



## Office of the State Registrar Requirements Checklist for Amending a Birth Record With a Court Order

*Use this checklist before you mail your request for an amendment to ensure that your request meets the requirements established in Minnesota Statutes, section 144.226, and Minnesota Rules, part 4601.1000.*

**To ensure that your request meets all requirements, YOU MUST BE ABLE TO CHECK EVERY BOX BELOW. Requests that do not meet all requirements will be returned and your amendment will not be processed.**

- I have included the \$40 fee for an amendment.
- I have included a complete and notarized Application to Amend a Birth Record.
- I am submitting a certified copy of the court order.
- The name on the court order matches the name on the birth record EXACTLY. For example, the middle name of the registrant on the court order is not limited to the middle initial if the birth record shows a middle name.
- The court order specifically directs the birth record to be changed in the "It is ordered that" section of the court order.
- The court order does not include more than one person or if the court order includes more than one person, the instruction to change each birth record clearly and specifically identifies by name each birth record that is to be changed.
- The court order clearly identifies which items on each specified birth record that is to be changed.
- I have not erased or changed information on the certified copy of the court order since it was issued to me.
- I have not written on the certified copy of the court order since it was issued to me.

If your court order does not meet the above requirements, you may be able to use your court order to amend the birth record if the court order meets the age requirements and you submit additional documentation. Please refer to the "Requirements for documents submitted to support the amendment of a birth record," "Documents to support the amendment of a birth record," and "Requirements Checklist for Amending a Birth Record Without a Court Order Directed Change."