



# APPLICATION FOR AMENDMENT TO FLORIDA BIRTH RECORD

**IMPORTANT:** Read the entire application form before completing. *TYPE OR PRINT*

**Requirement for ordering** If you are an eligible applicant, complete and sign this application, state your relationship to registrant and provide a copy of valid photo identification. If you are an attorney representing an eligible person, you need only sign, provide professional license or bar number, indicate name of person whom you represent and their relationship to the registrant in the appropriate spaces below. If applicant is not an eligible person, an Affidavit to Release a Birth Certificate, DH Form 1958, must be completed and signed by an eligible person before a notarizing official and submitted in addition to this application form. Acceptable forms of photo identification are the following: Driver's License, State Identification Card, Passport, and/or Military Identification Card.

NAME ON OR FOR NEW BIRTH RECORD OF REGISTRANT	FIRST	MIDDLE	LAST	SUFFIX		
NAME AS RECORDED ON CURRENT BIRTH RECORD	FIRST	MIDDLE	LAST	SUFFIX		
DATE OF BIRTH	MONTH	DAY	YEAR (4-DIGIT)	AGE	STATE FILE NUMBER (IF KNOWN)	SEX
PLACE OF BIRTH	HOSPITAL		CITY OR TOWN		COUNTY	<b>FLORIDA</b>
MOTHER'S MAIDEN NAME (Name before marriage)	FIRST	MIDDLE	LAST (MAIDEN)		SUFFIX	
FATHER'S NAME	FIRST	MIDDLE	LAST		SUFFIX	

**CHECK TYPE OF AMENDMENT::**  Adoption  Correction  Legal Name Change  Paternity Establishment

**\$20.00 AMENDMENT PROCESSING FEE** includes the issuance of ONE certification

FEES ARE NONREFUNDABLE: . See information entitled "Fees" on reverse side

Quantity	=	Amount
1	=	\$20.00

1st additional certification: \$9.00	\$9.00	X	1	=	\$9.00	\$
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Other additional certifications (after the 1st additional certification) are \$4.00 each	\$4.00	X		=	\$
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RUSH ORDERS (Optional): **\$10.00** per order. Envelope must be marked "RUSH".  
(Refer to information entitled Response Time)

Yes  No

\$

**TOTAL AMOUNT ENCLOSED:** Check or money order payable to **Vital Statistics** in U.S. Dollars (**DO NOT SEND CASH**)  
Florida Law imposes an additional service charge of \$15 for dishonored checks

\$

To provide false information relative to an amendment of a Florida birth record or obtain confidential information contained on a Florida birth record under false or fraudulent purposes is a third-degree felony punishable by the terms and conditions as set forth in Florida Statutes.

### APPLICANT NAME/DELIVERY INFORMATION

Applicant's Name TYPE OR PRINT	FIRST	MIDDLE	LAST (INCLUDING ANY SUFFIX)	RELATIONSHIP TO REGISTRANT
DELIVERY ADDRESS (INCLUDE APT. NUMBER, IF APPLICABLE)	CITY		STATE	ZIP CODE
DAYTIME PHONE NUMBER INCLUDING AREA CODE ( )	ALTERNATE PHONE NUMBER INCLUDING AREA CODE ( )		SIGNATURE OF APPLICANT	
IF ATTORNEY, PROVIDE BAR/PROFESSIONAL LICENSE NUMBER	IF ATTORNEY, PROVIDE NAME OF PERSON YOU REPRESENT IIF NOT THE REGISTRANT AND THEIR RELATIONSHIP TO REGISTRANT			
EMAIL ADDRESS				
<b>IF THE CERTIFICATION IS TO BE MAILED TO ANOTHER PERSON OR ADDRESS USE THE SPACES BELOW TO SPECIFY SHIP TO NAME AND ADDRESS.</b>				
SHIP TO NAME TYPE OR PRINT	FIRST	MIDDLE	LAST	SUFFIX
HOME PHONE NUMBER ( )	SHIP TO STREET ADDRESS (AND APT.)			
WORK PHONE NUMBER ( )	CITY		STATE	ZIP CODE

# INFORMATION AND INSTRUCTIONS FOR AMENDMENT TO BIRTH RECORD APPLICATION

*Statute/Rule references may be accessed through the website address at the bottom of this form*

**FEES:** The amendment-processing fee is nonrefundable, even if the amendment cannot be completed. In addition, it can only be applied to this case and cannot be credited or transferred to another case.

