

Instructions for Correcting a Birth Certificate:

(There is a \$164.50 Filing Fee, see instructions below)

Making Changes to a Birth Record (Spelling Error, Error on Dates, etc):

For someone **under** 12 months old, The Wisconsin Vital Records Office will assist you with this change.

For someone **over** 12 months old, the State of Wisconsin Vital Records office will provide you with a Court Order to Amend a Wisconsin Birth Certificate, (Vital Records Form F-05091).

You must petition the Circuit Court in the County where the birth occurred.

The petitioner shall be a person with a direct and tangible interest in the vital record and shall allege that the information on the vital record does not represent the actual facts in effect at the time the record was filed.

Procedure Checklist:

- Contact: Wisconsin Office of Vital Records at 608-266-1373.** They will provide you with the appropriate forms to submit to the Court to fit your specific situation. In some cases, they may be able to make the amendment or correct the error without a court order.
- Complete:** and sign the Petition to Amend Wisconsin Birth Certificate (CV-472) AND Order on Petition to Amend Wisconsin Birth Certificate (CV-473).
- Complete:** Court Order to Amend a Wisconsin Birth Certificate, (Vital Records Form F-05091), available at the Wisconsin Vital Records Office.
- Bring** the following items to the Clerk of Court's office for filing during regular courthouse hours:
 - Petition to Amend Wisconsin Birth Certificate (CV-472); Order on Petition to Amend Wisconsin Birth Certificate (CV-473); & Court Order to Amend a Wisconsin Birth Certificate, (Vital Records Form F-05091).
 - Filing fee of \$164.50.
 - Supporting documents.
 - Instructions provided by the WI Vital Records Office.
 - You should make a copy for your records.
 - A self addressed stamped envelope with sufficient postage to return your documents, an additional fee can be paid to cover the cost of mailing (The Clerk's office is unable to open cases immediately, so a self addressed stamped envelope or additional mail fee is needed to return your copies.) Call for current return postage/envelope rate.
- Clerk of Courts Filing Fee \$164.50** may be made by cash, check, money order, or debit/credit card (additional fee for using debit/credit card) **payable to Clerk of Courts.**
- The clerk will file stamp the petition (and if you brought a copy, file stamp the copy, keep one packet and return the copy to you.) The Clerk will return your original supporting documents with the Order upon completion of the case.
- Once the petition is filed, the Clerk will assign a court official & case number to your action. The Clerk will then send the case to the assigned Judge for review. If the petition is approved, the Court will sign an order to that effect.
- State of Wisconsin Vital Statistic Reporting:** There is a \$10.00 Filing Fee to Wisconsin Vital Records for making the correction. **Make personal check or money order payable to Wis. Vital Records.** This fee does not include a certified copy of the amended birth record. You may purchase a certified copy for \$20.00 and additional copies may be purchased for \$3.00 per copy. After the amendment is processed, the amended birth record will also be on file at the local vital records office, which includes county Register of Deeds. You may obtain copies from the local vital record offices. However, if you order the certified copy of the amended birth record from the local vital records office, the State Vital Records Office will not notify you when the amendment has been completed.