NYC Health

Application for the Correction of a NYC Birth Certificate

Visit nyc.gov/vitalrecords for updated processing times, order status and additional information.

(Please print clearly and fill out as much information in English as you can. Forms submitted in other languages will take longer to process. Translations of this form are available online for reference only — please fill out the English form in English.)

Who Can Apply for a Correction?

To apply for a correction: you must be the person named on the certificate and at least 18 years old, or a parent or legal guardian of the person named on the certificate if the person is younger than 18 years old. The person named on the certificate must have been born within the five boroughs of NYC (Bronx, Brooklyn, Manhattan, Queens, Staten Island).

How Do I Make a Correction?

- Start by going to Page 5 of this form and identify the type of correction that you want to make.

- Depending on the type of correction that you want to make, go to Tables A, B, C, D or E.

- Carefully read the instructions on the types of documents you will need to submit with your application.

- Next, gather the required documents and include them with your application.

- Complete all the information on Pages 2 to 4. Make sure to sign and date the form.

- You must submit a current (not expired) and signed photo identification. If the names of both parents are on the record, both must sign the application and submit copies of their identification (ID). We accept photocopies of ID with mailed applications. Photocopies must be clear and include the front and back of the ID.

Documents Requirements

- You must send original documentation on letterhead or certified copies with your application. Certified copies are documents issued by a government office that often have a raised seal, such as birth certificates or marriage certificates. Notarized copies, photocopies or altered documents are not accepted.

- If your documents are in a language other than English, you must obtain an official translation of documents needed. Consulates outside the U.S. will often translate official documents for you. We also accept translations from established translation services.

Fees: How Much Does It Cost to Make a Correction?

The NYC Department of Health and Mental Hygiene (the Health Department) charges a **nonrefundable $40 application processing fee** to make most corrections, plus $15 per copy for each new certificate. Where fees apply, the application is $40 even if more than one item is corrected.

There is no fee for the following type of corrections only: Acknowledgments of Parentage/Paternity; Orders of Parentage/Filiation/Paternity; adding a parent who was married prior to the birth of the child; adding a child's given name, if submitted by a parent to the Health Department within 60 days of the child's birth; adding a child's given name, if submitted by a parent to the hospital within 12 months of the child's birth; correcting hospital errors and omissions, if submitted by the hospital where the child was born within the first 12 months of birth.

Section One: What Is Your Name?

Note that you must be at least 18 years old. Print clearly and use black ink only.

FIRST NAME	MIDDLE NAME	LAST NAME	
MAILING ADDRESS			APARTMENT NUMBER
CITY		STATE	ZIP CODE
PRIMARY PHONE NUMBER	ALTERNATE PHONE NUMBER	EMAIL ADDRESS	

Marital partnership status:

☐ Single/never married   ☐ Married   ☐ Separated

☐ Divorced   ☐ Widowed   ☐ Registered domestic partnership

Section Two: Birth Certificate Information

For this section, write what is currently listed on the birth certificate that you want to correct.

Birth certificate number: 1   5   6   - ___ ___ - ___ ___ ___ ___ ___ ___

Name on the birth certificate as it **currently** appears:

FIRST NAME	MIDDLE NAME	LAST NAME

Date of birth (mm/dd/yyyy): _____   Sex: ☐ Male   ☐ Female   ☐ X*

Mother's maiden name:

FIRST NAME	LAST NAME

Place of birth as it now appears on the birth certificate:

NAME OF HOSPITAL, BIRTHING CENTER OR, IF AT HOME, STREET ADDRESS, CITY, STATE, ZIP CODE

*X is a gender that is not exclusively male or female (a nonbinary gender identity).

Section Three: What Do You Want to Correct?

Use one line per correction. We cannot accept a form with text that is crossed out or with Wite-Out on it. If you make a mistake, use a new application form. (If adding a second parent **ONLY**, complete Section 4 instead.)

What do you want to correct?	What is currently listed on the birth certificate?	What should it say on the birth record?
Example: Child's first name	Example: Not Shown	Example: Michael
Example: Date of birth	Example: October 16, 2009	Example: October 19, 2009

Section Four: Second Parent Information

If you want to add the name of another parent, fill out this section. You must have been married prior to the birth of the child. See Table B on Pages 7 and 8.

