

Vital Records Instructions
Amendment Process to Add a Spouse's Name to a Birth Certificate
November 9, 2016

When parents are married at the time of the child's birth, the amendment process to add a spouse's name to a birth certificate, after original registration, is the same for all marriage types.

The **parent(s)** are required to complete the following steps:

1. Make a request to add the spouse's name to a birth record, when the spouse's name was not added at the time of birth registration.
2. Provide a certified copy of their certificate of marriage, confirming that the couple was legally married at the time of conception and/or birth of the child.
3. Sign a completed Amendment Application Form, signed in the presence of a notary.
4. Provide picture ID.
5. Provide payment of fees.

Registers of Deeds using Electronic Submission

For the Register of Deeds using the amendment request process in Electronic Birth Registration System:

1. Follow the normal electronic steps to complete the Amendment Application Form in the system
2. Collect the supporting documents and a copy of the ID to send to Vital Records
3. Collect the payment of fees and the standard billing process remains in place
4. Submit the request electronically to Vital Records

Reminder for issuance, if the parent(s) want to purchase a certified copy of the amended birth certificate:

- **Register of Deeds Birth Certificate Book Copy Issued to Customer:** EBRS is being updated to print an amended book copy certificate with "Mother/Parent" and "Father/Parent" labels.
 - **Birth Certificate Abstract Copy Issued to Customer:** EBRS is being updated to issue the customer an amended birth certificate abstract with "Mother/Parent" and "Father/Parent" label. Until the EBRS is updated, Vital Records will issue the birth certificate abstract, if the parent(s) is purchasing an amended certificate. Vital Records will notify the RODs when the EBRS is updated.
5. Mail the original Amendment Application Form, supporting documents and copy of ID to Vital Records
 6. If applicable also mail the Application for a Copy of a North Carolina Birth Certificate and payment of fee
 7. You will receive the standard electronic notification that the amendment has been made, in order for you to print the amended book copy certificate and Vital Records will continue to mail you a copy of the customer's notification letter which informs the parent(s) that the amendment has been completed.

Registers of Deeds using Non-Electronic Submission

For the Register of Deeds using the paper amendment request process:

1. Follow all the normal steps to help the customer complete the Amendment Application Form and provide the supporting documents
2. Collect the supporting documents
3. Collect the payment of fees
4. Mail the original Amendment Application Form, supporting documents, copy of the ID, and payment of fees to Vital Records
5. *For issuance questions, please contact Vital Records at 919-792-5986*
6. You will receive a paper copy of the amended birth certificate and, if applicable a copy of the customer's notification letter which informs the parent(s) that the amendment has been completed.

State Vital Records Staff

For all incoming electronic and paper amendment requests to add a spouse's name to a birth certificate for all marriage types, please follow the established workflow for the request to be received in the Special Registration Unit. This includes amendment requests from registers of deeds (electronic or paper), from appointments, walk-in, or mail-in services at the State Vital Records Office.

Follow the regular amendment workflow to add a spouse's name to a birth certificate:

1. Follow the normal steps to start processing the request
2. Review the original Amendment Application Form for completeness and accuracy
3. Review the supporting documents to determine if the amendment can be made
4. If the amendment can be made add the spouse's name to the original birth record
5. If applicable, review the Application for a Copy of a North Carolina Birth Certificate for signature and supporting ID
6. Communication to the parent(s):
 - If the amendment is made: send the parent(s) the Notification Letter stating that the amendment has been made; or send the parent(s) the certified copy of the Amended Birth Certificate, if purchased
 - If the amendment cannot be made send the parent(s) a letter explaining the unresolved issues, and file as an amendment awaiting response from customer.
7. Follow issuance procedures currently in place since October 2014.

If you have any questions please contact Vital Records Special Registration Unit at 919-792-5986 (7:30am to 4:30pm).