

Add, Remove, or Replace a Parent Listed on a Birth Record

Center for Health Statistics and Informatics – California Vital Records

Effective January 2022

Introduction

There are two processes available to change the parents listed on a California Birth Certificate, (VS 22 and VS 21). To determine which process applies to you, please see below.

VS 22

You may complete the Acknowledgement of Paternity (VS 22 form) process if all three of the following are true:

- You are adding the second parent to the birth certificate
- The second parent field is blank on the current birth certificate
- Both parents are available to sign the applicable form(s)

VS 21

You must complete the Adjudication of Facts of Parentage (VS 21 form) process if:

- You are removing or replacing a parent listed on the current birth certificate.
- You are adding a second parent to a blank field on the birth certificate, however one (or both) of the parents are unavailable to sign.

NOTE: A court order is required for this process.



- To change parent information after an adoption, please see Adoption Pamphlet.
- Please see page 9 for a list of frequently asked questions and answers.
- To correct clerical errors on the birth certificate, please refer to the <u>Affidavit to</u> Amend a Birth Record pamphlet.
- For other amendment types, please visit the CDPH-VR website at www.cdph.ca.gov.

What to Submit (Mailing address on page 3)

To add the second parent with a VS 22 form, please submit:

- **Properly Completed VS 22 Form** (See Form Guidelines beginning on page 3.)
- **Supporting Documents** (See requirements on top section of page 7.)
- **Notarized Sworn Statement** (Only if requesting authorized copy. See page 8.)
- **Appropriate Fee** (See requirements on bottom section of page 7.)

To remove, replace, or add the second parent with a VS 21 form, please submit the following:

- **Properly Completed VS 21 Form** (See Form Guidelines on page 6.)
- Certified Copy of the Court Order (See requirements on middle section of page 7.)
- Appropriate Fee (See requirements on bottom section of page 7.)
- Notarized Sworn Statement (Only if requesting authorized copy. See page 8.)



VS 22 - Acknowledgment of Paternity Checklist To assist in the registration of your amendment, please submit the following:

Properly Completed VS 22 Form	
The form is completed in black ink and does not of	contain any alterations.
Part I matches the current birth certificate, even	if the information is incorrect.
Part II is filled out to include new parent information	tion. This information is used to create the
new birth certificate.	
The child was born on or after January 1, 1995. <u>REQUIRED</u> : The appropriate box is checked in Par	t III.
The child was born prior to January 1, 1995.	
<u>REQUIRED</u> : There are no checked boxes in Part II	I.
Fields 15A through 16F are thoroughly complete	d by both parents.
Required Only if the Child Was Born (On or After January 1, 1995
The parents were neither married to each other (SRDP) at the time of the child's birth.	nor in a State Registered Domestic Partnership
<u>REQUIRED</u> : Enclosed is a certified copy of the Volu (VDOP) form that was filed with the Department of	
The parents were married to each other at the tir REQUIRED: Enclosed is a photocopy of the parent	
The parents were in an SRDP at the time of the c	•
REQUIRED: Enclosed is a photocopy of the parent	
Payment	
I have enclosed a check/money order (payable to of twenty-six dollars (\$26) for the registration one certified copy of the amended certificate.	
I would like additional copies of the amended cer check/money order (payable to CDPH Vital Recor- dollars (\$29) per additional copy requested.	
Notarized Sworn Statement	
I have requested copies of the amended certificate an	d would like the copies to be authorized copies.
I have enclosed a notarized sworn statement.	
Optional Item	
Photocopy of child's birth certificate, if available.	
For more information visit our web	site at www.cdph.ca.gov.

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Mailing Address

Mail your packet to the address below:

California Department of Public Health Vital Records – Amendments – M.S. 5105 P.O. Box 997410 Sacramento, CA 95899-7410

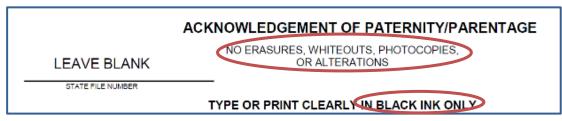


- Amended certificates are returned via standard mail and do not contain a tracking number.
- You may provide a prepaid self-addressed envelope with your request for CDPH-VR to use and mail the amended certificate back to you. (Not Required)

VS 22 Form Guidelines

Please adhere to the following guidelines on how to complete the *Acknowledgement of Paternity* (VS 22) form to prevent delays in the processing of your request.

