

# Check List of Supporting Documentation used to Amend an Oklahoma Birth Record

- 1. All requests and documents are subject to review & consideration.** Only records which can be verified and support the requested correction/amendment will be accepted.
- 2. Please submit as many documents as possible** to support your requested correction/amendment. Minimum of 2 required; 1 must be established within the first 10-15 years of life.\*
- 3. Any non-English document(s) MUST come with a certified English translation of the full document.** The translation cannot be notarized by the translator and contact information for the translator must be provided on the translation.

To Amend a Minor Child's Information (e.g. spelling of name)	To Amend Parental Information (e.g. spelling of parent's name, date of birth, or title)
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Certified Early School Enrollment Record</b> - Can be obtained from the school district's administration office*</li> <li><input type="checkbox"/> <b>Hospital/Clinic Record</b> - must show hospital name &amp; contact info, be signed by hospital official, and indicate the date of service</li> <li><input type="checkbox"/> <b>Life/Burial Insurance Policy</b> (<u>not</u> health insurance) - Must show date established, policy name, company, policy number, name and signature of agent</li> <li><input type="checkbox"/> <b>Physician's Record/Letter</b> - Must be on letterhead, signed &amp; dated by the physician, identify the subject by name &amp; date of birth, and indicate the date treatment/service began.</li> <li><input type="checkbox"/> <b>Social Security Card</b> - copy the front <u>and</u> back of the card</li> <li><input type="checkbox"/> <b>Social Security Numident</b> - You may request a numident using the attached SSA application &amp; submit to Baltimore, MD along w/appropriate fees. This will show subject's name, birth date, birth place, gender, race and mother &amp; father's names.</li> </ul>	<p><b>We MUST have a copy of the parent's state-issued birth certificate (or another document established at or near the time of the birth – within the 1<sup>st</sup> 10-15 years of life) and marriage license.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Certified Birth Certificate of a Sibling</b> (sibling of the subject/child)</li> <li><input type="checkbox"/> <b>Certified Early School Enrollment Record</b> - Can be obtained from the school district's administration office.</li> <li><input type="checkbox"/> <b>Early Immunization Record</b> - Signed/dated and provide contact information for the clinic/provider</li> <li><input type="checkbox"/> <b>Life/Burial Insurance Policy</b> (<u>not</u> health insurance) - Must show date established, policy name, company, policy number, name and signature of agent</li> <li><input type="checkbox"/> <b>Marriage License</b> - Must indicate the date it was filed with the courts</li> <li><input type="checkbox"/> <b>Parental Passport</b></li> <li><input type="checkbox"/> <b>Parent's State-Issued Death Certificate</b></li> <li><input type="checkbox"/> <b>School Enumeration Record</b> - Can be obtained from the county courthouse where the subject attended school.</li> <li><input type="checkbox"/> <b>Physician's Record/Letter</b> - Must be on letterhead, signed &amp; dated by the physician, identify the subject by name &amp; date of birth, and indicate the date treatment/service began.</li> <li><input type="checkbox"/> <b>Social Security Card</b> - copy the front <u>and</u> back of the card</li> <li><input type="checkbox"/> <b>Social Security Numident</b> - You may request a numident using the attached SSA application &amp; submit to Baltimore, MD along w/appropriate fees. This will show subject's name, birth date, birth place, gender, race and mother &amp; father's names.</li> <li><input type="checkbox"/> <b>US Census Record</b></li> <li><input type="checkbox"/> <b>US Military Record (DD-214)</b></li> </ul> <p><b><u>*1 document must be established at or near the time of birth (within the first 10-15 years of life) for each item to be corrected</u></b></p>
Additional Documents that may be used to Correct an Adult Subject's Information	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Certified Birth Certificate of the Adult Subject's Child</b></li> <li><input type="checkbox"/> <b>Early Immunization Record</b> – Signed/dated and provide contact information for the clinic/provider</li> <li><input type="checkbox"/> <b>Marriage License</b> – Must indicate the date it was filed with the courts</li> <li><input type="checkbox"/> <b>School Enumeration Record</b> - Can be obtained from the county courthouse where the subject attended school.</li> <li><input type="checkbox"/> <b>US census record</b></li> <li><input type="checkbox"/> <b>US military record (DD-214)</b></li> </ul>	