



Office of the State Registrar Requirements Checklist for Amending a Birth Record Without a Court Order Directed Change

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, parts 4601.1000 and 4601.1100. Do NOT use this checklist if you have a COURT ORDER that specifically directs the birth record to be changed. Use the Requirements Checklist for Amending a Birth Record With a Court Order.

CHECK AT LEAST ONE BOX:

- I have included ONE DOCUMENT because I am adding information to my birth record.
- I have included TWO DOCUMENTS because I am changing information on my birth record.

To ensure that the documents you are submitting to support your requested amendment meet 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.
- Each document is an original document, a certified copy, or is authenticated. If I am submitting a medical record, it is authenticated by the hospital or clinic. If I am submitting a school record, it is authenticated by the school or it is an official school transcript. If I am submitting a birth certificate or marriage certificate, it is a certified copy from a government agency.
- Each document shows all of the requested new information. If I am requesting a name to be added or changed, it shows the full name, not just an initial.
- Each document identifies and links to the original birth record by showing at least two pieces of common information from the following list: last name, birth date, birth place, or a parent's name. The common information is not requested to be changed and the information appears on the document and on the birth record.
- Each document indicates the date and by whom the original document was made. If I am submitting a hospital or clinic record, the date the medical service was provided is included on the document.
- Each document was not created by an individual unless the document is a notarized statement from a licensed medical professional who attended the birth.
- Each document is legible.
- Each document is in English or I am submitting a document in a foreign language with a with a notarized English translation by a qualified or certified translator.
- Each document has not been written on, erased, or changed in any way since it was created, certified or authenticated.
- Each document meets the age requirements (check one of the following).
 - If registrant is under 7 years old, the documents was established one year prior to date of the request, or within the first year of life.
 - If registrant is 7 years old or older, the document was established seven or more years prior to date of the request or within the first three years of life.