applicant.
3. Application fee.
4. Two (2) documents from two different sources. One of the documents must be dated within ninety (90) days from the date of birth, or three (3) documents from three (3) different sources. One (1) of the three documents must be dated under the age of seven (7) years old.

**NOTE: A DATE OF BIRTH THAT WOULD RESULT IN A DATE THAT IS AFTER THE DATE THE CERTIFICATE WAS FILED WILL NOT BE GRANTED**

**Q: How do I correct the spelling of the parent's name on a Michigan birth certificate?**

A: You must provide:

1. A completed [application to change](#) a Michigan birth record
2. Copy of photo identification for the applicant
3. Application fee
4. A copy of the parent's birth certificate with the correct information **OR one (1)** document dated at least 10 (ten) years prior to the date of application or dated at or before the child's birth which contains the correct information.

**Note:** If the document is not in English, we also require an original notarized translation.

Frequently Asked Questions on how to Correct or Change a Michigan Birth Certificate

**Q: How do I correct the parent's date of birth on a Michigan birth certificate?**

A: You must provide:

1. A completed [application to change](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Application fee
4. A copy of the parent's birth certificate with the correct information **OR two (2)** documents dated before the child was born or ten (10) years prior to the date of application.

**Note:** If the document is not in English, we also require an original notarized translation.

**Q: How do I correct the parent's place of birth on a Michigan birth certificate?**

A: You must provide:

1. A completed [application to change](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Application fee
4. A copy of the parent's birth certificate with the correct information **OR one (1)** document dated at least ten (10) years prior to the date of application or dated at or before the child's birth which contains the correct information.

**Note:** If the document is not in English, we also require an original notarized translation.

**Q: I am adopting or have adopted a foreign-born child. How do I register the Delayed Registration of Foreign Birth with Michigan Vital Records?**

A: Contact the probate court in the county where you reside for assistance.

**Q: I am adopting or plan to adopt a child born in Michigan. What do I need to do to register the adoption with Michigan Vital Records?**

A: The court where the adoption took place must mail the adoption order to:

Vital Records Changes  
P.O. Box 30721  
Lansing, MI 48909

**Q: How do I change my first name to my middle name and my middle name to my first name?**

A: Provide the documents below:

1. A completed [application to correct](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Application fee.
4. Documentation as listed below:

For a child **under the age of one (1)**: Identification and application signed by all parents listed on the birth certificate is all that is required.

For a person **over the age of one (1)**: Two documents dated twenty (20) years old or older or two documents dated one

## Frequently Asked Questions on how to Correct or Change a Michigan Birth Certificate

half the registrant's age or older that show the correct name the way you want it to appear on the birth certificate.

### **Q: How do I correct my place of birth on a Michigan birth certificate?**

A: You will need to provide:

1. A completed [application to change](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Application fee.
4. Generally, we require a document from the attendant at birth that specifies the correct birthplace.

-OR- a document from the facility where the birth occurred.

**Note:** This item is crucial to where the record is registered, and the requirements for making corrections are strict.

### **Q: The mother recorded on my child's birth record is not correct. How do I change the identity of the mother listed on a Michigan birth record?**

A: Provide the documents listed below:

1. A completed [application to correct](#) a Michigan birth record.
2. Copy of photo identification for the applicant.
3. Application fee.
4. If mother's information was in error in preparation, a worksheet that reflects the correct information from the hospital or attendant

-OR-

If there was no error in preparation of the birth record a court determination of the facts is needed.

### **Q: How do I change items that are no longer recorded on the birth certificate such as parent's race?**

A: All items that are no longer listed on the Birth Certificate cannot be changed. They can be removed if requested.

### **Q: What type of documents can I use to make a correction on a Michigan birth certificate?**

A: Suggested documents are listed below:

- Certified copy of a marriage record.
- Certified copy of a live birth record of the registrant's child.
- School records.
- Social security records.
- Passports or visas.
- Military records.
- Federal government census records.
- Government agency records for benefit establishment such as social services, Medicaid, clinical services, or similar services.
- Medical records.



Frequently Asked Questions on how to Correct or Change a Michigan Birth Certificate

**All documents used to make a correction on a Michigan birth record must show the information the way you want it to appear on the new corrected birth certificate.**

**If there are any further questions not covered in the FAQ's regarding correcting or changing information on a Michigan birth record, please contact the Changes Unit at 517-335-8660 or [MDHHS-VR-Changes@Michigan.gov](mailto:MDHHS-VR-Changes@Michigan.gov)**  
Please do not send applications and documents to this email address. They will not be accepted

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