

Birth Certificate

Updating your birth certificate through the California Department of Public Health

- [VS-24B](#)
- [VS-20](#)
- [Notarizing your VS-20](#)
- [Mailing the Application](#)

VS-24B

The [VS-24B](#) form is used to amend your birth certificate, such as to change your name and gender.

If you only change your name, you'll receive a two-page birth certificate listing both your new and old name.

If you change both your name and gender, you'll receive a new birth certificate without any indication that it isn't the original. The original birth certificate is then sealed and can only be obtained with a court order.

- On page 1
 - Under **Applicant Name and Mailing Address**, use your new name (the one you're changing to), and put the address where you'd like to receive your new birth certificate and/or any mail pertaining to your request. This does not have to be your permanent address.
 - It is recommended to provide an email address so that the CDPH can notify you when they receive the request and when they mail out the new birth certificate.
 - Under **Calculate the Fee**, write \$26 in **Total Fee** unless you want additional copies on top of the one included with the amendment, in which case, you can add \$29 to the total fee for each extra copy.
- On page 2
 - In Part 1, fill out your information as it appears on your current (unchanged) birth certificate. This information is used by the CDPH to find your original birth record.
 - In Part 2, check the boxes to the left of all the options you'd like to change. For example, "Child's First Name", "Child's Middle Name", "Child's Last Name", and "Sex". Then, put the new details in the boxes to the right of the items you checked.
 - Under **Reason for the Correction**
 - If you're changing your gender, write "To change the sex specified on my birth certificate to conform to my gender identity and not for any fraudulent purposes."
 - If you're changing your name, write "Name is changed pursuant to Superior Court of California, County of *[county of name change]*, Court Case Number *[name change court case number]*, dated *[mm/dd/yyyy]*." If you changed your name in a state other than California, replace "Superior Court of California" with the name of the court that issued the order.
 - **If you're changing both, write both of the reasons.**
 - Under **Printed Name**, put your new name (the one you're changing to).
 - Under **Relationship**, write "Self".
 - Under **Address**, put the address where you'd like to receive your new birth certificate and/or any mail pertaining to your request. This does not have to be where you live, just somewhere you can receive mail.

- Sign and date the form. Despite the form saying that two people must sign, if you're changing your own record, only you have to sign the form.

Example

Here's what your form should look like once it's finished (Everything I added is in red for emphasis. Use black when you're filling your form out):

Application to Amend a Birth Record (VS 24B)

(page 1 of 2)

Applicant Name and Mailing Address

Name: Jane Jamie Doe Street: 1000 Example Street
City: Los Angeles State: CA Zip Code: 90000
Email: user@example.com Phone: (123) 456-7890

Calculate the Fee

(this depends on the date of birth, use the appropriate table)

<u>Within</u> one year of date of birth	
Amendment Fee (amended copy <u>not</u> included)	\$0
Fee for Copy of Amended Record (\$29 each)	
Total Fee	

<u>After</u> one year of date of birth	
Amendment Fee (1 amended copy included)	\$26
Fee for Additional Copies (\$29 each)	\$0
Total Fee	\$26

For any of the following amendments, please use the "After one year date of birth" box above to calculate the fee:

- Correcting the sex field due to a hospital or Local Registrar error
- Changing child's sex field to reflect gender identity
- Changing parent designation to reflect gender identity on child's birth certificate

Please Read the Instructions Carefully

Step 1: Complete page 2 of this form and include information for all required fields.

Step 2: Complete and include a Notarized Sworn Statement (form VS 20) if you are requesting a copy of the amended record (this applies to most requests). A copy of this form is downloadable from: <https://www.cdph.ca.gov> (type VS 20 in the Search Field).

Step 3: Include a certified copy of the Court Order (if applicable). Please review the pamphlet to determine if you need a court order.

Step 4: Include a check or money order for fee calculated above. Make the check or money order payable to CDPH - Vital Records. **PLEASE DO NOT SEND CASH.**

Step 5: If you have any questions on how to complete these forms, please email your questions to CHSIVitalRecords@cdph.ca.gov before submitting your package.

Step 6: Mail all of the items above to:

CDPH - Vital Records
MS 5105
P.O. Box 997410
Sacramento, CA 95899-7410



VS24-S1

VS 24B (1/2023)

Part 1: Provide the following information so that CDPH-Vital Records can identify the original birth record. This should reflect how it appears now - before the correction. Please provide as much information as possible.

First Name John	Middle Name James	Last Name Doe
Date of Birth 01/01/1970	City of Birth (if known) Los Angeles	County of Birth Los Angeles
Full Name of First Parent Jessica Dorothy		Full Name of Second Parent (if applicable) Jared Doe

Part 2: Items to Correct - Leave items blank if no change is requested.

Items To Change (commonly corrected items)		Enter the New Corrected Name or Value
Check the box to the right → if you want to change or correct this item	☒ Child's First Name	Jane
	☒ Child's Middle Name	Jamie
	☒ Child's Last Name	Doe
	☐ Date of Birth	
	☒ Sex	Female
	☐ 1st Parent, First Name	
	☐ 1st Parent, Middle Name	
	☐ 1st Parent, Last Name	
	☐ 1st Parent, Date of Birth	
	☐ 2nd Parent, First Name	
	☐ 2nd Parent, Middle Name	
	☐ 2nd Parent, Last Name	
☐ 2nd Parent, Date of Birth		
Other Items Not Listed Above - Enter a descriptive name and the incorrect name or value.		Enter the New Corrected Name or Value

Enter the Reason for the Correction: ♦

To change the sex specified on my birth certificate to conform to my gender identity and not for any fraudulent purposes. Name is changed pursuant to Superior Court of California, County of Los Angeles, Court Case Number 24AAAA00000, dated 01/01/2024.

