

Correcting Typographical Errors on a Birth Certificate Less Than 6 Months from Date of Birth

When 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, please include the applicant's name (for example, the applicant could be a parent), relationship, phone number, and email address, if available and do one of the following:

- Send CHS Amendments an email with the following information:
 - (a) Name, phone number and email of person requesting change (applicant);
 - (b) Name of child;
 - (c) Date of birth;
 - (d) Specific information about each item that needs a correction.
Email: CHS.Amendments@state.or.us

- Fax a copy of birth record order form or birth certificate with the same information above. Fax number: 971-673-1201.

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:

- Affidavit to Correct a Birth Certificate signed before a notary public by both parents, if both parents are listed on the birth record. This form is available on the web at www.healthoregon.org/changevitalrecords. Find it under Change to Vital Record and submenu: Make Changes to a Birth or Death Record.

- \$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.