

OFFICE USE ONLY  
State File Number:

**\*\*Please read instructions on Page 2\*\***

**APPLICANT ID:**

# Birth Record Amendment Instructions

Vital Records  
221 W Capitol Ave.  
Pierre, South Dakota 57501  
Tel: 605.773.4961

## To request a birth amendment you must:

1. Complete the first page
2. Mail completed, notarized form, fees, and documentation to:  
Vital Records  
Attn: Birth Amendments  
221 W Capitol Ave  
Pierre SD 57501

## Section 1 Instructions:

This section shall be completed by the parents or legal guardian of the child whose birth record is being amended.

Please type or print all fields in blue or black ink.

## Section 2 Instructions:

Complete this section with the information obtained on the CURRENT birth record. It might be helpful to have your record in front of you to obtain this information.

## Section 3 Instructions:

On the affidavit, type or print clearly the item that needs to be corrected, how that item appears on the current record, and the information as you are requesting it be. If you make a mistake, please destroy the request form and complete a new one. If the affidavit is not acceptable for processing due to mistakes, it will NOT be processed. Submitting a form containing errors will cause a delay in completing the request.

Sign affidavit ONLY in the presence of a notary public.

## Ordering a Birth Record after Amendment:

If you have purchased a certified copy of your birth record, we ask that you send it in with this form. When the amendment is completed, this will allow a new one to be issued to you at no charge.

If you have not purchased a birth record and you require one, you will need to complete the SD Application for Birth Record and pay the required fee of \$15.

### SUMMARY:

- ☐ Send completed affidavit signed by both parents (if applicable) in front of a notary
- ☐ Certified birth record or SD Application for Birth Record with \$15.00 (if applicable)