Name of the Second Parent

FIRST NAME	MIDDLE NAME	LAST NAME OF SECOND PARENT

Parent's country of birth _____   Sex: ☐ Male   ☐ Female   ☐ X

Second parent's date of birth (mm/dd/yyyy): _____

Second parent's age at the time of child's birth: _____

CHILD'S LAST NAME (AS IT WILL APPEAR ON THE CERTIFICATE, EVEN IF IT WILL REMAIN THE SAME)	
SIGNATURE OF SECOND PARENT	DATE

Section Five: Sign Your Application

Sign the form where appropriate. If the names of both parents are currently on the birth certificate, both must sign if the child is younger than 18 years old.

SIGNATURE OF MOTHER/PARENT/LEGAL GUARDIAN	DATE
SIGNATURE OF FATHER/PARENT/LEGAL GUARDIAN	DATE

SIGNATURE OF PERSON COMPLETING THIS APPLICATION	DATE
YOUR SIGNATURE (IF YOU ARE AGE 18 OR OLDER AND ARE REQUESTING A CORRECTION OF YOUR OWN BIRTH CERTIFICATE)	

Warning! No person shall make a false, untrue or misleading statement or forge the signature of another on an application required to be prepared pursuant to the New York City Health Code. A violation of the Health Code shall be punishable as a misdemeanor. (NYC HEALTH CODE 3.19) Submitting false identification is a crime and violators are subject to prosecution.

Fees and How to Submit Your Application

There is a nonrefundable $40 application processing fee to make most corrections, plus $15 per copy for each new certificate up to a limit of three certificates.

For example, the cost of correcting a birth certificate and requesting two corrected copies is $70:

Processing fee = $40 + $30 for two certificates = $70 total.

Figure Out the Cost of Your Request

Nonrefundable processing fee: **$40**

Number of corrected birth certificates requested (maximum of 3):   _____

Multiplied by **$15 for each corrected certificate equals:** $ _____

Total amount enclosed: $ _____

See Page 1 for applicable fees, including corrections for which the fee is waived. The certificate fee is also waived if you enclose a certified copy of a certificate purchased within the past three months and want to exchange it for a corrected certificate.

Please make your check or money order payable to: **NYC Department of Health and Mental Hygiene**. Cash is not accepted. Walk-in customers may pay using a credit or debit card, check, or money order.

Make certain you have enclosed everything necessary (check all that apply):

☐ Completed, signed application with a copy of photo ID. If child is younger than age 18, include ID for each parent named on the certificate.

☐ One photocopy of each original or certified copy

☐ Payment, if applicable

☐ Original or certified documents

Mail to:
NYC Department of Health and Mental Hygiene
Corrections Unit
125 Worth Street, CN-4, Room 144
New York, NY 10013

For assistance with corrections, call **311** or email correctionsunit2@health.nyc.gov.
All forms should be filled out in English, but translated forms are available online for reference only.

What would you like to request?
Identify what you need to submit based on the following tables.

	Type of correction requested	What do I submit?
1	Adding or correcting a name on a birth certificate	See Table A.
2	Changing your name or your child's name on a birth certificate	See Table A.
3	Correcting the parent information on a birth certificate (names of parent, date and place of birth of parent)	See Table A.
4	Adding, changing or removing parent on a birth certificate (includes paternity, filiation, adoption)	See Table B.
5	Changing sex/gender marker on a birth certificate	See Table C.
6	Correcting an error made by the hospital	See Table D.
7	Removing information from the birth record	See Table E.

Table A		
I am the	**I want to**	**What documents do I need?** (See description of documents below.)
Person named on the certificate or parent(s) of child named on the certificate. If parent, child must be younger than 18 years old. If the error was made by the hospital, go to Table D in this application.	1. Add or correct the first or middle name on the birth certificate.	1, 2, 3, 4, 5 or 6 (Also see "Note for documents 1 to 6" under the list of documents table below.)
	2. Change the name on the birth certificate (first, middle and/or last name; legal name change).	12
	3. Correct the parent information on the birth certificate (spelling of parent names; parent date and place of birth).	7, 9 or 13
	4. Correct the last name on the birth certificate.	7a, 8, 9, 10 or 11 All documents must be dated prior to the date of birth.

