



# Records Redux: Supplemental Registration in Changing Times

- Cindy Brown, Manager
- Amendments and Paternities
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# Expedited Services

- Orders must be sent to the Texas Department of State Health Services—Vital Statistics Unit, 1100 W 49<sup>th</sup> St, Austin, TX 78756 via an overnight mail service, such as: FedEx, Lone Star Overnight, or UPS. Do not send via USPS Priority Mail.
- Additional \$5 for expedite. \$8 return delivery for Lonestar (within Texas) or FedEx (outside of Texas) or \$19.95 for P.O. Box and express mail (optional)
- Incomplete or unacceptable applications will require additional processing time.



**June 26, 2015**

U.S. Supreme Court ruling in  
*Obergefell v. Hodges*

*and*

and the U.S. District Court ruling in  
*DeLeon v. Abbott*

# Action Memorandum

## Department of State Health Services

On August 12, 2015 the Texas Department of State Health Services (DSHS) issued an Action Memorandum implementing changes to vital records for vital events in compliance with the U.S. Supreme Court ruling in *Obergefell v. Hodges* and the U.S. District Court ruling in *DeLeon v. Abbott*, regarding recognition of same-sex marriage. Included in the revised policy is the option that parents may now choose the title they wish to appear on the birth certificates. These choices include Father, Mother or Parent.

# Forms

## VS 160 – Certificate of Adoption

<input type="checkbox"/> PARENT	14. TITLE OF PARENT	<input type="checkbox"/> MOTHER	<input type="checkbox"/> FATHER	<input type="checkbox"/> PARENT
<input type="checkbox"/> Adoptive	15. NAME OF PARENT FIRST	MIDDLE	CURRENT LAST NAME	LAST NAME BEFORE MARRIAGE
<input type="checkbox"/> Biological	16. DATE OF BIRTH	17. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)		18. PARENT'S SOCIAL SECURITY NO. (WILL NOT APPEAR ON THE BIRTH CERTIFICATE)
<input type="checkbox"/> PARENT	19. TITLE OF PARENT	<input type="checkbox"/> MOTHER	<input type="checkbox"/> FATHER	<input type="checkbox"/> PARENT
<input type="checkbox"/> Adoptive	20. NAME OF PARENT FIRST	MIDDLE	CURRENT LAST NAME	LAST NAME BEFORE MARRIAGE

## VS 166 – Application For A New Birth Certificate Based On Parentage

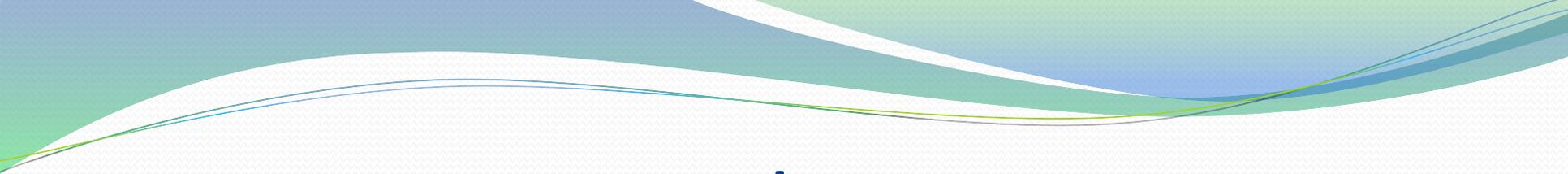
FULL NEW NAME OF CHILD (may require a court order):  /  /   
 First Middle Last

Title To Appear On Birth Record:  Mother  Father  Parent; If Mother, Full Maiden Name  /  /   
 First Middle Last

Parent's Name:  /  /  Date of Birth:  /  /  Place of Birth:   
 First Middle Last month day year State or Foreign Country

Title To Appear On Birth Record:  Mother  Father  Parent; If Mother, Full Maiden Name  /  /   
 First Middle Last

Parent's Name:  /  /  Date of Birth:  /  /  Place of Birth:   
 First Middle Last month day year State or Foreign Country



What  
does  
VSU  
need  
to  
file  
the  
record?



