


**EXHIBIT 13**



 ARIZONA DEPARTMENT OF HEALTH SERVICES <small>LICENSING</small> ARIZONA DEPARTMENT OF HEALTH SERVICES	LEVEL	SECTION	NUMBER	DATE
		Birth Registry	014	8-7-20
SUBJECT:		Amendments to Birth Records		

SUPERSESSON:	This policy supersedes the policy dated 3-28-19.
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**PURPOSE**

The purpose of this policy is to provide guidelines for amending birth records.

**AUTHORITY**

Arizona Revised Statutes (A.R.S.) §§25-812, 25-814, 36-301, 36-323, 36-337, 41-311  
 Arizona Administrative Code (A.A.C.) R9-19-101, R9-19-102, R9-19-103, R9-19-105, R9-19-208

**APPLICABILITY**

This policy applies to hospitals, health care providers, the registrant, if of legal age, the registrant's parent or guardian, the Bureau of Vital Records (BVR) and the County Vital Records Office.

**DEFINITIONS**

**Administrator** – an individual designated by the governing authority of a health care institution to have authority and responsibility for managing the health care institution.

**Affidavit** – a document that is signed by an individual:


- a. Who attests to the validity of the facts on the document, and
- b. Whose signature is notarized.

**Amend** – to make a change, other than a correction, to a registered certificate by adding, deleting, or substituting information on the certificate.

**Birth Record** – the information specified in A.A.C. R9-19-201 that is maintained by the Department:

- a. As a written registered certificate, or
- b. In a database.

**Court order** – a written decision issued by:

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- a. The superior court, an appellate court or the Supreme Court or an equivalent court in another state.
- b. A commissioner or judicial hearing officer of the superior court.
- c. A judge of a tribal court in this state.

**Document** – or documented, in written, photographic, electronic, or other permanent form.

**Evidentiary document** – written information used to prove the fact for which it is presented.

**Guardian** – as defined in A.R.S. § 14-10103, a person appointed by the court to make decisions regarding the support, care, education, health and welfare of a minor or an adult. Guardian does not include a guardian ad litem.

**Health Care Provider** means:

- a. A physician licensed pursuant to Title 32, Chapter 13 or 17.
- b. A doctor of naturopathic medicine licensed pursuant to Title 32, Chapter 14.
- c. A midwife licensed pursuant to Chapter 6, article 7 of this Title.
- d. A nurse midwife certified pursuant to Title 32, Chapter 15.
- e. A nurse practitioner licensed and certified pursuant to Title 32, Chapter 15.
- f. A physician assistant licensed pursuant to Title 32, Chapter 25.
- g. A health care provider who is licensed or certified by another state or jurisdiction of the United States and who works in a federal health care facility.


*Note: Health Care Provider also includes a physician assistant who works under a physician who is responsible for the duties performed by the physician assistant.*

**Hospital** – as defined in A.A.C. R9-10-101, a class of health care institution that provides, through an organized medical staff, inpatient beds, medical services, continuous nursing services, and diagnosis or treatment to a patient.

**Legal Age** – a person who is at least eighteen years of age or who is emancipated by a court order.

**Medical Record** – as defined in A.R.S. § 12-2291, all communications related to a patient's physical or mental health or condition that are recorded in any form or medium and that are maintained for purposes of patient diagnosis or treatment, including medical records that are prepared by a health care provider or by other providers.



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**Person** -- as defined in A.R.S. § 1-215, includes a corporation, company, partnership, firm, governmental agency, association or society, as well as a natural person.

**DIVISION PRIMARY POSITION OF RESPONSIBILITY**

Bureau Chief, Assistant State Registrar, Bureau of Vital Records

**POLICY**

Requests for amendments to a registrant's registered birth record may be submitted by:


1. A hospital administrator or the person in charge of medical records for the hospital where the registrant was born,
2. A health care provider who attended the registrant's birth and submitted the initial birth registration,
3. The registrant, if the registrant is of legal age or married, or
4. The registrant's parent or guardian.

Different documents are required depending on the person submitting the request for amendment and depending on the timeframe and nature of the amendment.

Requests for amendments to information in registered birth records must meet the requirements outlined in A.A.C. R9-19-208. The review process in A.A.C. R9-19-103 shall be completed before approval or denial of a request. Evidentiary documents, if applicable, shall be submitted and reviewed according to A.A.C. R9-19-102 and any fees as applicable in A.A.C. R9-19-105 must be included.

Requests to amend a birth record for birth years 1997 and after may be submitted to either the County Vital Records Office or to the BVR. Requests to amend a birth record for 1996 and prior years can only be submitted to the BVR.




