Supplemental Name Report - Birth

Amend Birth Record to Add Child’s Name

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Center for Health Statistics and Informatics – Vital Records

Upon request, this document will be made available in alternate formats. To obtain a copy in an alternate format, please call or write:

California Department of Public Health
Vital Records - M.S. 5103
P.O. Box 997410
Sacramento, CA 95899-7410
Telephone: (916) 445-2684
California Relay: 711/1-800-735-2929

Website address: https://www.cdph.ca.gov/
What is a Supplemental Name Report – Birth?

When a Certificate of Live Birth is registered without the first, middle, and/or last name entered on the certificate, a Supplemental Name Report – Birth form may be used to add the names.

However, this form cannot be used to add or to change a name already listed on a Certificate of Live Birth. To add to or change a name requires a Court Ordered Change of Name. Please see the California Department of Public Health – Vital Records (CDPH-VR) pamphlet entitled Amending a Birth Certificate After a Court Order Name Change for additional information on changing names.

My spouse and I could not decide on our child’s last name so we left the last name field blank.

How do we add the last name to my child’s birth certificate now?

If the first, middle, and/or last names of the child are not listed on the child’s birth certificate, the local registrar in the county where the birth took place is required to supply you with a Supplemental Name Report – Birth form (VS 107) (Health and Safety Code Section 103325).

To add the last name to the child’s birth certificate, simply fill out the Supplemental Name Report – Birth and mail the form along with the necessary fee to the address printed on the back of the report.

Will my child’s last name appear on his/her original birth certificate?

The State of California is not authorized to alter a birth certificate once it is registered. The Supplemental Name Report – Birth will be attached to the Certificate of Live Birth, making it a multiple-page document.
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What is the fee for a Supplemental Name Report?

Within One Year of the Birth:
- There is no fee for a Supplemental Name Report – Birth if it is filed within one year of the date of birth, but there is a fee to receive an updated certified copy of the birth certificate.
- Within the first year, the fee for each certified copy of the amended record is $25.

If the Birth Occurred More Than One Year Ago:
- There is a $23 fee, which includes one Certified Copy of the amended record.
- Additional copies are $25 each.

Fees should be paid by check or money order payable to CDPH Vital Records. International money orders for out-of-country requests must be payable in U.S. dollars.

Please Note:

If you are not paying a fee to process the amendment (it is within the first year and you are not paying to get a Certified Copy of the amended record), you will not receive any contact from the CDPH-VR office. CDPH-VR will just amend the record and close the file. A copy of the amended record will be provided to the local county recorder in the county where the birth occurred.

Can I use the Supplemental Name Report – Birth to change just the middle name?

The Supplemental Name Report – Birth is strictly for adding a name that was not on the original birth certificate at the time of registration. To change or add to a name, you are required to go through the Court Order Change of Name process.
Where can I obtain a copy of the Supplemental Name Report – Birth (VS 107 form)?

One VS 107 form is included if you received this pamphlet by mail. If you need additional copies of the VS 107 form or are accessing this pamphlet on the CDPH-VR website:

- **Download a fillable form** (https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx).
- **Order paper forms** electronically to be mailed to you by completing the VS 140 form available on the CDPH-VR forms webpage (https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx). Because of the volume of phone calls CDPH-VR receives, the Internet is usually a faster process for customers than calling the Customer Service Unit.
- Call the Customer Service Unit at (916) 445-2684.
- You can also get the form from the County Recorder or County Health Department in any California county.

What do I submit to amend the birth certificate?

You will need to complete a Supplemental Name Report – Birth (VS 107 form). Please see the previous section for information on obtaining a form.

- If you are requesting a certified copy of the amended record, you must include a notarized Sworn Statement (see the next section for more information).

If available, please include a photocopy of the current birth certificate. Although it is not required, this will help identify the exact record to be amended.

