

Introduction

Use the Application to Amend a Birth Record (VS 24B) form to:

- Amend a Birth Record (See <u>checklist on page 3</u>)
 - Correct spelling errors
 - Add the child's first, middle, or last name to blank fields
 - Correct the sex field, date, time, or place of birth of the child
 - Add a parent's new name after a court order or naturalization process
 - Correct parents' place or date of birth
- Change Child's Sex Field to Reflect Gender Identity (See checklist on page 7)
- Change Parent Designation to Reflect Gender Identity on Child's Birth Certificate (See <u>checklist on page 11</u>)
 - Please see page 15 for a list of frequently asked questions and answers.
 - For other amendment types, please visit the CDPH-VR website at www.cdph.ca.gov.

Mailing Address

Mail completed application and appropriate fee(s) to the address below:

CDPH – Vital Records
MS 5105
P.O. Box 997410
Sacramento, CA 95899-7410

- Amended certificates are mailed via USPS First Class and do not contain a tracking number.
- You may provide a self-addressed prepaid envelope that utilizes tracking with your request.

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Amend a Birth Record Checklist

Use this checklist to:

- Correct spelling errors
- Add the child's first, middle, or last name to blank fields
- Correct the sex field, date, time, or place of birth of the child due to hospital or Local Registrar error
- Add a parent's new name after a court ordered name change
- Correct parents' place or date of birth

Form Instructions: Amend a Birth Record

Part 1

Must match the current certificate:

- It should show any incorrect information as it appears on the current record.
- If any of the information in Part 1 was **previously amended**, the changes must be reflected in Part 1 of the VS 24B form.

Example:

			ords can identify the original birth r lease provide as much information	
First Name Michhael	Middle Name		Last Name Doe	
Date of Birth 05/12/2005	City of Birth (if known) Sacramento		County of Birth Sacramento	
Full Name of First Pare Mary Jane Smith	nt	Full Name John	of Second Parent (if applicable) Doe	

Part 2: Items to Correct

Check the item that needs to be changed and provide the new corrected name or value.

Example:

Part 2: Items to Correct - Leave items blank if no change is requested.				
Items To Change (commonly corrected items)		e (commonly corrected items)	Enter the New Corrected Name or Value	
	✓	Child's First Name	Michael	
	✓	Child's Middle Name	John	
		Child's Last Name		
Check the		Date of Birth		
box to the	✓	Sex	Male	
$\underline{right} \to$		1st Parent, First Name		
if you want		1st Parent, Middle Name		
to change	✓	1st Parent, Last Name	Jones	

Form Instructions: Amend a Birth Record (Continued)

Part 2: Reason for the Correction

The reason for the correction should state the change(s) being made and provide a reason.

- Ex: If correcting the sex field, date, time, or place of birth due to a hospital or Local Registrar error, "To correct hospital error," or "To correct Local Registrar error."
- Ex: If adding a child's middle name to a blank field, "To add registrant's name to blank field."
- Ex: If adding a parent's new name after a court order name change or naturalization process, include the court name, court case number, and date, "To add the mother's name change pursuant to Superior Court of California, County of Sacramento, Court Case Number CV 2022ABC, dated 04/05/2021."
 - Note: Unless specified on the Name Change Order, an AKA (also known as) will not be added to the new name.

Example:

Enter the Reason for the Correction: •

To add the mother's name change pursuant to Superior Court of California, County of Sacramento, Court Case Number ABC12345, dated 04/05/2021.

Part 2: Signatures

Two people with personal knowledge of the facts must sign and complete this section.

- If correcting the sex field, date, time, or place of birth of the child due to a hospital administrator or Local Registrar error, one of the signers must be a hospital or Local Registrar representative
- The second signer may be one of the following:
 - The child, child's parent, legal guardian, or conservator

Example:

We, the undersigned, hereby certify under penalty of perjury that we have personal knowledge of the above facts and that the information above is true and correct.				
<u>TWO</u>	Signature of 1st Person ◆ **Janet Jackson**	Printed Name ◆ Janet Jackson	Relationship ◆ Birth Clerk	
persons must sign this form	Date Signed ◆ 05/04/2021	Address (Street and Number, City, State, and Zip) ◆ 4321 Columbus Drive, Sacramento, CA 95815		
to correct Signature of 2nd Person Mary Jane Smith		Printed Name ◆ Mary Jane Smith	Relationship ◆ Mother	
record				

End of "Form Instructions: Amend a Birth Record."