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## PROCEDURE

### A. Court Order – Required When Requested Amendment is Not Specified in A.A.C.

Except for an amendment specified in another subsection of this policy, to request an amendment to a registrant's registered birth record, a person requesting the amendment shall submit to the County Vital Records Office or the BVR:

1. A letter or application that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The name and mailing address of the person requesting the amendment;
  - g. The relationship between the registrant and the person requesting the amendment; and
2. An affidavit attesting to the validity of the submitted amendment, signed by the person requesting the amendment;
3. A copy of the court order to amend the registrant's registered birth record, certified by the issuing court and including the specific information to be amended (i.e., the information to be added or deleted);
4. If the person submitting the request for the amendment to the registrant's registered birth record is the registrant's guardian, a certified copy of the court order establishing guardianship;
5. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
6. The fee in R9-19-105 for a request to amend information in a registered birth record.

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### B. Hospital


An administrator of a hospital or the person in charge of the medical records for the hospital where the registrant was born, who is requesting an amendment to information in R9-19-201(A)(3) and (4) in the registrant's registered birth record because of an error, shall submit to the County Vital Records Office or the BVR:

1. A letter requesting the amendment on the hospital's letterhead that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number or the facility control number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The specific information in the registrant's registered birth record to be amended (i.e., the information to be added or deleted);
  - g. The name of the hospital administrator or the person in charge of the hospital's medical records who is requesting the amendment;
  - h. A written statement attesting to the validity of the submitted amendment signed and dated by the hospital administrator or the person in charge of the hospital's medical records; and
2. A copy of the registrant's or the registrant's mother's medical record containing the specific information to be amended.

### C. Health Care Provider

The health care provider who attended the registrant's birth, submitted the request for the registrant's birth registration, and requests an amendment of information specified in R9-19-201(A)(3) and (4) in the registrant's birth record because of the health care provider's error shall submit to the County Vital Records Office or the BVR:



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1. A letter on the health care provider's letterhead that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The specific information in the registrant's registered birth record to be amended (i.e., the information to be added or deleted);
  - g. The name of the health care provider who attended the registrant's birth and who is requesting the amendment;
  - h. A written statement attesting to the validity of the submitted amendment, signed and dated by the health care provider who attended the registrant's birth; and
2. A copy of the registrant's or the registrant's mother's medical record containing the specific information to be amended.


**D. Registrant (if of legal age), Registrant's Parent or Guardian**

Adding a registrant's name 90 days or less after the registrant's birth:

To add a registrant's first name, middle name, or suffix to the registrant's registered birth record 90 days or less after the registrant's birth, the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:




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- i. Registrant's sex;
- ii. State file number listed on the birth record;
- iii. Town or city of the registrant's birth;
- iv. County of the registrant's birth;
- v. Hospital where the registrant was born, if applicable;
- vi. Name of the registrant's father; and
- vii. Dates of birth of the registrant's parents; and
- f. The specific information in the registrant's registered birth record to be amended (i.e. add first name, middle name and suffix);
- g. The name and mailing address of the person requesting the amendment;
2. An affidavit attesting to the validity of the submitted amendment, signed by the parents whose names are listed in the birth record or the registrant's guardian requesting the amendment;
3. If the request for amendment of the registrant's registered birth record is submitted by:
  - a. The registrant's guardian, a certified copy of the court order establishing guardianship;
4. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
5. The fee in R9-19-105 for a request to correct information in a registered birth record.

Adding a registrant's name more than 90 days but less than seven years after the registrant's birth:

To add a registrant's first name, middle name, or suffix more than 90 days but less than seven years after the registrant's birth, the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;

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- v. Hospital where the registrant was born, if applicable;
  - vi. Name of the registrant's father; and
  - vii. Dates of birth of the registrant's parents;
- f. The specific information in the registrant's registered birth record to be amended (i.e. add first name, middle name and suffix);
- g. The name and mailing address of the person requesting the amendment;
2. An affidavit attesting to the validity of the submitted amendment, signed by the parents whose names are listed in the birth record or the registrant's guardian requesting the amendment;
3. An evidentiary document that includes the first name, middle name, or suffix to be added; and that was created within one year after the date of the registrant's birth;
4. If the request for amendment of the registrant's registered birth record is submitted by:
  - a. The registrant's guardian, a certified copy of the court order establishing guardianship;
5. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
6. The fee in R9-19-105 for a request to amend information in a registered birth record.


*Note: To add a registrant's name seven years or more after the registrant's birth, reference Section A of this policy.*

Amending a registrant's name 90 days or less after the registrant's birth:

To request the amendment of a registrant's name in the registrant's registered birth record 90 days or less after the registrant's birth, the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;



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- iv. County of the registrant's birth;
- v. Hospital where the registrant was born, if applicable;
- vi. Name of the registrant's father; and
- vii. Dates of birth of the registrant's parents;
- f. The specific information in the registrant's registered birth record to be amended (i.e. specific name to be deleted and added);
- g. The name and mailing address of the person requesting the amendment;
2. An affidavit attesting to the validity of the submitted amendment, signed by the parents whose names are listed in the birth record or the registrant's guardian requesting the amendment;
3. If the request for amendment of the registrant's registered birth record is submitted by:
  - a. The registrant's guardian, a certified copy of the court order establishing guardianship;
4. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
5. The fee in R9-19-105 for a request to amend information in a registered birth record.