# Adoption

For adopted children who do not have both parents listed on the birth certificate.

- Bio Mother
- Second Parent Adoption
- Surrogacy

# Required Documents

1. Certified copy of: Court Order of Adoption or Certificate of Adoption (Form VS-160);
2. If using a certified copy of Court Order - VS-160 as an application, complete Section 2, items 11 through 30 and Section 4, item 46. Each parent should also sign and date in Section 4, item 47 where space permits. The district clerk does not need to sign in Section 4;
3. Appropriate Fees; \$25 filing fee and \$22 for each copy

**SECTION 2 PLEASE ENTER THE INFORMATION AS IT IS TO APPEAR ON THE NEW BIRTH RECORD.**

All information below MUST be provided or a new birth certificate cannot be completed.

~~Single Parent Adoption - Complete Only The Appropriate Information Regarding The Adopting Parent~~

11. Is This a Step-Parent Adoption? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Is This a Single Parent Adoption? <input type="checkbox"/> Yes <input type="checkbox"/> No		13. Do You Want The Birth Record Changed Based on the Adoption Decree? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Adoptive <input type="checkbox"/> Biological	14. TITLE OF PARENT		<input type="checkbox"/> MOTHER	<input type="checkbox"/> FATHER	<input type="checkbox"/> PARENT
	15. NAME OF PARENT FIRST MIDDLE		CURRENT LAST NAME		LAST NAME BEFORE MARRIAGE
<input type="checkbox"/> Adoptive <input type="checkbox"/> Biological	16. DATE OF BIRTH		17. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)		18. PARENT'S SOCIAL SECURITY NO. (WILL NOT APPEAR ON THE BIRTH CERTIFICATE)
	19. TITLE OF PARENT		<input type="checkbox"/> MOTHER	<input type="checkbox"/> FATHER	<input type="checkbox"/> PARENT
20. NAME OF PARENT FIRST MIDDLE		CURRENT LAST NAME		LAST NAME BEFORE MARRIAGE	
21. DATE OF BIRTH		22. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)		23. PARENT'S SOCIAL SECURITY NO. (WILL NOT APPEAR ON THE BIRTH CERTIFICATE)	
PARENT(S) ADDRESS AT THE TIME OF CHILD'S BIRTH		24. STREET ADDRESS CITY COUNTY STATE ZIP			25. INSIDE CITY LIMITS? <input type="checkbox"/> Yes <input type="checkbox"/> No
PARENT(S) CURRENT ADDRESS		26. STREET ADDRESS CITY STATE ZIP			27. PARENT(S) TELEPHONE NUMBER
28. PARENT(S) EMAIL ADDRESS			29. SIGNATURE OF PARENT(S)		
MAIL BIRTH CERTIFICATE TO: <input type="checkbox"/> Attorney <input type="checkbox"/> Parent(s) <input type="checkbox"/> Clerk's Office		30. MAILING ADDRESS CITY STATE ZIP			

**SECTION 3 PLEASE PROVIDE THE INFORMATION BELOW FOR THE CENTRAL ADOPTION REGISTRY**

CENTRAL ADOPTION REGISTRY INFORMATION	31. BIOLOGICAL MOTHER FIRST MIDDLE LAST (MAIDEN)			32. SSN
	33. BIOLOGICAL MOTHER'S DATE OF BIRTH			
	34. BIOLOGICAL MOTHER'S PLACE OF BIRTH			
	35. BIOLOGICAL FATHER FIRST MIDDLE LAST			36. SSN
37. BIOLOGICAL FATHER'S DATE OF BIRTH				
38. BIOLOGICAL FATHER'S PLACE OF BIRTH				
ATTORNEY	39. NAME OF ATTORNEY OF RECORD			40. ATTORNEY'S EMAIL ADDRESS
	41. MAILING ADDRESS OF ATTORNEY			42. TELEPHONE NUMBER
	43. NAME OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR			
PLACING AGENCY OR MANAGING CONSERVATOR	44. MAILING ADDRESS OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR			45. TELEPHONE NUMBER

