



# Amending a Birth Certificate After a Name Change


Center for Health Statistics and Informatics – Vital Records  
Effective January 2022

## Introduction

**A certified name change order is required to amend (change) the registrant's name.**

**Use the VS 23 – Amendment of Birth Record to Reflect Court Order Change of Name form to:**

- ✓ Amend a California birth certificate to reflect a registrant's name change, as granted by:
  - A court within California, another state, the District of Columbia, or any territory of the United States
  - Hawaii's Office of the Lieutenant Governor

	<ul style="list-style-type: none"><li>• Please see <a href="#">page 7</a> for a list of frequently asked questions and answers.</li><li>• Please refer to the <a href="#">Affidavit to Amend a Birth Record</a> pamphlet to:<ul style="list-style-type: none"><li>○ Correct spelling errors on the birth certificate</li><li>○ Add a parent's court ordered name change to the child's birth certificate</li><li>○ Change both the name and the sex listed on the birth certificate to match the sex identity</li></ul></li><li>• For other amendment types, please visit the CDPH-VR website at <a href="http://www.cdph.ca.gov">www.cdph.ca.gov</a>.</li></ul>
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## What to Submit and Mailing Address

To request an amendment after obtaining a name change, please submit the following:

- **Properly Completed VS 23 Form** (See form guidelines beginning on [page 3](#).)
- **Certified Copy of the Name Change Order** (See top section of [page 5](#).)
- **Notarized Sworn Statement** (Only if requesting authorized copy. See [page 6](#).)
- **Appropriate Fee(s)** (See bottom section of [page 5](#).)

Mail your packet to the address below:

**California Department of Public Health  
Vital Records – Amendments – M.S. 5105  
P.O. Box 997410  
Sacramento, CA 95899-7410**

	<ul style="list-style-type: none"><li>• Amended certificates are returned via standard mail and do not contain a tracking number.</li><li>• You may provide a prepaid self-addressed envelope with your request for CDPH-VR to use and mail the amended certificate back to you. (Not Required)</li></ul>
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# **VS 23 - Court Order Name Change Checklist**

To assist in the registration of your amendment, please submit the following:

## **Properly Completed VS 23 Form**

- The form is completed in black ink and does not contain any alterations or writing in the margins.
- Part I matches the current birth certificate, (even if the information is incorrect).
- Part II is completely filled out using the information on the court order.
- Part II, item 8 contains the full case number, including numbers and letters, (i.e., N1-234).
- Part II, item 11 lists the date the judge signed the court order, not the court's filing date.
- Part III is completely filled out by the applicant, (the person submitting the application).
- The back of the form (or second page if printed) lists payment information, and the name, phone number, and mailing address of the applicant, (*person submitting the application*).

## **Required if Obtained a Court Order Name Change**

The Certified Copy of the Name Change Order:

- Identifies the name listed on the current birth certificate.
- Contains an original court seal, not a photocopy. *The appearance of the court seal will vary depending on the court of issuance.*

## **Required if Obtained a Name Change From Hawaii's Office of the Lieutenant Governor**

The Name Change Order:

- Identifies the name listed on the current birth certificate.
- Contains both the certification stamp and the Lieutenant Governor's embossed signature.

## **Payment**

- I have enclosed a check/money order (*payable to CDPH Vital Records*) in the amount of twenty-six dollars (\$26) for the registration of the amendment, which includes one certified copy of the amended certificate.
- I would like additional copies of the amended certificate, and I have enclosed a check/money order (*payable to CDPH Vital Records*) in the amount of twenty-nine dollars (\$29) per additional copy requested.

## **Notarized Sworn Statement**

I have requested copies of the amended certificate and would like the copies to be authorized copies.

- I have enclosed a notarized sworn statement.

# Amending a Birth Certificate After a Name Change

## Form Guidelines

To prevent processing delays, please adhere to the following guidelines on how to complete the *Amendment of Birth Record to Reflect Court Order Change of Name (VS 23)* form.

### General Information

<b>AMENDMENT OF BIRTH RECORD TO REFLECT COURT ORDER CHANGE OF NAME</b>	
LEAVE BLANK	NO ERASURES, WHITEOUTS, PHOTOCOPIES, OR ALTERATIONS
STATE FILE NUMBER	LOCAL REGISTRATION NUMBER
TYPE OR PRINT CLEARLY IN BLACK INK ONLY THIS AMENDMENT BECOMES A PART OF THE OFFICIAL BIRTH RECORD	

#### The VS 23 form must:

- Be completed legibly in **black ink** using the 26 alphabetical characters of the English language.
- **Not contain any** write-overs, whiteouts, alterations, drawings, symbols, accents, or other marks to indicate pronunciation or to distinguish letters in some way, such as è, ñ, ē, or ç.