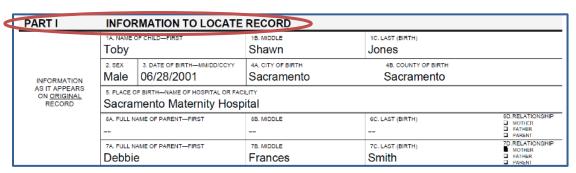
General Information



The VS 22 form must:

- Be completed in black ink.
- **Not contain any** write-overs, alterations, drawings, accents, or other marks to indicate pronunciation or to distinguish letters in some way, such as è, ñ, or ç.

Part I



PART I must match the current certificate. This means:

- It should show any **incorrect information** as it appears on the current record.
- If any of the information in Part I was **previously amended**, the changes must be reflected in Part I of the VS 22 form.

VS 22 Form Guidelines (Continued)

Part II

PART II INFORMATION AS IT IS TO APPEAR ON NEW RECORD				
NAME OF CHILD	8A. NAME OF CHILD—FIRST Toby	Shawn	8C. LAST (BIRTH) Jones	
040547	9A. FULL NAME OF PARENT—FIRST Fred	98. MIDDLE Edward	9C. LAST (BIRTH) JONES	9D.RELATIONSHIP MOTHER FATHER PARENT
PARENT	10. STATE/FOREIGN COUNTRY OF BIRTH Hawaii		11. DATE OF BIRTH—MM/DD/CCYY 05/12/1977	
_{BIRTH} Debb	12A. FULL NAME OF PARENT—FIRST Debbie	12B. MIDDLE Frances	12C. LAST (BIRTH) Smith	12D.RELATIONSHIP MOTHER FATHER PARENT
PARENT	13. STATE/FOREIGN COUNTRY OF BIRTH Sweden		14. DATE OF BIRTH—MM/DD/CCYY 08/03/1979	

Part II must be completely filled out to include the second parent's information. This is the information that will be used to create the new birth record.



A name change order is required to change the child's name. For more information, please see the <u>Amending a Birth Certificate after a Name Change</u> Pamphlet.

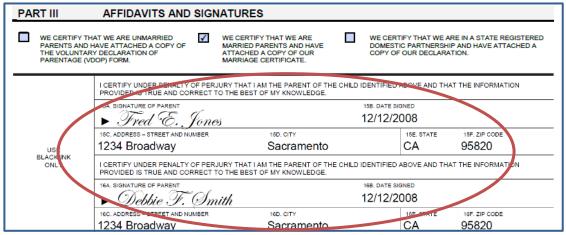
Part III (Three Checkboxes)

PA	RT III AFFIDAVITS AND	SIGI	NATURES	>
	WE CERTIFY THAT WE ARE UNMARRIED PARENTS AND HAVE ATTACHED A COPY OF THE VOLUNTARY DECLARATION OF PARENTAGE (VDOP) FORM.	V	WE CERTIFY THAT WE ARE MARRIED PARENTS AND HAVE ATTACHED A COPY OF OUR MARRIAGE CERTIFICATE.	WE CERTIFY THAT WE ARE IN A STATE REGISTERED DOMESTIC PARTNERSHIP AND HAVE ATTACHED A COPY OF OUR DECLARATION.

The parents must check one of the three boxes. The box that is selected determines the supporting document that must be submitted, (see top of page 7).

NOTE: Marking a checkbox is not required for children born prior to January 01, 1995.

Part III (Parent Signatures)



Both parents must sign and complete this section. *NOTE:* If one or both of the parents is not available to sign, you must complete the Adjudication of Facts of Parentage (VS 21) form process, (see page 1). End of VS 22 Form Guidelines.



VS 21 - Adjudication of Facts of Parentage Checklist To assist in the registration of your amendment, please submit the following:

Properly Completed VS 21 Form	
The form is completed in black ink and does not contain alterations.	
Top section of the form lists payment information, and the name, phone number, and mailing address of the applicant, (the person submitting the application).	
PART I of the form matches the current birth certificate, even if the information is incorrect.	
PART II is filled out using the information on the court order. This information is used to create the new birth certificate and should match any changes ordered by the court.	?
Items 8A through 8C contain the child's new name, if changed by the court.	
Items 9A through 14 reflect updated parent information, as ordered by the court. If a parent is being removed, fields 9A through 11 may be left blank or contain a dash (-).	5
Certified Copy of the Court Order	
The certified copy of the court order:	
Provides the child's name and date of birth, as listed on the current certificate.	
Clearly identifies the child's parents. <u>IMPORTANT NOTE</u> : If the court order is unclear on the parent and child relationship or on what changes should be made to the birth certificate, the request will be returned for clarification.	
Contains an original court seal, not a photocopy. The appearance of the court seal will vary depending on court of issuance.	
Payment	
I have enclosed a check/money order (payable to CDPH Vital Records) in the amount of twenty-six dollars (\$26) for the registration of the amendment, which includes one certified copy of the certificate.	
I would like additional copies of the amended certificate, and I have enclosed a check/ money order (payable to CDPH Vital Records) in the amount of twenty-nine dollars (\$29) per additional copy requested.	
Notarized Sworn Statement I have requested copies of the amended certificate and would like the copies to be authorized copies.	ς
I have enclosed a notarized sworn statement.	٠.
Optional Item	
Photocopy of child's birth certificate, if available.	

