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.

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