Mail the following items to CDPH-VR using the address on the front of this pamphlet:

- Completed VS 107 form (including back side for copy requests).
- Notarized Sworn Statement (if certified copy is requested).
- Photocopy of current birth certificate (if available).
- Appropriate fee (if required)
Why do I need a Sworn Statement?

Effective July 1, 2003, the law requires that only an authorized person (as defined by Health and Safety Code 103526 (c)) may receive a Certified Copy of a birth or death record. To help protect against identity theft, you must complete and submit a signed, notarized Sworn Statement declaring under penalty of perjury that you are authorized by law to receive an authorized Certified Copy. Download a Sworn Statement form – page 3 of 3 (https://www.cdph.ca.gov/Programs/CHSI/Pages/Sworn-Statement.aspx).

When do I need a Sworn Statement?

If you are requesting an authorized Certified Copy of the amended record, you must complete and submit a notarized sworn statement.

How do I complete the VS 107 form?

**FULL NAME OF CHILD:** Enter the information as it should appear on the birth certificate.

**PART I:** Complete the information exactly as it appears on the current birth certificate.

**Note:** If you need a copy of the current birth certificate to complete this section, you can download a fillable application form for a certified copy at the CDPH-VR website or you may obtain a paper form in the same manner noted on page 5. Complete and submit the application, notarized sworn statement, and $25 fee to the CDPH-VR office (see address on cover page).

**PART II:** The parent(s) need to complete items 8A-8-F and/or 9A-9F.

**Note:** At least one parent must sign. If only one parent is available to sign, on other person with knowledge of the facts must complete items 10-14.
What makes a VS 107 form “acceptable?”

Important Information

Because the amendment you submit becomes an actual part of this legal document, it must adhere to strict guidelines:

- Every item on the amendment must be completed.
- The form must be completed using the 26 alphabetical characters of the English language.
- Appropriate punctuation includes: a hyphen such as in “Smith-Jones,” an apostrophe as in “O’Hare,” a period as used with “Jr.” and a comma as used with “Smith, Jr.”
- Unacceptable entries include: drawings, pictures, or symbols, and accents or marks added to a letter to indicate pronunciation or to distinguish it in some way, such as with è, ñ, ē, or ç.
- Because the amendment form becomes part of the official record, every word and letter must be extremely clear and legible. **Typing entries on the form ensures that the information is interpreted clearly.**
- If you are completing the downloadable amendment form, print on standard 8 ½” x 11” letter size, plain white paper, using black ink only at 100% scale.
- If you are not able to type the amendment form, it is extremely important that you take the extra time to print **very clearly and legibly.** Documents that are not legible will be returned to you to complete again.
- **Only black ink is acceptable** (per Health and Safety Code Section 102125).
- **There cannot be any erasures, whiteout or alterations.**

How long will it take to process the amendment?

The **processing time** for amendments can be located on the CDPH-VR website (https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx).
Once I file the amendment, what happens to the original record?

- The original record remains unchanged, and the amendment becomes an additional page to the birth certificate – making it a multiple-page document (per Health and Safety Code Sections 102140 and 103255).
- Anyone receiving a copy after the amendment is applied will receive a copy of the complete record.

What if I have additional questions?

Please call the Customer Service Unit at (916)445-2684. If you are checking the status of your request, please wait until after the processing time has passed before contacting CDPH-VR.
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In summary, what links to forms and references may be required?

**California Department of Public Health home page**
(https://www.cdph.ca.gov/)

**Vital Record Applications (forms)** – VS 107 – Supplemental Name Report – Birth
(https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx)

**Request for Amendment or Registration Form** – VS 140 –
(https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx)

**Sworn Statement** – Application and Sworn Statement:
Certified Copy of Birth Record – VS 111 form – page 3 of 3
(https://www.cdph.ca.gov/Programs/CHSI/Pages/Sworn-Statement.aspx)

**Processing Times**
(https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx)

**Directory of County Vital Records Offices**
(https://www.cdph.ca.gov/Programs/CHSI/Pages/County-Registrars-and-Recorders.aspx)