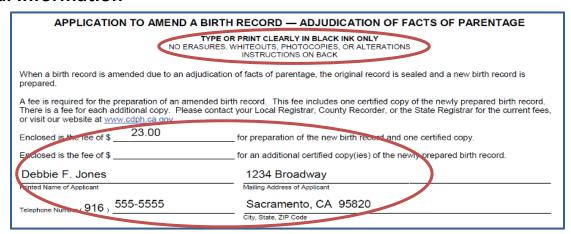
For more information visit our website at www.cdph.ca.gov.

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VS 21 Form Guidelines

To prevent processing delays, please adhere to the following guidelines.

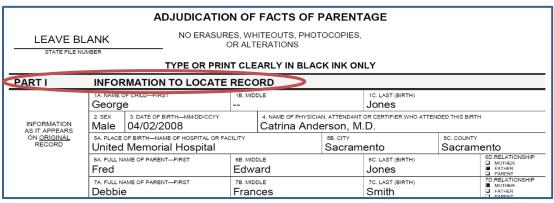
General Information



The VS 21 form must:

- Be completed in **black ink** and **not contain any** write-overs or alterations.
- Provide the applicant's contact information and the total fees submitted.

Part I



PART I must match the current certificate. This means:

- It should show any **incorrect information** as it appears on the current record.
- If any of the information in Part I was **previously amended**, the changes must be reflected in Part I of the VS 21 form.

Part II



Part II must list the information as it should appear on the new birth certificate, as ordered by the court.

End of VS 21 Form Guidelines.

Supporting Documents Required if Submitting VS 22

The following is only required if the child was born on or after January 1, 1995.

- If the parents were married to each other at the time of the child's birth, please submit a photocopy of the parents' marriage certificate.
- If the parents were in a State Registered Domestic Partnership (SRDP) at the time of the child's birth, please submit a photocopy of the parents' SRDP Declaration.
- If the parents were neither married to each other nor in an SRDP at the time of the child's birth, please submit a certified copy of the Voluntary Declaration of Parentage (VDOP) form that was filed with the California Department of Child Support Services.
 - The VDOP may be obtained from the California Department of Child Support Services by sending your mailing address to <u>askpop@dcss.ca.gov</u> or by obtaining a copy from your County Department of Child Support Services.

Certified Copy of Court Order Required if Submitting VS 21

A *certified copy* of the court order establishing parentage is required, as this certifies the court order submitted is a true copy of what the court has on file.

A "certified" copy of a court order is a photocopy of the original order prepared by the court, which contains a(n):

- Original court seal on the front or back of the certified copy and not on a blank sheet of paper.
- Signature or signature stamp of the judge's signature.
- Signature or signature stamp of the court clerk's signature.

Appropriate Fee

There is a twenty-six dollar (\$26) registration fee, which includes one (1) certified copy of the amended certificate.

- Additional certified copies are twenty-nine dollars (\$29) each.
- Checks or Money Orders must be made payable to CDPH Vital Records.
- International money orders for out-of-country requests must be payable in U.S. dollars.

Notarized Sworn Statement

An authorized person must submit a notarized <u>sworn statement</u> to receive a certified <u>authorized copy of the amended certificate</u>. Please see list of authorized persons below:

- ✓ Registrant (Name on Certificate)
- ✓ Grandparent/Grandchild of Registrant
- ✓ Authorized by Court Order (Include copy of court order.)
- ✓ Law Enforcement/Govt. Agency (Conducting Official Business)
- ✓ Parent/Legal Guardian of Registrant (Legal guardian must provide documentation.)

- ✓ Child/Sibling of Registrant
- ✓ Spouse/Registered Domestic Partner of Registrant
- ✓ Attorney Representing Registrant or Registrant's Estate
- ✓ Attorney/Licensed Adoption Agency (Under CA Family Code Section 3140 or 7603)
- ✓ Power of attorney/Executor of the registrant's Estate (Include a copy of the power of attorney or supporting documentation identifying you as executor.)