Amending a registrant's name more than 90 days but less than one year after the registrant's birth:

To request the amendment of a registrant's name in a registered birth record more than 90 days but less than one year after the registrant's birth, the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;



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- f. The specific information in the registrant's registered birth record to be amended (i.e. specific name to be deleted and added);
- g. The name and mailing address of the person requesting the amendment; and
2. An affidavit attesting to the validity of the submitted amendment, signed by the parents whose names are listed in the birth record or the registrant's guardian requesting the amendment;
3. An evidentiary document that includes the name to be added; and that was created within one year after the date of the registrant's birth;
4. If the request for amendment of the registrant's registered birth record is submitted by:
  - a. The registrant's guardian, a certified copy of the court order establishing guardianship;
5. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
6. The fee in R9-19-105 for a request to amend information in a registered birth record.

*Note: To amend a registrant's name one year or more after the registrant's birth, please reference Section A of this policy.*

Amendments to the month or day of a registrant's birth:

To amend the month or day of a registrant's birth in the registrant's registered birth record, the registrant, if the registrant is of legal age or married, or the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;

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- f. The specific information in the registrant's registered birth record to be amended (i.e. month or day to be deleted and added);
- g. The name and mailing address of the person requesting the amendment;
2. An affidavit attesting to the validity of the submitted amendment, signed by the registrant, if applicable, parent whose name is listed in the birth record or the registrant's guardian requesting the amendment;
3. An evidentiary document that includes the month or day to be added;
4. If the request for amendment of the registrant's registered birth record is submitted by:
  - a. The registrant's guardian, a certified copy of the court order establishing guardianship;
5. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
6. The fee in R9-19-105 for a request to amend information in a registered birth record.

Amendments to information regarding a registrant's parent in a registrant's registered birth record:

To amend the date of birth, place of birth, mother's last name to the last name prior to first marriage, or to change the last name of the father in a registrant's birth record, the registrant (if the registrant is of legal age or married) or the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;



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- f. The specific information in the registrant's registered birth record to be amended (i.e. the date of birth, place of birth of the parent or the mother's last name prior to first marriage to be deleted and added);
- g. The name and mailing address of the person requesting the amendment;
2. An affidavit attesting to the validity of the submitted amendment, signed by the registrant, if applicable, parent whose name is listed in the birth record or the registrant's guardian requesting the amendment;
3. One evidentiary document for the parent that contains the specific information to be added to the birth record such as:
  - a. A certified copy of the registrant's parent's registered birth certificate;
  - b. A copy of the registrant's parent's passport; or
  - c. A certified copy of an administrative order or court order establishing paternity.
4. If the request for amendment of the registrant's registered birth record is submitted by:
  - a. The registrant's guardian, a certified copy of the court order establishing guardianship;
5. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
6. The fee in R9-19-105 for a request to amend information in a registered birth record.


*Note: A court order is required for other amendments to the parents' name (e.g., complete name change, or first or middle name amendments)*

Amendments regarding voluntary acknowledgement of paternity by the registrant's biological father:

To request the amendment of a registrant's registered birth record based on the registrant's biological father's voluntary acknowledgement of paternity, the registrant's mother and biological father shall submit to the County Vital Records Office or the BVR:


1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;



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- iii. Town or city of the registrant's birth;
- iv. County of the registrant's birth;
- v. Hospital where the registrant was born, if applicable;
- vi. Name of the registrant's father; and
- vii. Dates of birth of the registrant's parents;
- f. The specific information in the registrant's registered birth record to be amended (i.e. registrant's name and father's information listed in the voluntary paternity to be added and deleted);
- g. The name and mailing address of the registrant's parent requesting the amendment;
- 2. A voluntary acknowledgment of paternity form that complies with A.R.S. § 25-812 and provides information about the registrant's mother and biological father;
  - a. If the request is submitted 90 days or less after the date of the registrant's birth, the amendment to the first, middle, last and suffix name requested for the registrant; and
  - b. If the request is submitted more than 90 days after the date of the registrant's birth, the amendment to only the last name requested for the registrant;
  - c. If the registrant has a presumed father as described in A.R.S. § 25-814(A)(1), a written document (Waiver of Paternity Affidavit) that contains:
    - i. The registrant's name;
    - ii. The registrant's presumed father's name;
    - iii. The registrant's mother's name;
    - iv. A jurat within the Waiver of Paternity Affidavit, signed by the registrant's father:
      - 1. Attesting to the fact that, although the registrant's presumed father was married to the registrant's mother, the registrant's presumed father is not the biological father of the registrant; and
      - 2. Relinquishing and waiving all legal rights to the registrant; and
- 3. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
- 4. The fee in R9-19-105 for a request to amend information in a registered birth record.

