



California Department of Public Health Logo

Supplemental Name Report - Birth

Amend Birth Record to Add Child's Name

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California Department of Public Health

Upon request, this document will be made available in Braille, large print, and audiocassette or computer disk. To obtain a copy in one of these alternate formats, please call or write:

California Department of Public Health
Vital Records - M.S. 5103
P.O. Box 997410
Sacramento, CA 95899-7410
Telephone: (916) 445-2684
California Relay: 711/1-800-735-2929
Website address www.CDPH.CA.GOV

Supplemental Name Report - Birth

What is a Supplemental Name Report - Birth

When a Certificate of Live Birth is registered without the first, middle, and/or last name entered on the certificate, a **Supplemental Name Report – Birth** form may be used to add the names.

However, this form cannot be used to add or to change a name already listed on a Certificate of Live Birth. To add to or change a name requires a Court Ordered Change of Name. Please see the California Department of Public Health – Vital Records (CDPH-VR) pamphlet entitled **Amending a Birth Certificate After a Court Order Name Change** for additional information on changing names.

My spouse and I could not decide on our child's last name so we left the last name field blank.

If the first, middle, and/or last names of the child are not listed on the child's birth certificate, the local registrar in the county where the birth took place is required to supply you with a Supplemental Name Report – Birth form (VS 107) (Health and Safety Code Section 103325).

How do we add the last name to my child's birth certificate now?

To add the last name to the child's birth certificate, simply fill out the **Supplemental Name Report – Birth** and mail the form along with the necessary fee to the address printed on the back of the report.

Will my child's last name appear on his/her original birth certificate?

The State of California is not authorized to alter a birth certificate once it is registered. The **Supplemental Name Report – Birth** will be attached to the Certificate of Live Birth, making it a two-page document.

What is the fee for a Supplemental Name Report?

Within One Year of the Birth:

- There is no fee for a Supplemental Name Report – Birth if it is filed within one year of the date of the birth (but you will not get a copy of the amended record.)

If the Birth Occurred More Than One Year Ago:

- There is a \$23 fee, which includes one Certified Copy of the amended record.
- Additional copies are \$25.

What is the fee for a Supplemental Name Report (continued)

Fees should be paid by check or money order payable to CDPH Vital Records. International money orders for out-of-country requests should be payable in U.S. dollars.

Once CDPH-VR completes the amendment, CDPH-VR will send a copy of the amended record to the local county recorder so they can update their records.

Please Note:

If you are not paying a fee to process the amendment (it is within the first year and you are not paying to get a Certified Copy of the amended record), you will not receive any contact from the CDPH-VR office. CDPH-VR will just amend the record and close the file.

Can I use the Supplemental Name Report – Birth to change just the middle name?

The **Supplemental Name Report – Birth** is strictly for adding a name that was not on the original birth certificate at the time of registration. To change or add to a name, you are required to go through the Court Order Change of Name process.

Where can I obtain a copy of the Supplemental Name Report – Birth (VS 107 form)?

One VS 107 form is included if you received this pamphlet by mail. If you need additional copies of the VS 107 form or are accessing this pamphlet on the CDPH-VR website:

- Download a fillable form at the CDPH-VR website. Instructions for completing the PDF fillable form are also available.
- Order paper forms electronically to be mailed to you. Because of the volume of calls CDPH-VR receives, the internet is usually a faster process for customers than calling the Customer Service Unit.
- Call the Customer Service Unit at (916)445-2684.
- You can also get the form from the County Recorder or County Health Department in any California County.

What do I submit to amend the birth certificate?

You will need to complete a Supplemental Name Report – Birth (VS 107 form). Please see the previous section for information on obtaining a form.

- If you are requesting a certified copy of the amended record, you must include a notarized Sworn Statement (see the next section for more information).

If available, please include a photocopy of the current birth certificate. Although it is not required, this will help identify the exact record to be amended.

Mail the following items to CDPH-VR using the address on the front of this pamphlet:

- Completed VS 107 form (including back side for copy requests).
- Notarized Sworn Statement (if certified copy is requested).
- Photocopy of current birth certificate (if available).
- Appropriate fee (if required)

If any of the required items are not included, your request will be returned to you for correction.

Why do I need a sworn statement

Effective July 1, 2003, the law requires that only an authorized person (as defined by Health and Safety Code 103526 (c)) may receive a Certified Copy of a birth or death record. To help protect against identity theft, you must complete and submit a signed, notarized Sworn Statement declaring under penalty of perjury that you are authorized by law to receive an authorized Certified Copy. The sworn statement form is located within this pamphlet.

When do I need a Sworn Statement?

If you are requesting an authorized Certified Copy of the amended record, you must complete and submit a notarized sworn statement.

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How do I complete the VS 107 form?

A sample of what a completed form should look like is attached.

FULL NAME OF CHILD: Enter the information *as it should appear* on the birth certificate.

PART I: Complete the information *exactly* as it appears on the current birth certificate.

Note: If you need a copy of the current birth certificate to complete this section, you can download a fillable application form for a certified copy at the CDPH-VR website. Or you may obtain a paper form in the same manner noted on page 2. Complete and submit the application, notarized sworn statement, and \$25 fee to the CDPH-VR office.

PART II: The parent(s) need to complete items 8A-8-F and/or 9A-9F.

Note: At least one parent must sign. If only one parent is available to sign, on other person with knowledge of the facts must complete items 10-14.

What makes the VS 107 form “acceptable?”

Important Information

Birth certificates are legal documents that must hold up in any court, unchallenged as to their accuracy and reliability.

Because the amendment you submit becomes an actual part of this legal document, it must adhere to strict guidelines:

- Every item on the amendment must be completed.
- The form must be completed using the 26 alphabetical characters of the English language.
- Appropriate punctuation includes: a hyphen such as in “Smith-Jones,” an apostrophe as in “O’Hare,” a period as used with “Jr.” and a comma as used with “Smith, Jr.”
- Unacceptable entries include: drawings, pictures, or symbols and accents or marks added to a letter to indicate pronunciation or to distinguish it in some way, such as with è, ñ, ē, or ç.

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What makes the VS 107 form “acceptable?” (Continued)

Because the amendment form becomes part of the official record, every word and letter must be extremely clear and legible. ***Typing entries on the form ensures that the information is interpreted clearly.***

- If you are completing the downloadable amendment form, print on standard 8 ½” x 11” letter size, plain white paper, using black ink only at 100% scale.
- If you are not able to type the amendment form, it is extremely important that you take the extra time to print ***very clearly and legibly***. Documents that are not legible will be returned to you to complete again.
- ***Only black ink is acceptable*** (per Health and Safety Code Section 102125).
- ***There cannot be any erasures, whiteout or alterations.***

How long will it take to process the amendment?

The processing time for amendments can be located on the CDPH-VR website.

Once I file the amendment, what happens to the original record?

- The original record remains unchanged, and the amendment becomes page 2 of the birth certificate – making it a two-page document (per Health and Safety Code Sections 102140 and 103255).
- Anyone receiving a copy after the amendment is applied will receive a copy of both documents.

What if I still have questions?

If you have read this pamphlet thoroughly and still have questions that were not answered, please call the Customer Service Unit at (916)445-2684. If you are checking the status of your request, please wait until after the processing time has passed before contacting CDPH-VR.