If the error was made by the hospital, go to Table D in this application.

List of documents accepted by the NYC Department of Health and Mental Hygiene	
#	**Type of document(s) accepted**
1*	Immunization record showing child's first name, date of birth, name of parent listed on the birth certificate and the health care facility's stamp. The immunization record must be at least 10 years old.
2*	First census record taken after birth (federal or state)
3*	Letter from a physician showing your date of birth and correct name. The letter must be on letterhead and indicate that you were treated by the physician 10 or more years ago. It must include the date of your first visit and the date of your last visit.
4*	Letter from an elementary, middle or high school that you attended showing your date of birth and correct name. The letter must indicate the dates that you were registered and must be from a school that you attended 10 or more years ago.
5*	A letter or document from a religious institution showing your date of birth and correct name. The document must be at least 10 years old and on official letterhead.
6*	Your life insurance policy showing your date of birth and correct name. The policy must be at least 10 years old.
7	Original birth certificate of the parent whose information you would like to correct.
7a	Birth certificate of parent showing the correct spelling of last name. The certificate must be dated prior to the date of birth.
8	Passport of the parent showing the correct spelling of last name. The passport must be issued prior to the date of birth.
9	Parent's original marriage record/certificate if parents were married **before** the child was born. This can only be used to correct a last name.
10	Parent's U.S. Naturalization Certificate. The information on the naturalization certificate must match the parent information on the birth certificate. The parent's last name on the naturalization certificate must match the requested correction. The naturalization certificate must be dated prior to the date of birth.
11	Birth certificate of an older sister or brother with the same parent.
12	Obtain a certified legal name change court order. If you live in NYC, you must go to Civil Court and request a legal name change. If you live outside of NYC, go to the appropriate court in your area and request a legal name change. The certified legal name change court order must include the date of birth, place of birth and certificate number.
13	Any of the following: • Birth certificate of the parent whose information you would like to correct • Birth certificate of an older sister or brother with the same parent • Religious institution showing your date of birth, your correct name and parent's correct name(s) • Naturalization certificate or marriage record before the child was born; may be used to correct last name only

*__Note for documents 1 to 6:__ Generally, a document must have been established prior to the child's 7th birthday or it must be at least 10 years old. This helps us establish that the documentation you are submitting is legitimate. Documents should also include the following: child's name; listed date of birth; parent name(s).

Table B. Adding, changing or removing parent on a NYC birth certificate (includes Acknowledgments of Parentage/Paternity, Filiation, Adoption)

Please read this first:

The process for adding the name of a second parent to a NYC birth certificate usually depends on the marital status of the parent(s) at the time the child was born.

Civil marriage records or other documents must be submitted with the application. In cases where the parent has been legally divorced, the divorce record(s) also must be submitted. If relevant, a death certificate of the deceased parent must be submitted. All records must be certified copies.

New York State recognizes marriages performed in other states, Washington D.C., and abroad. It does not recognize common law marriage.

Note that unless there is a court order, this application form must be signed by both parents when adding a second parent.

How do I add the name of another parent? Read this table (continues on next page) to find out what you must do.

#	I am the child's	Married at the time of the child's birth?	I want to add	I need to
1	Mother/parent who gave birth	Yes	Spouse (this applies to the spouse at the time of the child's birth)	Complete Section 4, Page 3, of this application (second parent information). There is no $40 correction fee to add the spouse. However, there is a $15 fee for each corrected certificate.
2	Mother/parent who gave birth	Yes, but I was not married to my child's biological father at the time of my child's birth.	Biological father/parent of the child	Go to Family Court or New York State Supreme Court and ask for an Order of Parentage/Filiation. Also, request that the city, state, date of birth and sex of the parent to be added are specified on the Order of Parentage/Filiation. There is no $40 correction fee to add the biological father. However, there is a $15 fee for each corrected certificate.
3	Mother/parent who gave birth	No	Biological father/parent of the child	Complete Acknowledgment of Parentage (AOP) form. **or:** Go to Family Court or New York State Supreme Court and ask for an Order of Parentage/Filiation. Also, request that the city, state, date of birth and sex of the parent to be added are specified on the Order of Parentage/Filiation. There is no $40 correction fee to add the biological father. However, there is a $15 fee for each corrected certificate.
4	Mother/parent who gave birth	No	Second parent (does not include biological father/parent of the child)	Complete Acknowledgment of Parentage (AOP) form. **or:** Go to Family Court or New York State Supreme Court and ask for an Order of Parentage/Filiation or Order of Adoption. Also, request that the city, state, date of birth and sex of the parent to be added are specified on the Order of Parentage/Filiation or Order of Adoption. There is no $40 correction fee to add second parent. However, there is a $15 fee for each corrected certificate and a $40 correction fee for Orders of Adoption.