The notarized sworn statement must:

- Include a penalty of perjury statement
- Identify the applicant's relationship to the registrant
- Be signed in the presence of a notary public
- Contain the notary's official seal. (<u>NOTE</u>: A sworn statement notarized by a foreign notary must have an apostille attached. Foreign notarizations obtained at a United States Embassy or Consulate do not require an apostille.)

Please see sample sworn statement below. (The notary completes the Certificate of Acknowledgment section after the applicant's signature is witnessed.)



Frequently Asked Questions

Q: Where can I find application forms?

A: Application forms, including the Adjudication of Facts of Parentage (VS 21) and Acknowledgment of Paternity/Parentage (VS 22) forms, are located on the CDPH-VR Vital Records, Data and Statistics Forms webpage.

(https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx)

Q: Where can I find informational pamphlets?

A: Informational pamphlets for all amendment types are located on the CDPH-VR <u>Vital</u> <u>Record Pamphlets</u> webpage.

(https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Record-Pamphlets.aspx)

Q: How do I obtain a court order?

A: CDPH-VR suggests you contact a family law attorney for legal advice regarding the court process. CDPH-VR staff cannot provide legal advice, nor does CDPH-VR have information about the legal process. You may find helpful court process information by visiting the court website (http://www.courts.ca.gov/).

Q: What is the current processing time?

A: Current processing times are listed on the CDPH-VR <u>website</u>.

(https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx)

Q: Once the amendment is registered, what happens to the birth certificate?

A: The current birth certificate will be sealed and replaced with a new, one-page certificate.

Q: Will my supporting documents be returned?

A: Any supporting documents, including the certified copy of the court order, VDOP form, or sworn statement, will not be returned once the amendment is registered. Please keep copies of all documents submitted.

Q: What if I still have questions?

A: Please contact our Customer Service Unit by email at AmendVR@cdph.ca.gov or telephone at (916) 445-2684.

SWORN STATEMENT INSTRUCTIONS

- Only one sworn statement is required for multiple records.
- Sworn statements are not required for informational copy requests.
- Authorized individuals must complete the top portion of the sworn statement by signing and identifying their relationship to person listed on certificate.
- Sworn statements must be notarized for authorized copy requests. Law enforcement, governmental agencies, and funeral establishments (death records only) are exempt from the notary requirement, but must complete the top portion of the sworn statement page.
- A sworn statement notarized by a foreign notary must have an apostille attached. Foreign
 notarizations obtained by an Ambassador, Minister, Consul, Vice Consul or Consular Agent of the
 United States, or from a Judge of Court of record having a seal in a foreign county do not require
 an apostille.

RELATIONSHIP TO REGISTRANT

List of Authorized Persons:

- The registrant or a parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.
- A party entitled to receive the record as a result of court order or an attorney or licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code. (Please include a copy of the court order.)
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. (Companies representing a government agency must provide authorization from the government agency.)
- Any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate (Include a copy of the power of attorney or documentation identifying you as executor.)
- An attorney representing the registrant or the registrant's estate.
- Any agent or employee of a funeral establishment who acts within the course and scope of employment and on behalf of persons specified in HSC § 7100 (a) (1)-(8).
- Surviving next of kin (As specified in HSC § 7100).

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SWORN STA	ATEMENT
I,, declare unde (Applicant's Printed Name)	er penalty of perjury under the laws of the
State of California, that I am an authorized person, as defin	ned in California Health and Safety Code Section 103526
c), and am eligible to receive a certified copy of the	birth, death, or marriage certificate of the following
ndividual(s):	
Registrant (Name of person whose certificate you are requesting)	Applicant's Relationship to Registrant (Must be an authorized person)
The remaining information must be completed in the pre	esence of a Notary Public or CDPH Vital Records staff.)
Subscribed to this day of, 20, at _ (Day) (Month)	(City) , (State)
	(Applicant's Signature)
CERTIFICATE OF ACI	KNOWLEDGMENT
A notary public or other officer completing this ce who signed the document to which this certificate validity of the	is attached, and not the truthfulness, accuracy, or
State of	
County of	
Onbefore me, (Insert name and title of	, personally appeared, the officer)
who proved to me on the basis of satisfactory evidence t	
to the within instrument and acknowledged to me that	
authorized capacity(ies), and that by his/her/their signat	·
upon behalf of which the person(s) acted, executed the in	, , , , , , , , , , , , , , , , , , , ,
the laws of the State of California that the foregoing para	
(SIGNATURE OF NOTARY PUBL	WITNESS my hand and official seal. (SEAL)