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Change Child's Sex Field to Reflect Gender Identity Checklist

Use this checklist to change the sex listed on the child's birth certificate to female, male, or nonbinary to reflect gender identity and, if applicable, a court ordered name change.

Note: This is not the same as correcting the sex field due to a hospital or Local Registrar error. □ Properly Completed VS 24B Form ☐ Applicant name and mailing address is completely filled out. ☐ Part 1 matches the current birth certificate. ☐ Part 2: • Lists item(s) to correct. Lists reason for the correction. Ex: If NOT using a court order, self-attest to change the sex listed on the birth certificate, "To match the sex specified on my birth certificate to reflect my gender identity, and not for any fraudulent purposes." • Ex: If using a court order to change the sex listed (and name, if applicable) on the birth certificate, "To match the sex specified on my birth certificate to reflect my gender identity and registrant name change pursuant to [court name], court case number, dated MM/DD/YYYY." ☐ One of the signature fields must be signed and dated by any of the following listed below. Note: This is an exception to the two signatures required on the VS 24B form. Registrant Parent Legal guardian ☐ Required Documentation ☐ A certified copy of the court order to change the sex listed to match gender identity if using a court order. ☐ A certified copy of the court ordered name change if changing the name at the same time as the sex field (See Certified Court Order Requirements on page 14). ☐ A photocopy of current birth certificate (optional). ☐ If documents are not written in English, must include a certified English translation. ☐ Payment (See <u>Appropriate Fees on page 14</u>) Check or money order in US dollars, made payable to CDPH Vital Records. PLEASE DO NOT SEND CASH. ☐ Completed Notarized Sworn Statement

Form Instructions: Change Child's Sex Field to Reflect Gender Identity

Part 1:

Must match the current birth certificate, as outlined on page 4.

Part 2: Items to Correct

Check the item that needs to be changed and provide the new corrected name or value.

Example:

Part 2: Item	Part 2: Items to Correct - Leave items blank if no change is requested.				
Items To Change (commonly corrected items) Enter the New Corrected Name or Value			Enter the New Corrected Name or Value		
	Х	Child's First Name	Mary		
	Х	Child's Middle Name	Jane		
		Child's Last Name			
Check the		Date of Birth			
box to the	X	Sex	Female		
$\underline{right} \to$		1st Parent, First Name			

Part 2: Reason for the Correction

The reason for the correction should state the change(s) being made and provide a reason.

• Ex: "To match the sex specified on my birth certificate to reflect my gender identity and not for any fraudulent purposes."

If changing the registrant's name at the same time the sex field is being changed, include the court name, court case number, and date. <u>Note</u>: Unless specified on the Name Change Order, an AKA (also known as) will not be added to the new name.

Example:

Enter the Reason for the Correction: ◆ To match the sex specified on my birth certificate to reflect my gender identity and not for any fraudulent purposes. Name is changed pursuant to Superior Court of California, County of Sacramento, Court Case Number 2022DEF, dated 04/05/2021.

Form Instructions: Change Child's Sex Field to Reflect Gender Identity (Continued)

Part 2: Signatures

Only the person changing their gender on the birth certificate is required in this section.

Note: This is an exception to the two signatures required on the VS 24B form.

Example:

We, the undersigned, hereby certify under penalty of perjury that we have personal knowledge of the above facts and that the information above is true and correct.				
<u>TWO</u>	Signature of 1st Person ◆ Mary Jane Smith	Printed Name ◆ Mary Jane Smith	Relationship ◆ Self	
persons must sign this form	Date Signed → 05/04/2021	Address (Street and Number, City, State, and Zip) ◆ 1234 Hyde Street, Sacramento, CA 95814		
to correct a birth	Signature of 2nd Person ◆	Printed Name ◆	Relationship ◆	

End of "Form Instructions: Change Child's Sex Field to Reflect Gender Identity."

