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)

- **Certified Early School Enrollment Record** - Can be obtained from the school district’s administration office*
- **Hospital/Clinic Record** - must show hospital name & contact info, be signed by hospital official, and indicate the date of service
- **Life/Burial Insurance Policy** (not health insurance) - Must show date established, policy name, company, policy number, name and signature of agent
- **Physician’s Record/Letter** - Must be on letterhead, signed & dated by the physician, identify the subject by name & date of birth, and indicate the date treatment/service began.
- **Social Security Card** - copy the front and back of the card
- **Social Security Numident** - You may request a numident using the attached SSA application & submit to Baltimore, MD along w/appropriate fees. This will show subject’s name, birth date, birth place, gender, race and mother & father’s names.

### To Amend Parental Information (e.g. spelling of parent’s name, date of birth, or title)

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 1st 10-15 years of life) and marriage license.

- **Certified Birth Certificate of a Sibling** (sibling of the subject/child)
- **Certified Early School Enrollment Record** - Can be obtained from the school district’s administration office.
- **Early Immunization Record** - Signed/dated and provide contact information for the clinic/provider
- **Life/Burial Insurance Policy** (not health insurance) - Must show date established, policy name, company, policy number, name and signature of agent
- **Marriage License** - Must indicate the date it was filed with the courts
- **Parental Passport**
- **Parent’s State-Issued Death Certificate**
- **School Enumeration Record** - Can be obtained from the county courthouse where the subject attended school.
- **Physician’s Record/Letter** - Must be on letterhead, signed & dated by the physician, identify the subject by name & date of birth, and indicate the date treatment/service began.
- **Social Security Card** - copy the front and back of the card
- **Social Security Numident** - You may request a numident using the attached SSA application & submit to Baltimore, MD along w/appropriate fees. This will show subject’s name, birth date, birth place, gender, race and mother & father’s names.
- **US Census Record**
- **US Military Record (DD-214)**

*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

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*Revised July 19, 2019*