### Part I

PART I INFORMATION TO LOCATE RECORD						
INFORMATION AS IT APPEARS ON ORIGINAL BIRTH RECORD	1A. NAME—FIRST John		1B. MIDDLE James	1C. LAST (BIRTH) Jones		
	2. SEX Male	3. DATE OF BIRTH—MM/DD/CCYY 01/02/2003	4A. CITY OF BIRTH Sacramento	4B. COUNTY OF BIRTH Sacramento		
	5A. FULL NAME OF PARENT—FIRST John		5B. MIDDLE Edward	5C. LAST (BIRTH) Jones	5D. RELATIONSHIP <input type="checkbox"/> MOTHER <input checked="" type="checkbox"/> FATHER <input type="checkbox"/> PARENT	
	6A. FULL NAME OF PARENT—FIRST Mary		6B. MIDDLE Jane	6C. LAST (BIRTH) Wilson	6D. RELATIONSHIP <input checked="" type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> PARENT	


#### PART I must match the current certificate. This means:

- It should show any **incorrect information** as it appears on the current record.
- If any of the information in Part I was **previously amended**, the changes must be reflected in Part I of the VS 23 form.

### Part II (General Information)

PART II COURT ORDER INFORMATION			
GENERAL INFORMATION	7. NAME OF COURT Superior Court of California		8. COURT CASE NUMBER 123456
	9. COUNTY Sacramento	10. STATE CA	11. DATE OF COURT ORDER—MM/DD/CCYY 04/05/2009
NEW NAME OF INDIVIDUAL AS CHANGED BY COURT ORDER	12A. FIRST John	12B. MIDDLE James	12C. LAST Smith

The general information section must be completely filled out. **NOTE:** The "Date of Court Order" is the date the judge signed the order, not the file date.

	<p><b>If the name change order is from Hawaii's Office of the Lieutenant Governor:</b></p> <ul style="list-style-type: none"> <li>• Name of Court (box 7) must list "Office of the Lieutenant Governor"</li> <li>• Court Case Number (box 8) must list "Not Applicable" or contain a dash (-).</li> <li>• County (box 9) must list "Not Applicable" or contain a dash (-).</li> <li>• Date of Court Order (Box 11) must list the order's effective date.</li> </ul>
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# Amending a Birth Certificate After a Name Change

## Form Guidelines (Continued)

### Part II (New Name of Individual)

PART II COURT ORDER INFORMATION			
GENERAL INFORMATION	7. NAME OF COURT Superior Court of California		8. COURT CASE NUMBER 123456
	9. COUNTY Sacramento	10. STATE CA	11. DATE OF COURT ORDER—MM/DD/CCYY 04/05/2009
NEW NAME OF INDIVIDUAL AS CHANGED BY COURT ORDER	12A. FIRST John	12B. MIDDLE James	12C. LAST Smith

The new name, as changed by the name change order, is listed in this section.

- Separate the new name into first (field 12A), middle (field 12B), and last (field 12C).
- If any of the fields are meant to be left blank, enter a dash (-).

### Part III

PART III AFFIDAVIT AND SIGNATURE			
USE BLACK INK ONLY	I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE NAME OF THE INDIVIDUAL IDENTIFIED IN PART I WAS CHANGED BY COURT ORDER AS STATED IN PART II.		
	13A. SIGNATURE OF APPLICANT ▶ <i>Mary Jane Smith</i>	13B. PRINTED NAME Mary Jane Smith	13C. DATE SIGNED—MM/DD/CCYY 05/01/2009
	13D. ADDRESS—STREET and NUMBER 1234 Hyde Street	13E. CITY Sacramento	13F. STATE CA

Part III must be signed and completed by the applicant.

NOTE: The applicant does not have to be the registrant.

End of form guidelines.

### Certified Copy of Name Change Order

**A certified copy of the Name Change Order is required to change the registrant's name, as this certifies the document submitted is a true copy of what the court has on file.**

A "certified" copy of a court order is a photocopy of the original order prepared by the court that contains a(n):

- Original court seal on the front or back of the certified copy and not on a blank sheet of paper.
- Signature or signature stamp of the judge's signature.
- Signature or signature stamp of the court clerk's signature.



**If the name change order is from Hawaii's Office of the Lieutenant Governor:**

- The certified copy of the name change order must contain both the certification stamp and the Lieutenant Governor's embossed signature.
- For questions regarding Name Change Orders issued by the State of Hawaii, please contact the Office of the Lieutenant Governor at 808-586-0255 or visit <https://ltgov.hawaii.gov/>

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### Appropriate Fee(s)

**There is a twenty-six dollar (\$26) registration fee, which includes one (1) certified copy of the amended certificate.**



- Additional certified copies are twenty-nine dollars (\$29) each.
- Checks or Money Orders must be made payable to *CDPH Vital Records*.
- International money orders for out-of-country requests must be payable in U.S. dollars.