*Note: A voluntary acknowledgment of paternity may only be accepted for a registrant who less than 18 years of age. Either parent may rescind the voluntary acknowledgment within 60 days of the date of the last affixed signature. Rescission forms must be obtained from the Arizona Department of Economic Security's Hospital Paternity Program.*


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Amendments to registered birth records based on administrative or court orders establishing paternity:

To request the amendment of a registrant's registered birth record based on an administrative order or court order establishing paternity, a person shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The specific information in the registrant's registered birth record to be amended (i.e. registrant's name and father's information listed in the court order to be added and information to be deleted);
  - g. The name and mailing address of the registrant's parent requesting the amendment;
2. A certified copy of the administrative order or a court order establishing paternity;
3. The following information which may be submitted as part of the administrative order or a court order establishing paternity or in a Department-provided format (i.e., an affidavit):
  - a. The following information about the father to be added to the registrant's registered birth record:
    - i. Name;
    - ii. Date of birth;
    - iii. State, territory, or foreign country where the registrant's father was born; and
    - iv. If the person requesting the amendment is not the issuing entity (not a court):
      1. Social security number;
      2. Race;
      3. Whether the father is of Hispanic origin and, if so, the type of Hispanic origin; and



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4. Highest degree or level of education completed by the father at the time of the registrant's birth;
4. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
5. The fee in R9-19-105 for a request to amend information in a registered birth record.

*Note: If a court order is received and does not acknowledge that the mother was married at the time of birth/conception, add the father listed in the court order to the birth record regardless of if her husband is listed on the birth record or not. The order also does not need to order Vital Records to remove the existing father. If another father is listed on the birth record based on an Acknowledgment of Paternity (AOP) and a court order is submitted to Vital Records naming a different father, remove the father added by the AOP, the AOP date and add the father listed in the court order. Note: For information on how to process a court ordered paternity in the Electronic Birth Registry System (EBRS), please reference the quick reference guide titled, How to Process a Court Order Paternity Amendment.*

Amendments where the registrant's sex is changed:

All amendment inquiries and requests involving sex changes shall be directed or submitted to the BVR Registry Team. Please ask customers to mail their request to the BVR Registry Team or to call 602-364-2428 if they have any questions.

Amendments to the Mother's Marital Status


To amend the registrant's mother's marital status in the registrant's registered birth record, the registrant's parent or guardian shall submit the requirements according to subsection A of this policy.

**Additional Processing Information**

The Affidavit to Correct or Amend a Birth Certificate

1. Only the English "Affidavit to Correct or Amend a Birth Certificate" form that is available on the Bureau of Vital Records (BVR) website shall be used to process an amendment. A foreign language version of the form may be created to use as reference only and must mirror the English version of the form in format and word content.



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2. A photocopy of the completed/approved Affidavit to Correct or Amend a Birth Certificate form shall be provided to the applicant that submits the request to amend a birth record. The copy must be stamped, "**This is a true and official copy on file at the Bureau of Vital Records.**" The copy can be used to present to the Social Security Administration for the purpose of correcting the information on the registrant's Social Security Card.

Evidentiary Documents

1. All documents, except the affidavit, where applicable, shall be returned to the person requesting the amendment after reviewing the documents.
2. Photocopies of the evidentiary documents shall be made and each stamped "original seen" on the face of the copy and include the initials of the person processing the documents and date received.
3. If the evidentiary document is in a language other than English, the evidentiary document must be accompanied by:
  1. An English translation of the evidentiary document; and
  2. A written statement signed by the translator, attesting that the translator is competent to translate the evidentiary document and that the English translation is an accurate and complete translation of the evidentiary document.


*The translation must be filed with the evidentiary documents retained by the County Vital Records Office or the BVR.*

Evidentiary documents submitted to amend a birth record shall be reviewed and accepted pursuant to A.A.C. R9-19-102.

**E. Completion of amendments to a registrant's registered birth record:**

The County Vital Records Office or the BVR shall amend a registrant's registered birth record based on:

1. A request for an amendment, if the County Vital Records Office or the BVR determines according to R9-19-103, that the information and evidentiary documents in the request for amendment supports the amendment of the registrant's registered birth record; or
2. If a court order is submitted.

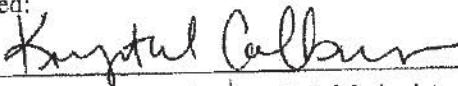
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The BVR shall not amend the date of birth in a registrant's registered birth record to a year later than the year of birth currently shown in the registrant's registered birth record if the BVR received the information to register the birth record before the later date requested.

When the County Vital Records Office or the BVR amends a registered birth record, the County Vital Records Office or the BVR shall seal the:


1. Registered birth record that existed before the amendment, and
2. Evidentiary documents submitted to support the amendment.

*Note: The split copy of the birth record prior to the amendment and the evidentiary document(s) shall be mailed to the BVR on a weekly basis.*

Approved:  Krystal Colburn, Bureau Chief & Assistant State Registrar	Date: 8/7/2020
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**EXHIBIT 14**



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SUPERSESSON:	This policy supersedes the policy dated 8-7-20.
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**PURPOSE**

The purpose of this policy is to provide guidelines for amending birth records.

