



Correction On a Birth Record

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

- a. Notarized Affidavit for Correction
- b. Copies of 2 supporting documents (see below for suggestions)
- c. A copy of your photo ID
- d. A check or money order for \$41.00, which includes the fee for one certified amended certificate. Additional copies of the birth certificate are \$16.00 each.

Mail the above to:

Montana Vital Records
PO Box 4210
Helena MT 59604

For questions, please contact Micah Hall at 406-444-9039.

Suggestions For Supporting Documents:

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 Insurance Policy - the application, or a statement from the home office if the policy is no longer in force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.