We, the undersigned, hereby certify under penalty of perjury that we have personal knowledge of the above facts and that the information above is true and correct.

TWO persons must sign this form to correct a birth record	Signature of 1st Person ♦	Printed Name ♦ Jane Jamie Doe	Relationship ♦ Self
	Date Signed ♦	Address (Street and Number, City, State, and Zip) ♦ 1000 Example Street Los Angeles, CA 90000	
	Signature of 2nd Person ♦	Printed Name ♦	Relationship ♦
	Date Signed ♦	Address (Street and Number, City, State, and Zip) ♦	



VS-20

The VS-20 form is a sworn statement that you are authorized to receive a copy of the birth certificate once it's amended. This form must be notarized by a California-licensed Notary Public before it's sent to the CDPH. You can learn more about that on the [next page](#).

- Above **Applicant's Printed Name**, write your new legal name (the one you want to change to).
- Under **Registrant**, write your new legal name (the one you want to change to).
- Under **Applicant's Relationship to Registrant**, write "Self".
- Leave everything else blank. You will need to complete the rest in the presence of a Notary Public.

Example

Here's what your form should look like once it's finished (Everything I added is in red for emphasis. Use black when you're filling your form out):

SWORN STATEMENT

I, Jane Jamie Doe, declare under penalty of perjury under the laws of the
(Applicant's Printed Name)

State of California, that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth, death, or marriage certificate of the following individual(s):

Registrant (Name of person whose certificate you are requesting)	Applicant's Relationship to Registrant (Must be an authorized person)
Jane Jamie Doe	Self

(The remaining information must be completed in the presence of a Notary Public or CDPH Vital Records staff.)

Subscribed to this _____ day of _____, 20____, at _____, _____.
(Day) (Month) (City) (State)

(Applicant's Signature)

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____ before me, _____, personally appeared _____,
(Insert name and title of the officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.
(SEAL)

(SIGNATURE OF NOTARY PUBLIC)



Notarizing your VS-20

After you fill out your VS-20 form as detailed on the [previous page](#), you'll need to notarize it. Notarizing a document means visiting a Notary Public, who is a person entrusted by the state to verify your identity.

The Notary Public will look at your ID, verify that you are who you say you are, fill out the Certificate of Acknowledgement, and stamp and sign your form. Then, they'll have you fill out the portion of the VS-20 that has to be completed in their presence. Once the notarization is complete, they'll have you sign and provide your fingerprint in their record book so that they have a record of the notarization.

Where to notarize a document

Notaries can be found in many places. Most UPS stores have a notary. That's where I notarized my VS-20. If you use a UPS store's notary services, verify on their website that the location you're visiting has a notary before going. Once you arrive, tell the cashier that you need to notarize a document and they'll get the notary for you.

What to bring

A notary may refuse to accept your court order. In this case, you can have them fill out the Certificate of Acknowledgement on the VS-20 using the name on your form of ID. The CDPH will accept that.

When you visit a notary, you will need your partially filled out VS-20 form, a form of photo ID such as a driver's license or passport, your name change court order, and a payment method to pay for the notary's services. In California, notaries cannot charge you more than \$15 for their services by law. In other states, the cost of a notary's services may vary.

Mailing the Application

Once you've filled out the VS-24B and VS-20, and had the VS-20 notarized, you'll need to mail your amendment application to the California Department of Public Health's Vital Records department (CDPH-VR).

What to include

You'll need to include the following items in your application:

- Both pages of your filled-out VS-24B form
- Your notarized VS-20 form
- A certified copy of your name change court order (this will **not** be returned to you)
- A check or money order for the amount you calculated in the **Calculate the Fee** section on the [VS-24B page](#), payable to "CDPH - Vital Records". See instructions for [filling out checks](#).
- Optionally, include a photocopy of your current birth certificate to speed up the process of finding your original record.

Payment Methods

The CDPH only accepts payment by check or money order. They do not accept cash or card details. You can get checks from your bank or purchase a money order from the post office when you go to mail your documents. Make sure to fill out your check or money order so that it's payable to "CDPH - Vital Records". Take a look at our guide on [filling out checks](#). If your payment method is not provided correctly, the CDPH will return your application.

How to mail

For mailing instructions, see [Sending Mail in the United States](#). The CDPH allows you to fold your documents to fit in a standard-sized envelope.

After Mailing

If you provided an email address on the application, the CDPH will send an email notification once they start processing your application. Don't expect to receive an email notification until 4 to 6 weeks after you mailed it. They might also send a postcard by mail. Don't expect that until 6 to 8 weeks after you mailed your application.

Once the amendment request has been processed and the CDPH mails out your new birth certificate, they'll send an email notifying you of that. For me, this took 86 days from the day I mailed my application and 57 days from the email notification that my request was received.