**AUTHORITY**

Arizona Revised Statutes (A.R.S.) §§25-812, 25-814, 36-301, 36-323, 36-337, 41-311  
 Arizona Administrative Code (A.A.C.) R9-19-101, R9-19-102, R9-19-103, R9-19-105, R9-19-208

**APPLICABILITY**

This policy applies to hospitals, health care providers, the registrant, if of legal age, the registrant’s parent or guardian, the Bureau of Vital Records (BVR) and the County Vital Records Office.

**DEFINITIONS**


**Administrator** – an individual designated by the governing authority of a health care institution to have authority and responsibility for managing the health care institution.

**Affidavit** – a document that is signed by an individual:

- a. Who attests to the validity of the facts on the document, and
- b. Whose signature is notarized.

**Amend** – to make a change, other than a correction, to a registered certificate by adding, deleting, or substituting information on the certificate.

**Birth Record** – the information specified in A.A.C. R9-19-201 that is maintained by the

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Department:

- a. As a written registered certificate, or
- b. In a database.

**Court order** – a written decision issued by:

- a. The superior court, an appellate court or the Supreme Court or an equivalent court in another state.
- b. A commissioner or judicial hearing officer of the superior court.
- c. A judge of a tribal court in this state.

**Document** – or documented, in written, photographic, electronic, or other permanent form.

**Evidentiary document** – written information used to prove the fact for which it is presented.

**Guardian** – as defined in A.R.S. § 14-10103, a person appointed by the court to make decisions regarding the support, care, education, health and welfare of a minor or an adult. Guardian does not include a guardian ad litem.

**Health Care Provider** means:


- a. A physician licensed pursuant to Title 32, Chapter 13 or 17.
- b. A doctor of naturopathic medicine licensed pursuant to Title 32, Chapter 14.
- c. A midwife licensed pursuant to Chapter 6, article 7 of this Title.
- d. A nurse midwife certified pursuant to Title 32, Chapter 15.
- e. A nurse practitioner licensed and certified pursuant to Title 32, Chapter 15.
- f. A physician assistant licensed pursuant to Title 32, Chapter 25.
- g. A health care provider who is licensed or certified by another state or jurisdiction of the United States and who works in a federal health care facility.

*Note: Health Care Provider also includes a physician assistant who works under a physician who is responsible for the duties performed by the physician assistant.*

**Hospital** – as defined in A.A.C. R9-10-101, a class of health care institution that provides, through an organized medical staff, inpatient beds, medical services, continuous nursing services, and diagnosis or treatment to a patient.

**Legal Age** – a person who is at least eighteen years of age or who is emancipated by a court order.



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**Medical Record** – as defined in A.R.S. § 12-2291, all communications related to a patient's physical or mental health or condition that are recorded in any form or medium and that are maintained for purposes of patient diagnosis or treatment, including medical records that are prepared by a health care provider or by other providers.

**Person** – as defined in A.R.S. § 1-215, includes a corporation, company, partnership, firm, governmental agency, association or society, as well as a natural person.

**DIVISION PRIMARY POSITION OF RESPONSIBILITY**

Bureau Chief, Assistant State Registrar, Bureau of Vital Records

**POLICY**


Requests for amendments to a registrant’s registered birth record may be submitted by:

1. A hospital administrator or the person in charge of medical records for the hospital where the registrant was born,
2. A health care provider who attended the registrant’s birth and submitted the initial birth registration,
3. The registrant, if the registrant is of legal age or married, or
4. The registrant’s parent or guardian.

Different documents are required depending on the person submitting the request for amendment and depending on the timeframe and nature of the amendment.

Requests for amendments to information in registered birth records must meet the requirements outlined in A.A.C. R9-19-208. The review process in A.A.C. R9-19-103 shall be completed before approval or denial of a request. Evidentiary documents, if applicable, shall be submitted and reviewed according to A.A.C. R9-19-102 and any fees as applicable in A.A.C. R9-19-105 must be included.



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All amendment inquiries and requests involving sex changes shall be directed or submitted to the BVR Registry Team. Please ask customers to mail their request to the BVR Registry Team or to call 602-364-2428 if they have any questions.

Requests to amend a birth record for birth years 1997 and after may be submitted to either the County Vital Records Office or to the BVR. Requests to amend a birth record for 1996 and prior years can only be submitted to the BVR.


## **PROCEDURE**

### **A. Court Order – Required When Requested Amendment is Not Specified in A.A.C.**

Except for an amendment specified in another subsection of this policy, to request an amendment to a registrant's registered birth record, a person requesting the amendment shall submit to the County Vital Records Office or the BVR:

1. A letter or application that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The name and mailing address of the person requesting the amendment;
  - g. The relationship between the registrant and the person requesting the amendment;

and
2. An affidavit attesting to the validity of the submitted amendment, signed by the person requesting the amendment;

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3. A copy of the court order to amend the registrant’s registered birth record, certified by the issuing court and including the specific information to be amended (i.e., the information to be added or deleted);
4. If the person submitting the request for the amendment to the registrant’s registered birth record is the registrant’s guardian, a certified copy of the court order establishing guardianship;
5. A valid government-issued picture identification which bears the applicant’s signature or the letter or application must be notarized; and
6. The fee in R9-19-105 for a request to amend information in a registered birth record.

