



MARYLAND Department of Health

Dear Customer,

Thank you for your request to correct the spelling of a name or other data listed on the certificate of live birth. **Before the correction can be made, the enclosed Affidavit to Correct Information on a Certificate of Live Birth must be completed and signed before a Notary Public.** If the person whose name to be corrected is 1 to 6 years of age, only the notarized affidavit signed by a parent must be submitted. If the person whose name to be corrected is 7 years of age or older, two documents from the list below and the completed affidavit must be submitted. If correcting other data on the birth certificate two documents are required and the completed affidavit must be submitted.

- * Baptismal certificate
- * Life insurance policy
- * Pre-kindergarten or grade school records
- * Social security card
- * Voter's card
- * Hospital admission record
- * Physician's office record
- * Clinic or immunization record
- * Marriage certificate
- * Child's birth certificate
- * Birth certificate of a brother or sister who is older than the child whose birth certificate is being corrected
- * Parent's marriage certificate
- * Father's certificate of naturalization indicating change of name
- * Mother's certificate of naturalization indicating change of name
- * Father's birth certificate with English translation and/ or Passport (unexpired)
- * Mother's birth certificate with English translation and/ or Passport (unexpired)

Photocopies of the documents are acceptable if they show all the required information. All documents submitted as evidence will be retained by the Division of Vital Records.

A fee of \$10.00 is required for any changes on a birth certificate if the person is over one year of age. You may return your original copy of the birth certificate to obtain a corrected copy at no additional cost, or purchase additional copies at \$10.00 per copy. Please complete and submit the birth application along with a check or money order made payable to the Division of Vital Records for the required fees, and a photographic copy of valid government issued identification, and send to:

Division of Vital Records
New & Special Registration Unit
6764-B Reisterstown Road Baltimore, MD 21215-2304

