



Amending or Correcting a Birth or Death Certificate

Per Nevada Administrative Code 440.023 & 440.030

Who can sign the Affidavit for Correction of a Record?

To correct a **BIRTH CERTIFICATE**, the **person** signing this affidavit must be the person of record, his or her parent, guardian, or legal representative. Medical information (date of birth, time of birth, and facility name) must be completed by the medical certifier.

To correct a **DEATH CERTIFICATE**, the **person** signing this affidavit must be a funeral director from the funeral home on the certificate, the Informant, the medical certifier, or a coroner/medical examiner from the county listed on the death certificate. Medical information (date of death, time of death, cause of death or any part of cause of death, social security number, information concerning communicable disease or injury) must be completed by the medical certifier or a coroner/medical examiner investigating the death.

What do I need to submit with the Affidavit for Correction of a Record?

Submit all of the following with the Affidavit for Correction of a Record. Only complete submissions will be processed.

1. Proof supporting the change being requested. An affidavit and a supplemental affidavit is required. A court order may be used in replacement of an affidavit and the supplemental affidavit.
2. A copy of the photo identification from the person signing the Affidavit for Correction of a Record.
3. Payment **made payable to the Office of Vital Records**.
 - a. The **payment of \$45.00 includes the correction AND one certified copy of the corrected certificate**.
 - b. Additional copies of birth certificates are \$25.00 each. Additional copies of death certificates where the death occurred in Clark, Carson, Douglas, Lyon, Mineral and Washoe counties are \$25.00 each. Additional death certificates where the death occurred in all other counties are \$22.00 each.
 - c. The payment may be made by check, cashier's check, money order or credit card.
 - d. To pay by credit card, an Authorization for Credit Card Use form must be completed and submitted with a copy of the cardholder's valid ID.
 - e. Please do not mail in cash.

How do I properly complete the Affidavit for Correction of a Record form?

This is a legal document. Please type or print clearly in **blue or black** ink only. ***Affidavits with illegible writing, any white outs, cross outs or write overs will be returned. Cross outs with initials will not be accepted.***

- The Affidavit for Correction of a Record must be completed in its entirety to be processed.
- The affidavit must be notarized.
- The person signing should be at least 18 years old. Signatures of a minor must also have a parent or legal guardian signature.
- Please ensure the sections titled "Statement of Corrections" and "Why Corrections are Necessary" are clear and accurate.

Where do I send the Affidavit for Correction of a Record and supporting documents?

Office of Vital Records and Statistics
Attn: Corrections
4150 Technology Way, Suite 104
Carson City, Nevada 89706

Please allow up to 4-6 weeks to process your request. For any questions, please contact us at **(775) 684-4242** or email us at **ovrpac@health.nv.gov**. Please provide the name of the applicant, the person of record, and applicant's phone number.

Birth and Death Correction Evidence Charts

Birth Correction Evidence

Type of Correction	Who Can Submit Correction?	Affidavit or Court Order?	Supplemental Affidavit Acceptable?
Name Change (Less than 1 year)	Parents	Affidavit	Yes
Name Change (Older than 1 year)	Person of Record or Parents	Court Order	Certified Copy of Court Order
Name Correction - Misspelling (Less than 1 year)	Parents	Affidavit	Yes
Name Correction - Misspelling (Older than 1 year)	Person of Record or Parents	Court Order	Certified Copy of Court Order
Gender Change	Medical Certifier on Record, Person of Record or Parents	Affidavit	Yes, with Affidavit Not required with court order
Parent Information	Person of Record or Parents	Affidavit	Yes
Medical Information	Medical Certifier on Record	Affidavit	Yes

*Court orders can be used in replacement of an affidavit and supplemental affidavit

Death Correction Evidence Chart

Type of Correction	Who Can Submit Correction?	Affidavit	Supplemental Affidavit Acceptable?
Name Change	Informant	Yes	Yes
Name Correction - Misspelling	Funeral Home or Informant	Yes	Yes
Decedent Information	Funeral Home or Informant	Yes	Yes
Parental Information	Funeral Home or Informant	Yes	Yes
Spouse Information	Court Order	No	No
Informant Information	Funeral Home or Informant	Yes	Yes
Medical Information	Medical Certifier of Record	Yes	Yes

*Court orders can be used in replacement of an affidavit and supplemental affidavit