



Facility Affidavit for Correction

Mail to: Center for Health Statistics
 P.O. Box 47814
 Olympia, WA 98504-7814
 360-236-4300

This is a legal document. Complete in ink and do not alter.

STATE OFFICE USE ONLY				
State File Number	Fee Number	Initials	Date	Affidavit Number
Use the section below for requesting any changes on the record				
Record Type: <input type="checkbox"/> Birth <input type="checkbox"/> Death <input type="checkbox"/> Marriage <input type="checkbox"/> Dissolution (Divorce)				
1. Name on record:		2. Date of Event:	3. Place of Event:	
First	Middle	MM/DD/YYYY	City or County	
4. Father/Parent Full Birth Name		5. Mother/Parent Full Birth Name		
(For Birth) (Spouse A for Marriage or Dissolution)		(For Birth) (Spouse B for Marriage or Dissolution)		
The record is incorrect or incomplete as follows:				
The record now shows:		The true fact is:		
6.	7.			
8.	9.			
10.	11.			
12.	13.			
14.	15.			
16.	17.			
18.	19.			
20.	21.			
22.	23.			
24.	25.			
26.	27.			
28.	29.			
30.	31.			
32. I represent the person as: <input type="checkbox"/> Self <input type="checkbox"/> Parent(s) <input type="checkbox"/> Guardian <input type="checkbox"/> Informant				Telephone Number:
<input type="checkbox"/> Funeral Director <input type="checkbox"/> Other (Specify)				
I declare under penalty of perjury under the laws of the State of Washington that the forgoing is true and correct:				
33. Signature:		35. Address:		
(Printed Name)		Post Office Box or Street Address		
Date:		City	State	Zip

INSTRUCTIONS – go to www.doh.wa.gov for more information

Required documentary proof must be submitted with the affidavit and must include full name and birth date. Examples of proof include:

- Birth/Marriage/Divorce record
- Military record (DD-214)
- School transcripts
- Hospital/medical record
- Certificate of Naturalization
- Social Security Numident Report
- Passport
- Green/Permanent Resident card (I-551)

Driver's license, Social Security card or hospital decorative birth certificate cannot be used as proof

Birth Certificates

1. Only a parent(s), legal guardian (if the child is under 18), or the named individual (if 18 or older) may change the birth certificate
2. **The proof(s) must match** the asserted fact(s). For example, if the affidavit says the name should be Mary Ann Doe, the proof must show the name to be Mary Ann Doe
3. Documentary proof must be five or more years old or established within five years of birth

Child under 18

- If legal guardian(s), include certified court order proving guardianship
- Up to age one, last name can be changed once to either parents' name on certificate (can be any combination of the first, middle or last names)*
- After age one, a court order is required to change the last name
- No proof is required to change the first or middle name*
- To correct parent's information, one documentary proof is required.
- To correct the sex of the child, one documentary proof from a medical provider is required

Adult (18 years or older)

- Only the adult can change his or her birth certificate.
- If the first or middle name is missing, three pieces of documentary proof are required
- If the first, middle and/or last name is misspelled, or date of birth is incorrect, two pieces of documentary proof are required
- To correct parent's birth date, place of birth, or name, one documentary proof is required

*To change any part of the name of a child using this form, **signatures from both parents listed on the certificate are required.** If one parent is deceased, submit a death certificate with request.

This affidavit cannot be used to add a father to a birth certificate (use paternity acknowledgment form DOH 422-032)

Death Certificates

1. Only the informant, the funeral director, or executors/administrators (if evidence confirming such position is presented) may change the non-medical information. Proof is required to make changes if requested by a family member not listed as the informant on the certificate (family members are spouse or registered domestic partner, parent, sibling or adult child or stepchild). Marital status requires a certified copy of a court order if someone other than the informant is requesting the change.
2. The medical information (cause of death) may be changed only by the certifying physician or the coroner/medical examiner.

Marriage/Dissolution (Divorce) Certificates

1. Personal facts (minor spelling changes in name, date or place of birth or residence) may be changed by the person with one piece of documentary proof
2. To change the date or place of marriage or dissolution, the officiant (marriage) or clerk of court (dissolution) must complete and submit the affidavit