



## INSTRUCTIONS

To correct a **BIRTH CERTIFICATE**, *one of the witnesses* on the affidavit must be the person whose birth is registered on the certificate or his/her parent, guardian, or the medical records clerk of the hospital where the birth occurred.

To correct a **DEATH CERTIFICATE**, *one of the witnesses* on the affidavit must be the funeral director, certifier or informant listed on the certificate.

Signatures of *both witnesses* must be notarized. The notary is to put a seal and signature to *each witness's signature*.

Signatures of a minor will be questioned. The person should be at least 18 years of age to make a correction.

Please state clearly on each line of No. 7 the item number on the certificate that is to be changed.

Clearly state on line 8b the corrections to be corrected.

Upon completion, the form and a \$40.00 fee (includes one copy of the corrected certificate) should be sent to the Bureau of Health Planning, Statistics and Emergency Response, Office of Vital Records, 4150 Technology Way, Suite 104, Carson City, Nevada 89706. There the original record will be altered and the affidavit form filed.

The fee for additional certified copies of a birth certificate is \$20.00 each, and certified copies of a death certificate are \$20.00 each.

Please make out your cashier's check or money order to Nevada Vital Records.

Should you have any further questions, please do not hesitate to call the correction clerk at (775) 684-4242.

When correction is completed, the corrected certificate is to be mailed to the following address:

.....  
Name

.....  
Street Address or P.O. Box

.....  
City State Zip Code