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<u>Change Parent Designation to Reflect Gender Identity on</u> <u>Child's Birth Certificate Checklist</u>

Use this checklist to change parent designation as mother, father, or parent on child's birth certificate to reflect the parent's gender identity and, if applicable, a court ordered name change.

 □ Properly Completed VS 24B Form □ Applicant name and mailing address is completely filled out.
☐ Part 1 matches the current birth certificate. ☐ Part 2:
Lists item(s) to correct.
Lists reason for the correction.
 Ex: If NOT using a court order, self-attest to change parent designation on child's birth certificate, "To change the parent designation to conform to my gender identity and is not for fraudulent purposes."
Ex: If using a court order to change the parent designation (and name, if applicable) on child's birth certificate, "To change the parent designation to conform to my gender identity and is not for fraudulent purposes and to change parent name pursuant to [court name], court case number, dated MM/DD/YYYY."
One of the signature fields must be signed and dated by the parent whose gender and sex identifier has been changed as mother, father, or parent. <u>Note</u> : This is an exception to the two signatures required on the VS 24B form.
☐ Required Documentation
☐ At least one of the following:
 A certified copy of the court-ordered change of gender.
 A photocopy of the parent's new birth certificate reflecting a change of gender and sex identifier.
 A photocopy of the government-issued identity document reflecting the parent's change of gender and sex identifier.
 An affidavit attesting under penalty of perjury that the request for a change of the designation of the petitioner is to conform to their gender identity and is not made for a fraudulent purpose. (In lieu of a separate document, the parent may enter the self- attestation language in "reason for the correction" on the VS 24B form).
AND (if applicable):
☐ A certified copy of the court-ordered name change (See <u>Certified Court Order Requirements on page 14</u>).
If child is 18 years or older, a notarized letter stipulating to the change to the adult child's birth certificate. The letter must state, "I, (adult child's full name), stipulate to an issuance of a new birth certificate for me that reflects my parent's legal gender and name."
☐ If documents are not written in English, must include a certified English translation.
☐ Payment (See Appropriate Fees on page 14)
Check or money order in US dollars, made payable to CDPH Vital Records. PLEASE DO NOT SEND CASH.
☐ Completed Notarized Sworn Statement

Form Instructions: Change Parent Designation to Reflect Gender Identity on Child's Birth Certificate

Part 1:

Must match the current birth certificate, as outlined on page 4.

Part 2: Items to Correct

Check the item that needs to be changed and provide the new corrected name or value. If the item is not listed, provide a descriptive name of the item to be changed.

Example:

Part 2: Items to Correct - Leave items blank if no change is requested.				
Items To Change (commonly corrected items)		e (commonly corrected items)	Enter the New Corrected Name or Value	
		Child's First Name		
		Child's Middle Name		
		Child's Last Name		
Check the		Date of Birth		
box to the		Sex		
right →	Χ	1st Parent, First Name	Morgan	
if you want	X	1st Parent, Middle Name	Joe	
to change		1st Parent, Last Name		
or correct		1st Parent, Date of Birth		
this item		2nd Parent, First Name		
		2nd Parent, Middle Name		
		2nd Parent, Last Name		
		2nd Parent, Date of Birth		
Other Items Not Listed Above - Enter a descriptive		Listed Above - Enter a descriptive	- , ,, ,, , , , , , , , , , , , , , , ,	
name of the item to change.		to change.	Enter the New Corrected Name or Value	
1st Parent Gender Designation - Mother		nder Designation - Mother	Parent	

Part 2: Reason for the Correction

The reason for the correction should state the change(s) being made and provide a reason.

• Ex: "To change the parent designation to conform to my gender identity and is not for fraudulent purposes."

If changing the parent's name at the same time the parent designation field is being changed, include the court name, court case number, and date. <u>Note</u>: Unless specified on the Name Change Order, an AKA (also known as) will not be added to the new name.

Example:

Enter the Reason for the Correction: ◆ To change the parent designation to conform to my gender identity and not for any fraudulent purposes. Name is changed pursuant to Superior Court of California, County of Sacramento, Court Case Number 2022GHI, dated 04/05/2021.