## Notarized Sworn Statement

An authorized person must submit a notarized [sworn statement](#) to receive a certified authorized copy of the amended certificate. Please see list of authorized persons below:

- ✓ Registrant (Name on Certificate)
- ✓ Grandparent/Grandchild of Registrant
- ✓ Authorized by Court Order (Include copy of court order.)
- ✓ Law Enforcement/Govt. Agency (Conducting Official Business)
- ✓ Parent/Legal Guardian of Registrant (Legal guardian must provide documentation.)
- ✓ Child/Sibling of Registrant
- ✓ Spouse/Registered Domestic Partner of Registrant
- ✓ Attorney Representing Registrant or Registrant's Estate
- ✓ Power of attorney/Executor of the registrant's Estate (Include a copy of the power of attorney or supporting documentation identifying you as executor.)
- ✓ Attorney/Licensed Adoption Agency (Under CA Family Code Section 3140 or 7603)

### The notarized sworn statement must:

- Include a penalty of perjury statement
- Identify the applicant's relationship to the registrant
- Be signed in the presence of a notary public
- Contain the notary's official seal. (*NOTE: A sworn statement notarized by a foreign notary must have an apostille attached. Foreign notarizations obtained at a United States Embassy or Consulate do not require an apostille.*)

Please see sample sworn statement below. (The notary completes the Certificate of Acknowledgment section after the applicant's signature is witnessed.)

SWORN STATEMENT	
I, _____, declare under penalty of perjury under the laws of the State of California,	
(Applicant's Printed Name)	
that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth, death, or marriage certificate of the following individual(s):	
Name of Person Listed on Certificate	Applicant's Relationship to Person Listed on Certificate
<small>(The remaining information must be completed in the presence of a Notary Public or CDPH Vital Records staff.)</small>	
Subscribed to this _____ day of _____, 20____, at _____.	
(Day) (Month) (City) (State)	
_____ (Applicant's Signature)	
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<b>CERTIFICATE OF ACKNOWLEDGMENT</b>	
<small>A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.</small>	

### Frequently Asked Questions

#### Q: Where can I find application forms?

**A: Application forms, including the Amendment of Birth Record to Reflect Court Order Change of Name (VS 23) form, are located on the CDPH-VR [Vital Records, Data and Statistics Forms](#) webpage.**  
(<https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx>)

#### Q: Where can I find informational pamphlets?

**A: Informational pamphlets for all amendment types are located on the CDPH-VR [Vital Record Pamphlets](#) webpage.**  
(<https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Record-Pamphlets.aspx>)

#### Q: How do I obtain a court order name change?

**A: CDPH-VR suggests you contact a family law attorney for legal advice regarding the name change process.** CDPH-VR staff cannot provide legal advice, nor does CDPH-VR have information about the legal process. You may find helpful court process information by visiting the [court website](http://www.courts.ca.gov/) (<http://www.courts.ca.gov/>).



For questions regarding Name Change Orders issued by the State of Hawaii, please contact the Office of the Lieutenant Governor at 808-586-0255 or visit <https://ltgov.hawaii.gov/>.

#### Q: What is the current processing time?

**A: Current processing times are listed on the CDPH-VR [website](#).**  
(<https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx>)

#### Q: Once the amendment is registered, what happens to the birth certificate?

**A: Amendments become part of the original record, resulting in a multi-page certificate.** You must keep the birth certificate with all amendments attached for the birth certificate to be valid.

#### Q: Will my name change order be returned?

**A: Documents submitted, including certified copies of name change orders, will not be returned once the amendment is registered.** Please keep copies of all documents submitted.

#### Q: What if I still have questions?

**A: Please contact our Customer Service Unit by email at [AmendVR@cdph.ca.gov](mailto:AmendVR@cdph.ca.gov) or telephone at (916) 445-2684.**





## SWORN STATEMENT INSTRUCTIONS

- Only one sworn statement is required for multiple records.
- Sworn statements are not required for informational copy requests.
- Authorized individuals must complete the top portion of the sworn statement by signing and identifying their relationship to person listed on certificate.
- Sworn statements must be notarized for authorized copy requests. **Law enforcement, governmental agencies, and funeral establishments (death records only) are exempt from the notary requirement, but must complete the top portion of the sworn statement page.**
- A sworn statement notarized by a foreign notary must have an apostille attached. Foreign notarizations obtained by an Ambassador, Minister, Consul, Vice Consul or Consular Agent of the United States, or from a Judge of Court of record having a seal in a foreign county do not require an apostille.

## RELATIONSHIP TO REGISTRANT

### List of Authorized Persons:

- The registrant or a parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.
- A party entitled to receive the record as a result of court order or an attorney or licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code. (Please include a copy of the court order.)
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. (Companies representing a government agency must provide authorization from the government agency.)
- Any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate (Include a copy of the power of attorney or documentation identifying you as executor.)
- An attorney representing the registrant or the registrant's estate.
- Any agent or employee of a funeral establishment who acts within the course and scope of employment and on behalf of persons specified in HSC § 7100 (a) (1)-(8).
- Surviving next of kin (As specified in HSC § 7100).

**SWORN STATEMENT**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the  
 (Applicant’s Printed Name)

State of California, that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth, death, or marriage certificate of the following individual(s):

Registrant (Name of person whose certificate you are requesting)	Applicant's Relationship to Registrant (Must be an authorized person)

*(The remaining information must be completed in the presence of a Notary Public or CDPH Vital Records staff.)*

Subscribed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.  
 (Day) (Month) (City) (State)

\_\_\_\_\_  
 (Applicant’s Signature)

**CERTIFICATE OF ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_,  
 (Insert name and title of the officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.  
 (SEAL)

\_\_\_\_\_  
 (SIGNATURE OF NOTARY PUBLIC)

