



STATE OF WASHINGTON
DEPARTMENT OF HEALTH
Olympia, Washington 98504

**NOTICE OF ADOPTION
POLICY STATEMENT**

Title of Policy Statement: Amending Birth Records | Policy Number: CHS-B8-2023

Issuing Entity: Department of Health, Center for Health Statistics

Subject Matter: Amending Birth Records Using an Affidavit for Correction Form (DOH 422-034) or Facility Affidavit for Correction Form (DOH 422-192)

Effective Date: January 1, 2023

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Policy Statement

Title:	Amending Birth Records	Number: CHS-B8-2023
References:	RCW 70.58A.040, 70.58A.500, WAC 246-490-029, WAC 246-491-029 and WAC 246-491-149	
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Under specific circumstances a birth record may need to be amended after being registered by the State Registrar. The State Registrar may amend a birth record after receiving a complete Affidavit for Correction form (DOH 422-034) or Facility Affidavit for Correction form (DOH 422-192).

A birth record filed and registered with the Department of Health (department), may be amended only by authorized staff, delegated by the State Registrar. Authorized staff may only make changes to a birth record upon receipt of properly completed and signed Affidavit for Correction form or Facility Affidavit for Correction form and the completion of any other steps or forms required by this policy, department rules, or Chapter 70.58A RCW. The department will permanently retain the Affidavit for Correction or the Facility Affidavit for Correction form as documentation of the change on the record.

A birth record may be amended with a complete amendment application. If the amendment application is not complete and filed in accordance with this policy, department rules, or Chapter 70.58A RCW, the State Registrar will deny the amendment application.

Section 1: Amendment applications submitted by the public

Complete amendment application

For each amendment application, the requestor must submit the following:

- A completed and signed Affidavit for Correction form
- Copy of their government issued identification card
- Any required proof documentation

Complete Affidavit for Correction forms

A complete Affidavit for Correction form must include:

- The record type to be amended
- Information to identify the record
 - First, middle, last name listed on the record
 - Date of event
 - Place of event
 - Parent(s) first, middle, last names listed on the record

- Information about the person making the request
 - Name
 - Relationship to subject of the record
 - Mailing address
 - Telephone number or email address
- Incorrect information as it appears
- The correct information as it should appear
- Signature of the person making the request

All requested corrections or changes to the record must be identified on the Affidavit for Correction form and listed on separate lines.

An Affidavit for Correction form may only be used for certification items. An Affidavit for Correction form cannot be used to amend items in the confidential section of the birth record or make stylistic changes to the certification (See Policy CHS B-10).

Original signatures on a birth record will not be amended.

An Affidavit for Correction form may not be used for first, middle, or last names that have already been changed due to court order from adoption, parentage, or legal name change.

Birth records registered through a court order can only be amended or corrected with a court order. An Affidavit for Correction form cannot be used.

An Affidavit for Correction form may not be used to amend a birth certificate for a person who is deceased. The State Registrar may, in their discretion, provide the requestor an opportunity to explain the need for amending a birth certificate for a deceased person. If the State Registrar allows the requestor the opportunity to explain the need for amending the birth certificate, the requestor must provide, at a minimum all of the following information:

- Documentation sufficient to prove their relationship to the subject of the birth record; AND
- Documentation sufficient to independently substantiate the stated reason for the request. This documentation cannot include an affidavit or declaration by the person requesting the amendment or their legal representative.

Acceptable Proof Documents

Acceptable proof documents include:

- Hospital/medical record
- Full Numident Report (Social Security)
- Social Security Abstract
- Birth, marriage, or divorce record
- Copy of passport or enhanced identity document
- Certificate of Naturalization
- Permanent resident card (I-551)
- Health or life insurance policy
- Military record (DD-214)
- Official school transcripts (do not have to be in a sealed envelope to be valid)
- Government agency records for establishment of benefits (such as social services or Medicaid)

Driver’s License, Social Security Card, family bible, or hospital decorative birth certificate are not allowable proof documents.

Proof documents must:

- Show the true facts that are being requested to be changed
- Include full name and date of birth
- Match exactly the correction requested on the Affidavit for Correction. Example, if you are requesting a correction from “Mary Doe” to “Mary Ann Doe”, the proof must show the name to be Mary Ann Doe. Proof cannot show “Mary A. Doe” or “M. Ann Doe”.
- Be from independent sources, when more than one proof document is required
- Have been established over five years ago (it could have been printed more recently) OR have been established within five years of birth, if correcting the child's information and child is under five.

Only documents listed below are exempt from the five-year rule and will be accepted from any period of time:

- Passport
- Permanent resident card (I-551)

The State Registrar may request additional proof documents be provided by the requestor if there is cause to question the validity or adequacy of the documents submitted.

The State Registrar will not accept any documentation that is clearly altered (e.g. scratched out information, information in different fonts, or white out).