**B. Hospital**

An administrator of a hospital or the person in charge of the medical records for the hospital where the registrant was born, who is requesting an amendment to information in R9-19-201(A)(3) and (4) in the registrant’s registered birth record because of an error, shall submit to the County Vital Records Office or the BVR:

1. A letter requesting the amendment on the hospital’s letterhead that includes:
  - a. The date of the request;
  - b. The registrant’s name currently listed in the registered birth record;
  - c. The registrant’s date of birth;
  - d. The registrant’s mother’s name before first marriage;
  - e. If known, the:
    - i. Registrant’s sex;
    - ii. State file number or the facility control number listed on the birth record;
    - iii. Town or city of the registrant’s birth;
    - iv. County of the registrant’s birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant’s father; and
    - vii. Dates of birth of the registrant’s parents;
  - f. The specific information in the registrant’s registered birth record to be amended (i.e., the information to be added or deleted);



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- g. The name of the hospital administrator or the person in charge of the hospital's medical records who is requesting the amendment;
  - h. A written statement attesting to the validity of the submitted amendment signed and dated by the hospital administrator or the person in charge of the hospital's medical records; and
2. A copy of the registrant's or the registrant's mother's medical record containing the specific information to be amended.

### C. Health Care Provider

The health care provider who attended the registrant's birth, submitted the request for the registrant's birth registration, and requests an amendment of information specified in R9-19-201(A)(3) and (4) in the registrant's birth record because of the health care provider's error shall submit to the County Vital Records Office or the BVR:

1. A letter on the health care provider's letterhead that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The specific information in the registrant's registered birth record to be amended (i.e., the information to be added or deleted);
  - g. The name of the health care provider who attended the registrant's birth and who is requesting the amendment;
  - h. A written statement attesting to the validity of the submitted amendment, signed and dated by the health care provider who attended the registrant's birth; and



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2. A copy of the registrant's or the registrant's mother's medical record containing the specific information to be amended.

#### **D. Registrant (if of legal age), Registrant's Parent or Guardian**

##### Adding a registrant's name 90 days or less after the registrant's birth:

To add a registrant's first name, middle name, or suffix to the registrant's registered birth record 90 days or less after the registrant's birth, the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents; and
  - f. The specific information in the registrant's registered birth record to be amended (i.e. add first name, middle name and suffix);
  - g. The name and mailing address of the person requesting the amendment;
2. An affidavit attesting to the validity of the submitted amendment, signed by the parents whose names are listed in the birth record or the registrant's guardian requesting the amendment;
3. If the request for amendment of the registrant's registered birth record is submitted by:
  - a. The registrant's guardian, a certified copy of the court order establishing guardianship;

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4. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
5. The fee in R9-19-105 for a request to correct information in a registered birth record.

Adding a registrant's name more than 90 days but less than seven years after the registrant's birth:

To add a registrant's first name, middle name, or suffix more than 90 days but less than seven years after the registrant's birth, the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The specific information in the registrant's registered birth record to be amended (i.e. add first name, middle name and suffix);
  - g. The name and mailing address of the person requesting the amendment;
2. An affidavit attesting to the validity of the submitted amendment, signed by the parents whose names are listed in the birth record or the registrant's guardian requesting the amendment;
3. An evidentiary document that includes the first name, middle name, or suffix to be added; and that was created within one year after the date of the registrant's birth;
4. If the request for amendment of the registrant's registered birth record is submitted by:
  - a. The registrant's guardian, a certified copy of the court order establishing guardianship;



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5. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
6. The fee in R9-19-105 for a request to amend information in a registered birth record.


*Note: To add a registrant's name seven years or more after the registrant's birth, reference Section A of this policy.*

Amending a registrant's name 90 days or less after the registrant's birth:

To request the amendment of a registrant's name in the registrant's registered birth record 90 days or less after the registrant's birth, the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The specific information in the registrant's registered birth record to be amended (i.e. specific name to be deleted and added);
  - g. The name and mailing address of the person requesting the amendment;
2. An affidavit attesting to the validity of the submitted amendment, signed by the parents whose names are listed in the birth record or the registrant's guardian requesting the amendment;
3. If the request for amendment of the registrant's registered birth record is submitted by:




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- a. The registrant's guardian, a certified copy of the court order establishing guardianship;
4. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
5. The fee in R9-19-105 for a request to amend information in a registered birth record.