Form Instructions: Change Parent Designation to Reflect Gender Identity on Child's Birth Certificate (Continued)

Part 2: Signatures

Only the parent whose gender and sex identifier has been changed as mother, father, or parent is required in this section.

Note: This is an exception to the two signatures required on the VS 24B form.

Example:

We, the undersigned, hereby certify under penalty of perjury that we have personal knowledge of the					
above facts	and that the information abo	ve is true and correct.			
TWO	Signature of 1st Person ◆ Printed Name ◆ Relationship ◆				
TWO Morgan Joe Smith Morgan Joe Smith Parent					
persons must sign this form	Date Signed ◆ 05/04/2021	Address (Street and Number, City, State, 5678 Hyde Street, Sacramento, CA 95			
to correct a birth Signature of 2nd Person ◆ Printed Name ◆ Relationship					
record Date Signed ◆ Address (Street and Number, City, State, and Zip) ◆					

End of "Form Instructions: Change Parent Designation to Reflect Gender Identity on Child's Birth

Certificate."

Certified Court Order Requirements (if applicable)

- ✓ Original court certification stamp and court seal with court clerk's signature (cannot be a photocopy).
- ✓ Judge's signature or signature stamp.
- ✓ Certified English translation (if applicable).
- ✓ For name changes, must state the name listed on the current birth certificate and list what the name is being changed to.

Appropriate Fees

Check or money order in US dollars, made payable to CDPH Vital Records. PLEASE DO NOT SEND CASH.

If submitting the amendment WITHIN ONE (1) YEAR of child's date of birth:

- There is no fee to register the amendment and does not include a certified copy of the amended certificate.
- The fee is \$29 per certified copy for the amended certificate.

If submitting the amendment ONE (1) YEAR OR MORE AFTER the child's date of birth:

- The fee is \$26 to register the amendment and includes one new amended certified copy of the certificate.
- Additional certified copies of the amended certificate are \$29 each.

If submitting an amendment for <u>ANY OF THE REASONS</u> below, there is a \$26 fee (includes one certified copy of the amended certificate) regardless of date of birth:

Note: Additional certified copies of the amended certificate are \$29 each.

- Correcting the sex field due to a hospital or Local Registrar error
- Changing child's sex field to reflect gender identity
- Changing parent designation to reflect gender identity on child's birth certificate

Frequently Asked Questions

Q: Where can I find application forms and informational pamphlets?

A: Application forms, including informational pamphlets for all amendment types, are located on the CDPH-VR Forms: Birth Death Marriage Certificates webpage.

(https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx)

Q: What is the current processing time?

A: Current processing times are listed on the CDPH-VR Processing Times webpage. (https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx)

Q: Once the amendment is registered, what happens to the birth certificate?

A: Amendments become part of the original certificate, resulting in a multi-page certificate. You must keep the birth certificate with all amendments attached for the birth certificate to be valid. However, changes in gender or parentage and removing racial slurs will always result in a corrected one-page certificate.

Q: Will my supporting documents be returned?