Request for an Amendment When the Individual Who is the Subject of the Record is a Minor (under 18 years of age, excludes emancipated minors)

A parent who is named on the birth record may make the following changes to that birth record:

Requested Change	Requirements to Make Change
Correct spelling of subject’s first, middle, or last name(s)	<ul style="list-style-type: none"> • Requestor must submit an Affidavit for Correction form with the signature of at least one parent. • No proof document required. • For last name, the spelling on the requested amendment must match the spelling of the parent(s) last name as listed on the birth record.
Changing the subject’s last name to either parents’ names or a combination of the parents’ names while the subject is under the age of one (1)	<ul style="list-style-type: none"> • Requestor must submit an Affidavit for Correction form with signatures from all parents listed on birth record. • Last name may only be corrected once for subjects under the age of one (1). • If one parent is deceased, the requestor must submit the deceased parent’s death certificate with the request. • The correction must request to change the subject’s last name to any combination of the parents’ first, middle or last names as those names are listed on the birth record.
Adding or deleting a hyphen or space from the subject’s last name	<ul style="list-style-type: none"> • Requestor must submit an Affidavit for Correction form with the signature of at least one parent.

	<ul style="list-style-type: none"> • The Affidavit for Correction form must show exactly how you want the last name to appear – add a hyphen, remove a hyphen, add a space, or remove a space from the subject’s last name. • A hyphen can be added only to the subject’s last name. • A hyphen cannot be added between the subject’s middle name and last name. • No proof document required.
Change subject’s last name to any name that is not the parent(s) last name or combination of the parent(s) names as listed on the birth record	<ul style="list-style-type: none"> • Requestors cannot use Affidavit for Correction form. Must follow legal name change process.
Add or change the subject’s first or middle name(s)	<ul style="list-style-type: none"> • Requestor must submit an Affidavit for Correction form with signatures from all parents listed on the birth record. • If one parent is deceased, the requestor must submit the deceased parent’s death certificate with the request. • No proof document required.
Correct subject’s time of birth	<ul style="list-style-type: none"> • Requestor must submit an Affidavit for Correction form with the signature of at least one parent. • The required proof document must be a copy of the hospital record.
Correct subject’s sex as assigned at birth (M, F, Undetermined)	<ul style="list-style-type: none"> • Requestor must submit an Affidavit for Correction form with the signature of at least one parent and one (1) proof document. • The required proof document must be a copy of the hospital record.
Change subject’s sex designation (M, F, X)	<ul style="list-style-type: none"> • Must comply with WAC 246-490-075. • Requestor cannot use Affidavit for Correction form. Must follow Sex Designation Change process and the requirements contained in WAC 246-490-075.
Correct or change subject’s date of birth	<ul style="list-style-type: none"> • Requestor may submit an Affidavit for Correction form with the signature of at least one parent and one (1) proof document if the proof document is a copy of the subject or parent’s hospital or medical records from the time of the birth. • Requestor may submit Affidavit for Correction form with the signature of at least one parent and two (2) proof documents if the proof documents are anything other than a copy of the subject or parent’s hospital or medical records from the time of the birth. • The Department will not change a date of live birth to a date that is after the date the live birth record was registered
Correct or change subject’s location of birth or the name of the facility where the birth occurred	<ul style="list-style-type: none"> • Requestor must submit the Affidavit for Correction form with the signature of at least one parent and one (1) proof document. • Proof must be a copy of the subject or parent’s hospital or medical records from the time of the birth.

Correct parent labels (mother/father to parent/parent)	<ul style="list-style-type: none"> • Does not require Affidavit for Correction form. • Contact our office during normal business hours.
Correcting parent(s) first, middle, or last name(s)	<ul style="list-style-type: none"> • Requestor must submit the Affidavit for Correction form with the signature of at least one parent and one (1) proof document. • If parent is correcting their last name on subject's certificate and the subject's last name is also misspelled, the Affidavit for Correction must list both correction requests.
Correct or change parent(s) place of birth	<ul style="list-style-type: none"> • Requestor must submit the Affidavit for Correction form with the signature of at least one parent and one (1) proof document.
Correct or change parent(s) date of birth	<ul style="list-style-type: none"> • Requestor must submit the Affidavit for Correction form with the signature of at least one parent and one (1) proof document.
Change initial request for Social Security number for child on Birth Filing Form (changing "No" to "Yes")	<ul style="list-style-type: none"> • If child is under the age of one, the requestor must submit the Affidavit for Correction form with the signature of at least one parent only. • If the child is over the age of one, the Affidavit for Correction form cannot be used.

A legal guardian may make the same changes as the parent, listed above. The legal guardian must provide a certified copy of the document giving them legal guardian status. Custodial paperwork will not be accepted.

