

CORRECTION ON A BIRTH RECORD

If you wish to make **simple** corrections on a birth certificate, please send the following:

- a. notarized Affidavit for Correction,
- b. copies of 2 supporting documents,
- c. a copy of your photo ID,
- d. \$27.00, which includes one certified amended certificate, any additional copies of the same record on the same order are \$12.00 additional (fees subject to change)
- e. one check or money order for the total
- f. mail to:
Montana Vital Records
PO Box 4210
Helena MT 59604

Any Questions - call 406-444-9039 or 406-444-4226

SUGGESTIONS AS TO WHERE DOCUMENTS MAY BE OBTAINED ARE LISTED BELOW. THE DOCUMENTS MUST SHOW THE REQUIRED INFORMATION

1. Baptismal Record – From the pastor or the church where baptized
2. Military Records, a DD214 (Discharge document)
3. School Records or Transcript – Not the Report Card
4. Marriage License/Certificate - Clerk of the District Court, in the county where issued.
5. Copy of your Child's State Birth Certificate that shows your name, date, & place of birth
6. Voter's Certificate of Registration – from County Clerk and Recorder
7. Numident from Social Security – Application & fee must be sent to Baltimore, MD
8. School Census Record – from County Superintendent of Schools.
9. Federal Census Record – from Bureau of the Census, Pittsburgh, Kansas
10. Physician's Office Record
11. Hospital Records (If ever hospitalized) – contact Medical Records at the hospital
12. Employment Record - from the employer.
13. Insurance Policy - the application, or a statement from the home office if the policy is no longer in force
14. Fraternal Order Entrance Application – from Secretary of the Lodge
15. Copy of Application for Savings Account – from Bank Cashier
16. Immunization Records – from the Health Department
17. DMV Report – must include at least the past 5 years
18. Copy of Passport – Valid or expired within the past 5 years

BOTH DOCUMENTS MUST SHOW YOUR FULL NAME AND DATE OF BIRTH. ONE OF THESE MUST ALSO INCLUDE YOUR PLACE OF BIRTH. THE DOCUMENTS MUST BE AT LEAST 5 YEARS OLD

ONLY ONE DOCUMENT OF EACH TYPE CAN BE ACCEPTED