



Birth Certificate Amendments

If an error was made on the birth certificate of a child, that error can be corrected by applying for an amendment through the North Carolina office of Vital Records. The Buncombe County Register of Deeds office can assist with the preparation of the amendment application.

Birth Certificate Amendment Checklist

- ✓ **Documentation** of correct information (please see below for accepted documentation)
- ✓ **\$35 fee** – payable by Cash/Check/Credit or Debit Card
 - Fee includes Raleigh processing costs, Buncombe processing costs, and a certified copy of the birth certificate once it has been corrected.

Documentation for adding or correcting the name of the child

Child not yet in school:

- **New Patient Registration Form** *handwritten* by the parent at the child's first doctor visit or a printout of the information from the doctor's office accompanied by a letter from their office stating that they can only provide the computer printout. Any forms from doctor's office must be signed by physician or physician's assistant.
- **Childhood Immunization Record** *certified* by physician or health department (computer generated records not acceptable)

Child already in school:

- **Kindergarten, 1st grade** or cumulative *certified* school records including Kindergarten or 1st grade (computer generated records not acceptable)

Please Note: All documentation *MUST* include child's **FULL NAME** (first middle last) as it should read on the birth certificate. If adding the child's name for the first time, the documentation must contain child's full name, date of birth or age, and parent's name as listed on the birth certificate in order to prove identity.

Documentation for correcting the name or information of a parent

- **Birth certificate** of parent (must be certified if not born in Buncombe County)

Final note: It is the authority of the North Carolina office of Vital Records to make final determination on all amendment applications. Though we will do everything within our authority to assist with the amendment application process, the Buncombe County Register of Deeds office cannot guarantee that all applications will be accepted at the state level. North Carolina Vital Records can be reached at (919) 733-3526 for further information.

