

SUGGESTED DOCUMENTARY EVIDENCE TO CORRECT AN ERROR ON A BIRTH RECORD

Items of documentary evidence for amendment of a birth record are listed below. This list does not include all acceptable documents, but includes those most frequently used. The documents must be over ten (10) years old to be acceptable. The record must show what the applicant considers to be correct.

1. **Application for marriage license.** Available from the county clerk of the county in which the license was obtained.
2. **Baptismal certificate.** May be obtained from your church.
3. **Birth record of children.** The original record of birth is on file at the State Department of Health and will show the age of the parents at the time of the birth. State staff members will check one child's record when provided the name, place of birth, date of birth, and the parent's names (this should be the oldest child).
4. **Employment records.** Available from personnel offices. Record should show place of employment and the date the record was completed.
5. **High school diploma.** A photocopy is acceptable.
6. **Hospital record of birth.** May be obtained from the medical records department of the hospital where the delivery occurred.
7. **Life insurance policies.** The application page (usually located inside the original policy) contains information that may be of assistance. The name of the insurance company, policy number, and date of issue must be included.
8. **Military discharge papers.** The actual discharge papers or a draft registration card may be used.
9. **Record of trade, professional, or fraternal organizations.** Usually available from the secretary of the organization.
10. **School records.** Entry into grade school is the most valuable. May be obtained from the county school superintendent or the school office. Records must show the name and location of the school.
11. **Voter's registration.** May be obtained from the county clerk where the voter is registered.
12. **Court order.** A court order determining date and place of birth may be obtained from a court. This will involve attorney's and court fees.
13. **Other.** The documents must include the title of the document, source, date the record was established, name of the individual seeking the change. There are other documents that can be used as documentary evidence; however a driver's license, social security card, or credit card may **NOT** be used.