Amending a registrant's name more than 90 days but less than one year after the registrant's birth:

To request the amendment of a registrant's name in a registered birth record more than 90 days but less than one year after the registrant's birth, the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The specific information in the registrant's registered birth record to be amended (i.e. specific name to be deleted and added);
  - g. The name and mailing address of the person requesting the amendment; and
2. An affidavit attesting to the validity of the submitted amendment, signed by the parents whose names are listed in the birth record or the registrant's guardian requesting the amendment;
3. An evidentiary document that includes the name to be added; and that was created within one year after the date of the registrant's birth;
4. If the request for amendment of the registrant's registered birth record is submitted by:

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- a. The registrant's guardian, a certified copy of the court order establishing guardianship;
5. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
6. The fee in R9-19-105 for a request to amend information in a registered birth record.


*Note: To amend a registrant's name one year or more after the registrant's birth, please reference Section A of this policy.*

Amendments to the month or day of a registrant's birth:

To amend the month or day of a registrant's birth in the registrant's registered birth record, the registrant, if the registrant is of legal age or married, or the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The specific information in the registrant's registered birth record to be amended (i.e. month or day to be deleted and added);
  - g. The name and mailing address of the person requesting the amendment;
2. An affidavit attesting to the validity of the submitted amendment, signed by the registrant, if applicable, parent whose name is listed in the birth record or the registrant's guardian requesting the amendment;
3. An evidentiary document that includes the month or day to be added;



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4. If the request for amendment of the registrant's registered birth record is submitted by:
  - a. The registrant's guardian, a certified copy of the court order establishing guardianship;
5. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
6. The fee in R9-19-105 for a request to amend information in a registered birth record.

Amendments to information regarding a registrant's parent in a registrant's registered birth record:

To amend the date of birth, place of birth, mother's last name to the last name prior to first marriage, or to change the last name of the father in a registrant's birth record, the registrant (if the registrant is of legal age or married) or the registrant's parent or guardian shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The specific information in the registrant's registered birth record to be amended (i.e. the date of birth, place of birth of the parent or the mother's last name prior to first marriage to be deleted and added);
  - g. The name and mailing address of the person requesting the amendment;
2. An affidavit attesting to the validity of the submitted amendment, signed by the registrant, if applicable, parent whose name is listed in the birth record or the registrant's guardian requesting the amendment;



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3. One evidentiary document for the parent that contains the specific information to be added to the birth record such as:
  - a. A certified copy of the registrant's parent's registered birth certificate;
  - b. A copy of the registrant's parent's passport; or
  - c. A certified copy of an administrative order or court order establishing paternity.
4. If the request for amendment of the registrant's registered birth record is submitted by:
  - a. The registrant's guardian, a certified copy of the court order establishing guardianship;
5. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
6. The fee in R9-19-105 for a request to amend information in a registered birth record.

*Note: A court order is required for other amendments to the parents' name (e.g., complete name change, or first or middle name amendments)*

Amendments regarding voluntary acknowledgement of paternity by the registrant's biological father:

To request the amendment of a registrant's registered birth record based on the registrant's biological father's voluntary acknowledgement of paternity, the registrant's mother and biological father shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;

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- f. The specific information in the registrant's registered birth record to be amended (i.e. registrant's name and father's information listed in the voluntary paternity to be added and deleted);
- g. The name and mailing address of the registrant's parent requesting the amendment;
2. A voluntary acknowledgment of paternity form that complies with A.R.S. § 25-812 and provides information about the registrant's mother and biological father;
  - a. If the request is submitted 90 days or less after the date of the registrant's birth, the amendment to the first, middle, last and suffix name requested for the registrant; and
  - b. If the request is submitted more than 90 days after the date of the registrant's birth, the amendment to only the last name requested for the registrant;
  - c. If the registrant has a presumed father as described in A.R.S. § 25-814(A)(1), a written document (Waiver of Paternity Affidavit) that contains:
    - i. The registrant's name;
    - ii. The registrant's presumed father's name;
    - iii. The registrant's mother's name;
    - iv. A jurat within the Waiver of Paternity Affidavit, signed by the registrant's father:
      1. Attesting to the fact that, although the registrant's presumed father was married to the registrant's mother, the registrant's presumed father is not the biological father of the registrant; and
      2. Relinquishing and waiving all legal rights to the registrant; and
3. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
4. The fee in R9-19-105 for a request to amend information in a registered birth record.

*Note: A voluntary acknowledgment of paternity may only be accepted for a registrant who less than 18 years of age. Either parent may rescind the voluntary acknowledgment within 60 days of the date of the last affixed signature. Rescission forms must be obtained from the Arizona Department of Economic Security's Hospital Paternity Program.*

Amendments to registered birth records based on administrative or court orders establishing paternity:


To request the amendment of a registrant's registered birth record based on an administrative order



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or court order establishing paternity, a person shall submit to the County Vital Records Office or the BVR:

