

FAIRFAX CIRCUIT COURT

CORRECTION OF VIRGINIA BIRTH CERTIFICATE

A petition for correction of a Virginia Birth Certificate can only be filed in Circuit Court if Virginia Vital Records has denied the parties request for corrections. Corrections to out-of- state Birth Certificates cannot be filed in Virginia.

There are several provisions in the Virginia statues whereby changes may be made to a vital record. The Office of Vital Records has a process in place for making modifications or changes to a Birth Certificate. Parties are encouraged to write to Vital Records with their correction request.

CONTACT / REFERENCE INFORMATION:

- Office of Vital Records
Attn: Special Services Department
P.O. Box 1000
Richmond, Virginia 23218-1000
 - General Information #: (804) 662-6200
 - Website: www.vdh.state.va.us
- Law Library located on the 1st floor of the Courthouse Suite 115

WHERE TO FILE:

- 3rd Floor Civil Intake Counter

FILING FEES:

- \$98.00 **See Current Fee Schedule**
 - Filing fee \$86.00
 - Sheriff's fee \$12.00
- Cash, Money Order or Certified Check
- Credit Cards – Visa and MasterCard ONLY (4% convenience fee assessed)
- NO PERSONAL CHECKS

REQUIRED DOCUMENTS:

- Petition for Correction of Birth Certificate (NOTARIZED) – Original plus 2 copies
 - Must include:
 - Petitioners Address
 - Petitioners Daytime Phone Number
- Order for Correction of Birth Certificate - Original endorsed (signed by petitioner or both parents if for a MINOR)
- Friday Motions Day Praecipe – Original plus 2 copies
Serve: Janet Rainey
Division of Vital Records
2001 Maywill Street
Richmond VA 23230
- Letter of Denial from Vital Records - plus 2 copies
- Any supporting documentation - plus 2 copies