Request for an Amendment When the Individual Who is the Subject of the Record is an Adult (18 years or older, includes emancipated minors)

The subject of the record may:

Requested Change	Requirements to Make Change
Correct spelling of their own first, middle, or last name(s)	<ul style="list-style-type: none"> • Requestor must submit the Affidavit for Correction form and two (2) proof documents.
Add a given name (first and middle) when no given name was registered at the time of birth (ex. Baby boy)	<ul style="list-style-type: none"> • Requestor must submit the Affidavit for Correction form and three (3) proof documents.
Change their first, middle, or last name	<ul style="list-style-type: none"> • Requestor Cannot use Affidavit for Correction form. Must follow legal name change process.
Correcting their last name by moving the last given middle name to the first part of the surname	<ul style="list-style-type: none"> • Requestor must have been born on or before June 30, 1998. • Requestor must submit the Affidavit for Correction form and two (2) proof documents.
Add or delete a hyphen or space from their last name	<ul style="list-style-type: none"> • Requestor must submit an Affidavit for Correction form.

	<ul style="list-style-type: none"> • The Affidavit for Correction form must show exactly how you want the last name to appear – add a hyphen, remove a hyphen, add a space, or remove a space from the subject’s last name. • A hyphen can be added only to the subject’s last name. • A hyphen cannot be added between the subject’s middle name and last name. • No proof document required.
Correct or change their time of birth	<ul style="list-style-type: none"> • Requestor must submit the Affidavit for Correction form. • The required proof document must be a copy of the hospital record. <p>Not available for births from 1949 to 1967 because time of birth was not collected for these years.</p>
Correct their sex assigned at birth (M, F, Undetermined)	<ul style="list-style-type: none"> • Requestor must submit the Affidavit for Correction and one (1) proof document. • Proof must be a copy of the subject’s hospital or medical records.
Change their sex designation (M, F, X)	<ul style="list-style-type: none"> • Requestor Must comply with WAC 246-490-075. Requestor cannot use Affidavit for Correction form. Must follow Sex Designation Change process and the requirements contained in WAC 246-490-075.
Correct or change their date of birth	<ul style="list-style-type: none"> • Requestor must submit an Affidavit for Correction form and two (2) proof documents. • The Department will not change the date of live birth cannot to a date that is after the date the live birth record was registered.
Correct or change their location of birth or facility name	<ul style="list-style-type: none"> • Requestor may submit the Affidavit for Correction form and one (1) proof document from the birth facility or licensed midwife if the birth occurred at a birth facility or with the assistance of a licensed midwife. • Requestor may submit the Affidavit for Correction form and two (2) proof documents if the birth occurred in the home without medical attendance.
Correct parent labels (mother/father to parent/parent)	<ul style="list-style-type: none"> • Does not require the Affidavit for Correction form. • Requestor must contact the vital records office during normal business hours.
Correct parent(s) first, middle, or last name(s)	<ul style="list-style-type: none"> • Requestor must submit the Affidavit for Correction form and one (1) proof document.
Correct or change parent(s) place of birth	<ul style="list-style-type: none"> • Requestor must submit the Affidavit for Correction form and one (1) proof document.
Correct or change parent(s) date of birth	<ul style="list-style-type: none"> • Requestor must submit the Affidavit for Correction form and one (1) proof document.

Emancipated minors may request amendments to their own birth record in the same manner as an adult may request changes to their own birth record. For the State Registrar to make changes requested by an

emancipated minor, the emancipated minor must provide a certified copy of the court order indicating their status as an emancipated minor.

Section 2: Amendment applications submitted by a facility or health care provider

Complete amendment application

For each amendment application, the requestor must submit the following:

- A completed and signed Facility Affidavit for Correction form
- Any required proof documentation

Complete Facility Affidavit for Correction form

A complete Facility Affidavit for Correction form must include:

- Information to identify the record
 - First, middle, last name listed on the record
 - Date of event
 - Place of event
 - Parent(s) first, middle, last name listed on the record
- Incorrect information as it appears
- The correct information as it should appear
- Information about the person making the request
 - Name
 - Title
 - Mailing address
 - Telephone number
- Signature of the person making the request

All requested corrections or changes to the record must be identified on the Facility Affidavit for Correction form and listed on separate lines.

A Facility Affidavit for Correction form cannot be used to make stylistic changes to the certification (See Policy CHS B-10).

A Facility Affidavit for Correction form may not be used for first, middle, or last names that have already been changed due to court order from adoption, parentage, or legal name change.

What can be amended on a birth record

The facility or health care provider responsible for submitting a report of live birth to the Department may request an amendment only within one year of the date of the event. A facility or health care provider may request an amendment for a birth record they submitted in order to correct:

- A typographic or administrative error made during the registration process. A supporting document with the correct information, such as a birth filing form completed by the family, must accompany the request.
- The date and time of birth. The facility or health care provider must submit the facility or health care provider's records that reflect the correct date and time of birth as supporting documentation along with the request.

For the purposes of this policy the following term are defined as follows:

- 1) Affidavit for Correction form. The standard form (DOH 422-034) prescribed and approved by the State Registrar that identifies the record, the specific information to be changed, the new or amended information, and the identity and signature of the requestor.
- 2) Facility Affidavit for Correction form. The standard form (DOH 422-112) prescribed and approved by the State Registrar for facilities and health care providers to use that identifies the record, the specific information to be changed, the amended information, and signature of the facility representative or health care provider.
- 3) Facility means the same as RCW 70.58A.010(11).