# 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 statutes 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/
- Law Library located on the 1st floor of the Courthouse Suite 115

**WHERE TO FILE:**

- 3rd Floor Civil Intake Counter

**FILING FEES:**

- $110.00 ***See Current Fee Schedule***
  - Filing fee of $86.00
  - Sheriff's fee of $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:
    - Petitioner(s) Address
    - Petitioner(s) Daytime Phone Number
- Order for Correction of Birth Certificate - Original endorsed (signed by the petitioner or both parents if for a MINOR)
- Friday Motions Day Praecipe – Original plus 4 copies

| Serve: | Seth Austin<br>Division of Vital Records<br>2001 Maywill Street<br>Richmond VA 23230 | & | Pamela B. Beckner<br>Assistant Attorney General<br>900 E Main Street<br>Richmond VA 23219 |
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- Letter of Denial from Vital Records - plus 4 copies
- Any supporting documentation - plus 4 copies