



Office of Vital Records

Requirements and Fees for Changes to Birth, Marriage, or Death Records

Once an item has been amended on a vital record, in accordance with evidence requirements, it cannot be changed again unless the State Registrar receives a court order by a court of competent jurisdiction. The only exception is a change in a cause of death on a death record.

Court-Ordered or Court-Approved Legal Name Change		
<p>The person whose name is on the birth, marriage, or death record needs to change their legal name on the record.</p>	<p><u>Required documents</u></p> <p>--Certified court order for the legal name change.</p> <p>--Government-issued photo ID:</p> <ul style="list-style-type: none"> • Driver's license • Passport • Military ID • Certificate of Naturalization • Alien Registration Card <p>--Rhode Island residents:</p> <ul style="list-style-type: none"> • A <u>Probate Court order</u> from the probate court in the city or town where you live • A Family Court order is acceptable for children younger than 18. Call Family Court at 401-458-3100 for information. <p>--Out-of-state residents:</p> <ul style="list-style-type: none"> • Contact your family court for help. 	<p><u>Fees</u></p> <ul style="list-style-type: none"> • \$10 to make the change on the record <p>For a copy of the changed record:</p> <ul style="list-style-type: none"> • \$22 for in-person customers • \$25 via mail
Change the Sex Field on a Rhode Island Birth Certificate		
<p>As of October 1, 2019, the State of Rhode Island has amended the sex field on birth certificates, which allows people to make a change to reflect their sex or gender identity on their birth certificate with proper documentation. With proper documentation, people can change their sex from M to F or F to M using the affidavit. For people born in Rhode Island who identify as non-binary or neither male nor female can change the sex field to X. People of any age can make this change; however, minors need parental or guardian consent to do so.</p>	<p><u>Required documents</u></p> <p>--The person who wants to change their birth certificate must come to the Office of Vital Records to self-attest, so staff can create an affidavit that must be signed by the person whose birth certificate will change. If that person is younger than 18, their parent, legal guardian, or legal representative must sign the affidavit.</p> <p>--Government-issued photo ID:</p> <ul style="list-style-type: none"> • Driver's license • Passport • Military ID • Certificate of Naturalization • Alien Registration Card 	<p><u>Fees</u></p> <ul style="list-style-type: none"> • \$10 to make the change on the birth record <p>For a copy of the changed record:</p> <ul style="list-style-type: none"> • \$22 for in-person customers • \$25 via mail

Correct clerical errors made by a birthing facility on a birth record for a child younger than 1		
<p>Examples of clerical errors can include misspelling of parent's name, misspelled parent's date or place of birth, misspelled address</p>	<p><u>Required document</u> -- The Office of Vital Records will ask the birthing facility for the Birth Worksheet that was completed at the time of birth.</p>	<p><u>Fees</u></p> <ul style="list-style-type: none"> • No fee to correct clerical errors <p>For a copy of the changed record:</p> <ul style="list-style-type: none"> • \$22 for in-person customers • \$25 via mail
Minor corrections on a birth record for a child younger than 1; unable to verify using Birth Worksheet from birthing facility		
<p>Examples of minor corrections can include addition of the given name of the child when the given name field is blank or updated spelling of parent's name, date of birth, or place of birth</p>	<p><u>Required documents</u> --To correct a misspelling of a parent's name or incorrect date of birth, the parent must provide a certified copy of their own birth certificate. --If the State Registrar approves the correction, they will create an Affidavit of Amendment. If the State Registrar decides there is not satisfactory evidence to approve the correction, they will notify the applicant that the correction is not approved, and the birth record cannot be changed unless there is a court order by a court of competent jurisdiction. --Government-issued photo ID for parent:</p> <ul style="list-style-type: none"> • Driver's license • Passport • Military ID • Certificate of Naturalization • Alien Registration Card 	<p><u>Fees</u></p> <ul style="list-style-type: none"> • No fee to correct minor errors <p>For a copy of the changed record:</p> <ul style="list-style-type: none"> • \$22 for in-person customers • \$25 via mail
Minor corrections on a birth record for a child older than 1		
<p>An example of a minor correction is a misspelling of the child's name.</p>	<p><u>Required documents</u> --At least one document showing the child's full name, date of birth, and the parents' names must be presented to the Office of Vital Records. The document must be created before the child is 7. Examples of a valid document include a baptismal certificate, school entrance record, or a pediatrician's record. --If the State Registrar approves the correction, they will create an Affidavit of Amendment. If the State Registrar decides there is not satisfactory evidence to approve the correction, they will notify the applicant that the correction is not approved, and the birth record cannot be changed unless there is a court order by a court of competent jurisdiction. --Government-issued photo ID for parent:</p> <ul style="list-style-type: none"> • Driver's license • Passport • Military ID • Certificate of Naturalization • Alien Registration Card 	<p><u>Fees</u></p> <ul style="list-style-type: none"> • \$10 to make the change on the birth record <p>For a copy of the changed record:</p> <ul style="list-style-type: none"> • \$22 for in-person customers • \$25 via mail

Minor variation on a birth record for a child older than 1

Examples of a minor variation can include misspelling of a parents' name or place of birth or an incorrect parents' date of birth

Required documents

- Certified copy of the parent's birth certificate.
- If the State Registrar approves the correction, they will create an Affidavit of Amendment. If the State Registrar decides there is not satisfactory evidence to approve the correction, they will notify the applicant that the correction is not approved, and the birth record cannot be changed unless there is a court order by a court of competent jurisdiction.
- Government-issued photo ID for parent:
 - Driver's license
 - Passport
 - Military ID
 - Certificate of Naturalization
 - Alien Registration Card

Fees

- \$10 to make the change on the birth record
- For a copy of the changed record:
- \$22 for in-person customers
 - \$25 via mail