



The certified copy enclosed is a record of the event at the time it occurred and is an important legal document. The record contains the information that is currently listed on the certificate which may be different from the original if the record was amended or changed by a court order. If you notice that there is incorrect or missing information, there is a way to correct it. If you are satisfied that the information is complete and correct, no further action is required. If you would like to request a correction, complete and sign the form printed on the reverse side and return it to this office with a copy of your identification. A driver's license is the most common form of identification customers use, however if you don't have one, a list of other acceptable forms of identification and applicable fees can be found on our website at [vitalrecords.dhw.idaho.gov](http://vitalrecords.dhw.idaho.gov).

There is no fee to correct a certificate if the event of birth, death, stillbirth/miscarriage, marriage, or divorce happened less than a year ago. There is a fee of \$20.00 to make a correction if the event happened more than a year ago. Incorrect certificates may be returned and exchanged for corrected copies for a fee of \$5.00 each within 60 days of the completion of the correction. Answers to common questions we receive about this process include:

### **I filled out the request form with the right information, why do I have to request the correction?**

The request form you filled out only helps us find the certificate that was filed by the certifier. We do not prepare a certificate using the information you provided.

### **Who prepares the original certificate?**

Most certificates of birth are prepared by the hospital or other birth facility where the birth occurred. Certificates for births that occurred at a private home were prepared and filed with us by a physician, midwife, or other person that attended the birth. Most death, stillbirth and miscarriage certificates are prepared and submitted to us by funeral homes, medical certifiers, and/or coroners. Marriage certificates are prepared and filed by the person who officiated the marriage. Divorce certificates may be prepared by one of the parties to the divorce or their legal representative, then are filed with us by the clerk of the court once the divorce is granted.

### **Why do I have to pay to get a corrected certificate?**

The Bureau of Vital Records and Health Statistics relies on the fees it charges to fund its operations. It does not receive funding through taxes. Fees charged by the Idaho Bureau of Vital Records and Health Statistics are approved by the legislature.

### **The original hospital birth certificate I have is correct, why is this one different?**

Hospital "birth certificates" are keepsake forms that may have been filled out by a hospital staff member or a parent. They are not a copy of the official record that was filed with the Bureau by the certifier.

### **How long will it take to get a corrected certificate?**

Correction requests are processed in the order they are received in the Bureau, and response times vary depending on the volume of requests we receive. Please see our website for current estimated processing times. Incomplete requests will be significantly delayed. For those who need a quicker turnaround, they may choose to pay a RUSH fee (\$25.00) to expedite the correction. These typically have a one to two-week response time.



Use this form to request **correction(s)** of incorrect or missing information. A fillable version of this form is also available on our website listed below. If any information is **changing** because of adoption, surrogacy, court ordered name change, gender change, or if paternity of a child has been determined, please visit our website at [vitalrecords.dhw.idaho.gov](http://vitalrecords.dhw.idaho.gov) for information and instructions.

APPLICANT INFORMATION			
Your current legal name	First	Middle	Last
Your relationship to the person on the certificate (self, mother, etc.)			
<b>CERTIFICATE TYPE:</b> <input type="checkbox"/> BIRTH <input type="checkbox"/> DEATH <input type="checkbox"/> MARRIAGE <input type="checkbox"/> DIVORCE <input type="checkbox"/> STILLBIRTH/MISCARRIAGE			
Enter Certificate Year and Number Here (State File Number)		➔	
Example: 2005-01598 (from the upper right-hand section of the certificate)			
CORRECTION INFORMATION			
	Description of Item on the Certificate	Incorrect Information (as currently shown on the certificate)	Corrected Information (how it should be shown on the certificate)
<b>Example</b>	<i>Mother's Maiden Last Name</i>	<i>Smithe</i>	<i>Smith</i>
Item #1			
Item #2			
Item #3			
Item #4			
Item #5			
ADDRESS/SIGNATURE			
I understand that I will receive additional information and forms to make the changes I have requested. My mailing address is:			
Street / P.O. Box		City	State    Zip Code
Signature ▶		Phone	Email Address
CHECKLIST			
<input type="checkbox"/> Complete APPLICANT information has been provided <input type="checkbox"/> Complete CERTIFICATE information has been provided <input type="checkbox"/> Complete CORRECTION information has been provided <input type="checkbox"/> You have signed the request <input type="checkbox"/> A copy of your identification is enclosed <input type="checkbox"/> Appropriate fees have been included. <input type="checkbox"/> Mail to: IDAHO VITAL RECORDS PO BOX 83720 BOISE, IDAHO 83720-0036		<b>Fees:</b> <input type="checkbox"/> \$20.00 correction fee (if the event occurred over a year ago) <input type="checkbox"/> \$5.00 exchange fee (per certificate returned for exchange) <input type="checkbox"/> \$16.00 certificate fee (per new certificate purchased) <input type="checkbox"/> \$25.00 RUSH fee - <i>optional</i> (write the word RUSH on the outside of your envelope if requesting) <input type="checkbox"/> Check or money order made payable to: Idaho Vital Records	
Questions? Please visit <a href="http://vitalrecords.dhw.idaho.gov">vitalrecords.dhw.idaho.gov</a> or call (208) 334-5980			