Table B continued. How do I add the name of another parent? Read this table to find out what you must do.

#	I am the child's	Married at the time of the child's birth?	I want to add	I need to
5	Biological father	Either Yes or No	Myself	See instructions for numbers 1, 2 and 3 above and complete as applicable. Consent of birth mother/parent may be required.
6	Second parent (does not include biological father/parent of the child)	No If Yes, follow instructions for number 1	Myself	Go to Family Court or New York State Supreme Court and ask for an Order of Parentage/Filiation or Order of Adoption. Also, request that the city, state, date of birth and sex of the parent to be added are specified on the Order of Parentage/Filiation or Order of Adoption. Fees are the same as in number 4 above.

How do I remove or change a parent on a NYC birth certificate?

I am the child's	Married at the time of the child's birth?	I want to	I need to
Parent listed on the birth certificate	Either Yes or No	Change or remove a parent	Go to Family Court or New York State Supreme Court to establish parentage. Ask for an Order of Parentage to remove or change a parent.

Table C. Changing Gender Marker

#	I am the	I want to	What do I need to do?
1	Person listed on the certificate	Change the gender marker on my birth certificate	Complete application and self-attestation form (age 18 and older). See on.nyc.gov/birthcertgenderselfattestation.
2	Parent of child listed on the birth certificate	Change the gender marker on my child's birth certificate	Complete application and self-attestation form for minors (younger than age 18). See on.nyc.gov/birthcertgenderattestationminor.

Table D. Correcting an Error Made by the Hospital

#	I am the	I want to	My child's age is currently	What do I need to do?
1	Parent listed on my child's certificate	**Add** my child's first and middle name	60 days or younger	Submit this application with valid ID for parent(s) listed on the certificate. No fee.
			Younger than 1 year old but older than 60 days old	Submit this application with valid ID for parent(s) listed on the certificate. Regular fee applies.
2	Parent listed on my child's certificate	**Correct** an error made by the hospital on my child's birth certificate	Child is currently younger than 1 year old	Return to the hospital where your child was born. Bring this application and ask them to submit a correction to fix the error. The hospital will submit the request electronically to the NYC Health Department. No fee.
3	Parent listed on my child's certificate	**Correct** an error made by the hospital on my child's birth certificate	Child is currently younger than 18 years old but older than 1 year old	Request a letter from the hospital where the child was born stating that an error was made. The letter must indicate the child's name, date of birth and the incorrect information as it currently appears on the birth certificate, as well as the correct information as it should appear. The letter must include name of the parent(s) listed on the birth certificate.
4	Person named on the certificate	**Correct** an error made by the hospital on my birth certificate. This applies only to the following fields: sex, date and time of birth, place of birth.	You are 18 years old or older.	Request a letter from the hospital where you were born stating that an error was made. The letter must indicate my name, date of birth and the incorrect information as it currently appears on the birth certificate, as well as the correct information as it should appear. You must also submit one of the following: hospital worksheet, log journal or birth records completed at time of birth.

Table E. Removing Information From a Birth Certificate

#	I am the	I want to	What do I need to do?
1	Person named on the certificate or parent(s) of the child named on the certificate. If parent, child must be younger than 18 years old.	Remove information from the birth certificate	Go to New York State Supreme Court to request a court order to remove the information. If it is a hospital error, see Table D.
		Remove a physician's name	A physician's name can be removed from a birth certificate if their medical license has been surrendered or revoked by the New York State Department of Health, Office of Professional Medical conduct. Visit nyc.gov/health and search for certificate corrections for instructions (below the Common Corrections heading, see "How do I remove information on the birth certificate?"). For questions, call **311** and ask for **Vital Records assistance** or email nycdohvr@health.nyc.gov. If outside of NYC, call 212-639-9675.