Amending a Birth Certificate After a Name Change

Center for Health Statistics and Informatics – Vital Records
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Introduction

Use the VS 23 – Amendment of Birth Record to Reflect Court Order Change of Name form to:

✓ Amend a California birth certificate to reflect a registrant’s name change, as granted by:
  o A court within California, another state, the District of Columbia, or any territory of the United States
  o Hawaii’s Office of the Lieutenant Governor

- Please see page 5 for a list of frequently asked questions and answers.
- Please refer to the Affidavit to Amend a Birth Record pamphlet to:
  o Correct spelling errors on the birth certificate
  o Add a parent’s court ordered name change to the child’s birth certificate
  o Change both the name and the sex listed on the birth certificate to match the sex identity
- For other amendment types, please visit the CDPH-VR website at www.cdph.ca.gov.

What to Submit and Mailing Address

To request an amendment after obtaining a name change, please submit the following:

- Properly Completed VS 23 Form  (See form guidelines beginning on page 2)
- Certified Copy of the Name Change Order  (See top section of page 4)
- Appropriate Fee(s)  (See bottom section of page 4)

Mail your packet to the address below:

California Department of Public Health
Vital Records – Amendments – M.S. 5105
P.O. Box 997410
Sacramento, CA 95899-7410

- Amended certificates are returned via standard mail and do not contain a tracking number.
- You may provide a prepaid self-addressed envelope with your request for CDPH-VR to use and mail the amended certificate back to you. (Not Required)
Form Guidelines

To prevent processing delays, please adhere to the following guidelines on how to complete the Amendment of Birth Record to Reflect Court Order Change of Name (VS 23) form.

General Information

The VS 23 form must:

- Be completed legibly in **black ink** using the 26 alphabetical characters of the English language.
- **Not contain any** write-overs, whiteouts, alterations, drawings, symbols, accents, or other marks to indicate pronunciation or to distinguish letters in some way, such as è, ñ, ê, or ç.

**Part I**

**PART I** must match the current certificate. This means:

- It should show any **incorrect information** as it appears on the current record.
- If any of the information in Part I was **previously amended**, the changes must be reflected in Part I of the VS 23 form.

**Part II (General Information)**

The general information section must be completely filled out. **NOTE**: The “Date of Court Order” is the date the judge signed the order, not the file date.

**If the name change order is from Hawaii’s Office of the Lieutenant Governor:**

- Name of Court (box 7) must list “Office of the Lieutenant Governor.”
- Court Case Number (box 8) must list “Not Applicable” or contain a dash (-).
- County (box 9) must list “Not Applicable” or contain a dash (-).
- Date of Court Order (Box 11) must list the order’s effective date.
Form Guidelines (Continued)

Part II (New Name of Individual)

The new name, as changed by the name change order, is listed in this section.
- Separate the new name into first (field 12A), middle (field 12B), and last (field 12C).
- If any of the fields are meant to be left blank, enter a dash (-).

Part III

Part III must be signed and completed by the applicant.

NOTE: The applicant does not have to be the registrant.

End of form guidelines.
Certified Copy of Name Change Order

A certified copy of the Name Change Order is required to change the registrant’s name, as this certifies the document submitted is a true copy of what the court has on file.

A “certified” copy of a court order is a photocopy of the original order prepared by the court that contains a(n):

- Original court seal on the front or back of the certified copy and not on a blank sheet of paper.
- Signature or signature stamp of the judge’s signature.
- Signature or signature stamp of the court clerk’s signature.

If the name change order is from Hawaii’s Office of the Lieutenant Governor:

- The certified copy of the name change order must contain both the certification stamp and the Lieutenant Governor’s embossed signature.
- For questions regarding Name Change Orders issued by the State of Hawaii, please contact the Office of the Lieutenant Governor at 808-586-0255 or visit https://ltgov.hawaii.gov/

Appropriate Fee(s)

There is a twenty-three dollar ($23) registration fee, which includes one (1) certified copy of the amended certificate.

- Additional certified copies are twenty-five dollars ($25) each.
- Checks or Money Orders must be made payable to CDPH Vital Records.
- International money orders for out-of-country requests must be payable in U.S. dollars.
Frequently Asked Questions

Q: Where can I find forms and pamphlets?
A: Please see links below.
- **VS 23** – *Amendment of Birth Record to Reflect Court Order Change of Name form* ([https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/VS23.pdf](https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/VS23.pdf))
- **CDPH Vital Records Website** – *All other informational pamphlets and forms* ([https://www.cdph.ca.gov/Programs/CHSI/Pages/Correcting-or-Amending-Vital-Records.aspx](https://www.cdph.ca.gov/Programs/CHSI/Pages/Correcting-or-Amending-Vital-Records.aspx))

Q: How do I obtain a court order name change?
A: CDPH-VR suggests you contact a family law attorney for legal advice regarding the name change process. CDPH-VR staff cannot provide legal advice, nor does CDPH-VR have information about the legal process. You may find helpful court process information by visiting the [court website](http://www.courts.ca.gov/).

STOP
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Q: What is the current processing time?
A: Current processing times are listed on the CDPH-VR [website](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 record, resulting in a multi-page certificate. You must keep the birth certificate with all amendments attached for the birth certificate to be valid.

Q: Will my name change order be returned?
A: Documents submitted, including certified copies of name change orders, will not be 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 AmendVR@cdph.ca.gov or telephone at (916) 445-2684.