1. A letter or application requesting the amendment that includes:
  - a. The date of the request;
  - b. The registrant's name currently listed in the registered birth record;
  - c. The registrant's date of birth;
  - d. The registrant's mother's name before first marriage;
  - e. If known, the:
    - i. Registrant's sex;
    - ii. State file number listed on the birth record;
    - iii. Town or city of the registrant's birth;
    - iv. County of the registrant's birth;
    - v. Hospital where the registrant was born, if applicable;
    - vi. Name of the registrant's father; and
    - vii. Dates of birth of the registrant's parents;
  - f. The specific information in the registrant's registered birth record to be amended (i.e. registrant's name and father's information listed in the court order to be added and information to be deleted);
  - g. The name and mailing address of the registrant's parent requesting the amendment;
2. A certified copy of the administrative order or a court order establishing paternity;
3. The following information which may be submitted as part of the administrative order or a court order establishing paternity or in a Department-provided format (i.e., an affidavit):
  - a. The following information about the father to be added to the registrant's registered birth record:
    - i. Name;
    - ii. Date of birth;
    - iii. State, territory, or foreign country where the registrant's father was born; and
    - iv. If the person requesting the amendment is not the issuing entity (not a court):
      1. Social security number;
      2. Race;
      3. Whether the father is of Hispanic origin and, if so, the type of Hispanic origin; and

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4. Highest degree or level of education completed by the father at the time of the registrant's birth;
4. A valid government-issued picture identification which bears the applicant's signature or the letter or application must be notarized; and
5. The fee in R9-19-105 for a request to amend information in a registered birth record.

*Note: If a court order is received and does not acknowledge that the mother was married at the time of birth/conception, add the father listed in the court order to the birth record regardless of if her husband is listed on the birth record or not. The order also does not need to order Vital Records to remove the existing father. If another father is listed on the birth record based on an Acknowledgment of Paternity (AOP) and a court order is submitted to Vital Records naming a different father, remove the father added by the AOP, the AOP date and add the father listed in the court order. Note: For information on how to process a court ordered paternity in the Electronic Birth Registry System (EBRS), please reference the quick reference guide titled, How to Process a Court Order Paternity Amendment.*

#### Amendments where the registrant's sex is changed:

All amendment inquiries and requests involving sex changes shall be directed or submitted to the BVR Registry Team. Please ask customers to mail their request to the BVR Registry Team or to call 602-364-2428 if they have any questions.

#### Amendments to the Mother's Marital Status


To amend the registrant's mother's marital status in the registrant's registered birth record, the registrant's parent or guardian shall submit the requirements according to subsection A of this policy.

#### **Additional Processing Information**

#### The Affidavit to Correct or Amend a Birth Certificate

1. Only the English "Affidavit to Correct or Amend a Birth Certificate" form that is available on the Bureau of Vital Records (BVR) website shall be used to process an amendment. A



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foreign language version of the form may be created to use as reference only and must mirror the English version of the form in format and word content.

2. A photocopy of the completed/approved Affidavit to Correct or Amend a Birth Certificate form shall be provided to the applicant that submits the request to amend a birth record. The copy must be stamped, "**This is a true and official copy on file at the Bureau of Vital Records.**" The copy can be used to present to the Social Security Administration for the purpose of correcting the information on the registrant's Social Security Card.

#### Evidentiary Documents


1. All documents, except the affidavit, where applicable, shall be returned to the person requesting the amendment after reviewing the documents.
2. Photocopies of the evidentiary documents shall be made and each stamped "original seen" on the face of the copy and include the initials of the person processing the documents and date received.
3. If the evidentiary document is in a language other than English, the evidentiary document must be accompanied by:
  1. An English translation of the evidentiary document; and
  2. A written statement signed by the translator, attesting that the translator is competent to translate the evidentiary document and that the English translation is an accurate and complete translation of the evidentiary document.

*The translation must be filed with the evidentiary documents retained by the County Vital Records Office or the BVR.*

Evidentiary documents submitted to amend a birth record shall be reviewed and accepted pursuant to A.A.C. R9-19-102.

#### **E. Completion of amendments to a registrant's registered birth record:**

The County Vital Records Office or the BVR shall amend a registrant's registered birth record based on:

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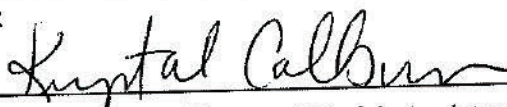
1. A request for an amendment, if the County Vital Records Office or the BVR determines according to R9-19-103, that the information and evidentiary documents in the request for amendment supports the amendment of the registrant's registered birth record; or
2. If a court order is submitted.

The BVR shall not amend the date of birth in a registrant's registered birth record to a year later than the year of birth currently shown in the registrant's registered birth record if the BVR received the information to register the birth record before the later date requested.

When the County Vital Records Office or the BVR amends a registered birth record, the County Vital Records Office or the BVR shall seal the:

1. Registered birth record that existed before the amendment, and
2. Evidentiary documents submitted to support the amendment.

*Note: The split copy of the birth record prior to the amendment and the evidentiary document(s) shall be mailed to the BVR on a weekly basis.*

Approved:  _____ Krystal Colburn, Bureau Chief & Assistant State Registrar	Date: 9/22/22 _____
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