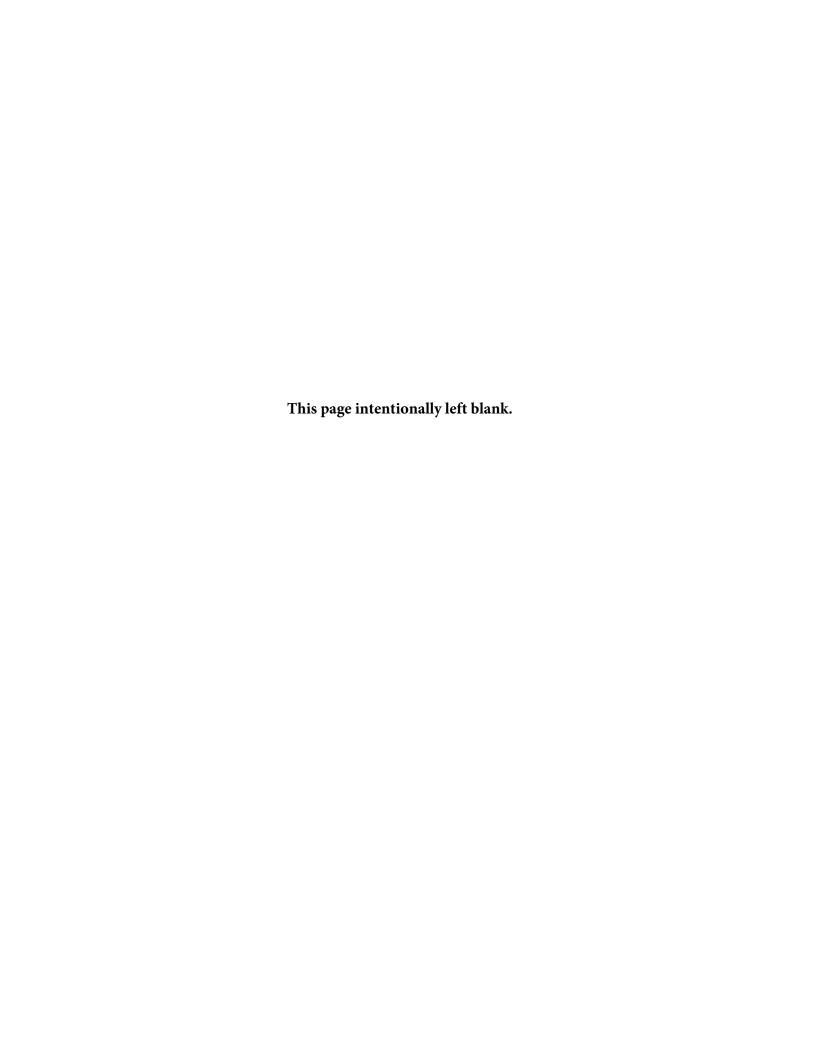
A: Supporting documents, including sworn statements and courts orders, are not returned once the amendment is registered. Please keep copies of all documents submitted.

Q: What if I still have questions?

A: Please contact our Customer Service Unit by email at CHSIVitalRecords@cdph.ca.gov or telephone at (916) 445-2684.

For questions relating to gender changes per Assembly Bill (AB) 218, please visit the Frequently Asked Questions (FAQ) on

www.cdph.ca.gov/Programs/CHSI/Pages/Assembly-Bill-(AB)-218.aspx.



Application to Amend a Birth Record (VS 24B)

(page 1 of 2)

Applicant Name and Mailing Address

Name:	Street:		
City:	State:	Zip Code:	
Email:	Phor	ne:	

Calculate the Fee

(this depends on the date of birth, use the appropriate table)

Within one year of date of birth		
Amendment Fee (amended copy <u>not</u> included)	\$0	
Fee for Copy of Amended Record (\$29 each)		
Total Fee		

After one year of date of birth		
Amendment Fee (1 amended copy included)	\$26	
Fee for Additional Copies (\$29 each)		
Total Fee		

For any of the following amendments, please use the "<u>After</u> one year date of birth" box above to calculate the fee:

- · Correcting the sex field due to a hospital or Local Registrar error
- · Changing child's sex field to reflect gender identity
- · Changing parent designation to reflect gender identity on child's birth certificate

Please Read the Instructions Carefully

- **Step 1**: Complete page 2 of this form and include information for <u>all required fields</u>.
- **Step 2**: Complete and include a Notarized Sworn Statement (form VS 20) if you are requesting a copy of the amended record (this applies to most requests). A copy of this form is downloadable from: https://www.cdph.ca.gov (type VS 20 in the Search Field).
- **Step 3:** Include a certified copy of the Court Order (if applicable). Please review the pamphlet to determine if you need a court order.
- **Step 4**: Include a check or money order for fee calculated above. Make the check or money order payable to CDPH Vital Records. **PLEASE DO NOT SEND CASH.**
- **Step 5:** If you have any questions on how to complete these forms, please email your questions to CHSIVitalRecords@cdph.ca.gov before submitting your package.
- Step 6: Mail all of the items above to:

