

## Making Changes to a Birth Certificate



### Correcting Typographical Errors on a Birth Certificate: Less Than 12 Months from Date of Birth

If you see a hospital typographical error (when information that was provided to the hospital differs from what is on the birth certificate), the State Vital Records Office will contact the hospital and request an electronic amendment. When contacting the State Vital Records Office, do one of the following:

- Send the following information to: [CHS.Amendments@dhsosha.state.or.us](mailto:CHS.Amendments@dhsosha.state.or.us)
  - (a) Name, phone number and email of person requesting change (applicant);
  - (b) Relationship of the applicant to the child;
  - (c) Name of child;
  - (d) Child's date of birth;
  - (e) Specific information about each item that needs a correction.  
For example, "Child's certificate says first name is Mary, but it should be Marie."
- If you do not have access to email, please call 971-673-1169 and provide the above information as well as your contact information.

### For Changes to a Child's Name with Parent Affidavit

To request a change in a child's name (to a name not provided to the hospital), you (the parent) need to submit the following documents and fees to the State Vital Records Office before the child's first birthday:

- Affidavit to Correct a Birth Certificate (Form 45-25) signed before a notary public by both parents, if both parents are listed on the birth record.  
This form is available at <https://bit.ly/OR45-25>.
- \$35 Amendment fee
- \$25 Birth Certificate fee or the return of an original birth certificate issued within the last year.
- Birth Record Order form with signature and attached photocopy of applicant ID.  
A Birth Record Order Form can be found at <http://bit.ly/ORVRforms>.