**ELIGIBILITY:** Pursuant to s. 382.025, Florida Statutes, except for those births occurring over 100 years ago that are not under seal, birth certificates are confidential and can be issued only to the registrant (the child named on the record) if of legal age (18), parent, guardian, or a legal representative of one of these persons or by court order. Events occurring over 100 years ago not under seal are public record and available to anyone providing fee and application.

**REQUIREMENT FOR ORDERING:** If applicant is self, parent or guardian, the applicant must provide a copy of valid photo identification. If guardian, a copy of appointment order must also be included. If legal representative, your attorney Bar ID number and the name and a notation of whom you represent must be included with your request. If not one of the above persons, you will need to complete and have notarized the Affidavit to Release a Birth Certificate, DH Form 1958, and submit with this Application for Amendedment to Florida Birth Certificate, DH Form 429, or provide a court order. A release form is available from this office, most local vital statistics offices within the county health department and our website. Website address located at bottom of this form.

## TYPES OF AMENDMENTS:

### A. An amendment resulting from a court ordered action:

- Adoption (for assistance call (904)359-6900, ext.9001)
- Legal Name Change (for assistance call (904)359-6900, ext.9005)
- Paternity Establishment (for assistance call (904)359-6900, ext.9004)

### B. An amendment made administratively pursuant to vital statistics law (Chapter 382, F.S) and rule authority (Chapter 64V-1 F.A.C.) (for assistance call (904)359-6900, ext.9005)

- Paternity Acknowledgement
- Correction resulting from a misspelling or typographical error or omission
- Correction of child's name
- Change to child's name within 1 year of birth. Note: A legal change of name issued pursuant to s. 68.07(4), Florida Statutes, is required to change the name after the 1<sup>st</sup> birthday UNLESS supporting documentation can be provided. In regard to a legal name change, we can only amend a Florida birth record based on a legal name change that has been granted in a Florida court

### C. Putative Father:

This DH 429 form, is not used for Putative Father related issues. For more information and assistance please visit our website below or call (904)359-6900, ext.1086.

Correction to a child's name resulting from a misspelling or a typographical error can be made at any time after the child's birth without supporting documentation.

Omissions of child's given name(s) may be made up to the child's 7<sup>th</sup> birthday without supporting documentation. Corrections to a child's name (other than misspellings, typographical errors, or omissions) may be made only if documentary evidence supporting the correction can be provided. In all cases, such changes to a minor child's name will be made ONLY if both parents named on the birth record (if both are named) are in agreement and sign the required affidavit before a notarizing official. If both parents are not in agreement or not available to sign, the name can only be amended by a legal change of name (court order).

**See s. 64V-1.002 and .003, Florida Administrative Code, for additional information defining our authority to make corrections to a birth record.**

**IMPORTANT:** IF A NAME HAS BEEN CHANGED PREVIOUSLY ON THE BIRTH RECORD PURSUANT TO A COURT ORDER, I.E., BY ADOPTION, PATERNITY ACTION OR LEGAL NAME CHANGE, IT CAN ONLY BE CHANGED SUBSEQUENTLY THROUGH ANOTHER COURT ORDER. IN REGARD TO A LEGAL NAME CHANGE, WE CAN ONLY AMEND A FLORIDA BIRTH RECORD BASED ON A LEGAL NAME CHANGE THAT HAS BEEN GRANTED IN A FLORIDA COURT.

**RESPONSE TIME:** Response time for processing an amendment varies depending upon our workload at the time your request is received. Generally, an amendment is completed within two to three weeks. RUSH processing is available for those who need assurance of faster service. Orders received in an envelope marked RUSH and with the \$10.00 RUSH fee will be given priority over other pending work; however, no amended certificate can be issued until all required evidence, forms, applicable fees and appropriate signatures have been received and meet the criteria as established by law or in rules of the department.

MAIL THIS APPLICATION WITH PAYMENT TO VITAL STATISTICS, ATTN: AMENDMENT SECTION, P.O. BOX 210,  
Jacksonville, FL 32231-0042

[http://www.doh.state.fl.us/planning\\_eval/vital\\_statistics/index.html](http://www.doh.state.fl.us/planning_eval/vital_statistics/index.html)