CDPH - Vital Records
MS 5105
P.O. Box 997410
Sacramento, CA 95899-7410



		_				•	the original birth record. nuch information as	
First Name			Middle Name			Last Name		
Date of Birth City of			of Birth (if known)			County of Birth		
Full Name of First Parent					Full Name of Second Parent (if applicable)			
Part 2: Item	ns to Correc	t - Lea	ve items bl	ank if no cha	ange is requ	iested.		
Items To Change (commonly corrected items)					Enter the New Corrected Name or Value			
	Child's First Name							
	Child's Middle Name							
	Child's Last Name							
Check the	Date of Birth							
box to the	Sex							
right →			First Name					
if you want to change			Middle Nan	ne				
	1st Parent, Last Name							
or correct	1st Parent, Date of Birth							
this item	2nd Parent, First Name							
	2nd Parent, Middle Name 2nd Parent, Last Name							
Other Items	•		Date of Bir					
Other Items Not Listed Above - Enter a descriptive name and the incorrect name or value.					Enter the New Corrected Name or Value			
Enter the R	Reason for t	the Co	orrection: ♦					
	-	-	-	er penalty of ve is true an		t we have persona	al knowledge of the	
TWO persons must sign this form	Signature of 1st Person ◆			Printed Name ◆			Relationship ♦	
	Date Signed ◆			Address (Street and Number, City, State, and Zip) ◆				
	Signature of 2nd Person ◆			Printed Name ◆		Relationship ◆		
	Date Signed ♦			Address (Street and Number, City, State, and Zip) ◆				



SWORN STATEMENT INSTRUCTIONS

- Only one sworn statement is required for multiple records.
- Sworn statements are not required for informational copy requests.
- Authorized individuals must complete the top portion of the sworn statement by signing and identifying their relationship to person listed on certificate.
- Sworn statements must be notarized for authorized copy requests. Law enforcement, governmental agencies, and funeral establishments (death records only) are exempt from the notary requirement, but must complete the top portion of the sworn statement page.
- A sworn statement notarized by a foreign notary must have an apostille attached. Foreign
 notarizations obtained by an Ambassador, Minister, Consul, Vice Consul or Consular Agent of the
 United States, or from a Judge of Court of record having a seal in a foreign county do not require
 an apostille.

RELATIONSHIP TO REGISTRANT

List of Authorized Persons:

- The registrant or a parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.
- A party entitled to receive the record as a result of court order or an attorney or licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code. (Please include a copy of the court order.)
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. (Companies representing a government agency must provide authorization from the government agency.)
- Any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate (Include a copy of the power of attorney or documentation identifying you as executor.)
- An attorney representing the registrant or the registrant's estate.
- Any agent or employee of a funeral establishment who acts within the course and scope of employment and on behalf of persons specified in HSC § 7100 (a) (1)-(8).
- Surviving next of kin (As specified in HSC § 7100).

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SWORN STA	A I EIVIEN I	
I,, declare unde (Applicant's Printed Name)	er penalty of perjury under the laws of the	
State of California, that I am an authorized person, as defin	ned in California Health and Safety Code Section 103526	
(c), and am eligible to receive a certified copy of the l	birth, death, or marriage certificate of the following	
individual(s):		
Registrant (Name of person whose certificate you are requesting)	Applicant's Relationship to Registrant (Must be an authorized person)	
(The remaining information must be compl	eted in the presence of a Notary Public.)	
Subscribed to this day of, 20, at _	,	
(Day) (Month)	(City) (State)	
	(Applicant's Signature)	
A notary public or other officer completing this cer who signed the document to which this certificate validity of tha	rtificate verifies only the identity of the individual is attached, and not the truthfulness, accuracy, or	
State of		
County of Onbefore me, (Insert name and title of t	, personally appeared, :he officer)	
who proved to me on the basis of satisfactory evidence t	o be the person(s) whose name(s) is/are subscribed	
to the within instrument and acknowledged to me that	at he/she/they executed the same in his/her/their	
authorized capacity(ies), and that by his/her/their signatu	ure(s) on the instrument the person(s), or the entity	
upon behalf of which the person(s) acted, executed the ins	strument. I certify under PENALTY OF PERJURY under	
the laws of the State of California that the foregoing para	graph is true and correct	
(SIGNATURE OF NOTARY PUBLIC	WITNESS my hand and official seal. (SEAL) C)	