

# 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.virginia.gov/](http://www.vdh.virginia.gov/)
- Law Library located on the 1<sup>st</sup> floor of the Courthouse Suite 115

### WHERE TO FILE:

- 3<sup>rd</sup> Floor Civil Intake Counter

### FILING FEES:

- \$110.00 **See Current Fee Schedule**
  - Filing fee \$86.00
  - Sheriff's fee \$24.00
- 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 4 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 4 copies
  - Serve: Janet Rainey  
Division of Vital Records & Pamela B. Beckner  
2001 Maywill Street Assistant Attorney General  
Richmond VA 23230 900 E Main Street  
Richmond VA 23219
- Letter of Denial from Vital Records - plus 4 copies
- Any supporting documentation - plus 4 copies