**SECTION 4 CERTIFICATION OF THE COURT**

Please complete the child's name as set forth in the Decree of Adoption

46. NAME OF THE CHILD AS SET FORTH IN THE ADOPTION DECREE:

FIRST	MIDDLE	LAST

47. I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AS STATED IN THE DECREE OF ADOPTION WHICH WAS GRANTED

ON \_\_\_\_\_ DAY OF \_\_\_\_\_ IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_ COUNTY, TEXAS IN CAUSE # \_\_\_\_\_

\_\_\_\_\_ DISTRICT CLERK'S SIGNATURE

# Parentage

For children born to a married couple who wish to add a parent to the birth certificate.

- Married at the time the child was born
- Married after the child was born

# Required Documents

1. Certified copy of: Marriage License or Declaration of Informal Marriage or court order establishing marriage;
2. Application for a New Birth Certificate Based on Parentage (Form VS-166);
3. Appropriate Fees; \$25 filing fee and \$22 for each copy

# VS 166

## Application For A New Birth Certificate Based On Parentage

FULL NEW NAME OF CHILD (may require a court order):  /  /   
First Middle Last

Title To Appear On Birth Record:  Mother  Father  Parent; If Mother, Full Maiden Name  /  /   
Parent's Name:  /  /  Date of Birth:  /  /  Place of Birth:   
First Middle Last month day year State or Foreign Country

Title To Appear On Birth Record:  Mother  Father  Parent; If Mother, Full Maiden Name  /  /   
Parent's Name:  /  /  Date of Birth:  /  /  Place of Birth:   
First Middle Last month day year State or Foreign Country

# APPLICATION FOR A NEW BIRTH CERTIFICATE BASED ON PARENTHAGE

BUDGET ZZ 708-153

This form is used to **ADD, REMOVE, or REPLACE** information regarding the father and/or mother listed on the original birth certificate according to an establishment of **PATERNITY** or a **COURT ORDER**.

**Child's original birth information:** Type or Print in Blue/Black Ink

Full name of child as registered at birth \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of Birth: \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ Texas

Father's name \_\_\_\_\_ MOTHER'S full maiden name \_\_\_\_\_

We/I hereby request a new birth certificate be filed as evidenced by:

**PLEASE CHECK ONE OF THE FOLLOWING:**

- Attached certified copy of court decree (must send all pages of the court order) **OR**
- A properly completed Acknowledgment of Paternity (form VS-159.1) (Date form was faxed to Vital Statistics Unit (VSU) or signed before a certified entity: \_\_\_\_\_) **OR**
- Attached certified copy of the parents' marriage license
- A properly completed Rescission of Acknowledgment of Paternity (form VS-158) (Date Mailed to VSU \_\_\_\_\_)

**INFORMATION TO BE PLACED ON NEW BIRTH CERTIFICATE:**

FULL NEW NAME OF CHILD (may require a court order): \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Title To Appear On Birth Record:  Mother  Father  Parent;  If Mother, Full Maiden Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Parent's Name: \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of Birth: \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ State or Foreign Country \_\_\_\_\_

Title To Appear On Birth Record:  Mother  Father  Parent;  If Mother, Full Maiden Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Parent's Name: \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of Birth: \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ State or Foreign Country \_\_\_\_\_

**WARNING: The Penalty for knowingly making a false statement in this form can be 2-10 years in prison and a fine of up to \$10,000. (Texas: Health and Safety Code, Chapter 195).**

Signature of PARENT or Legal Guardian swearing to this affidavit

Address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_

( ) \_\_\_\_\_ Daytime telephone number \_\_\_\_\_

Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary Public, County Clerk, or other person authorized to administer oaths

Printed name and title

Signature of PARENT or Legal Guardian swearing to this affidavit

Address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_

( ) \_\_\_\_\_ Daytime telephone number \_\_\_\_\_

Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary Public, County Clerk, or other person authorized to administer oaths

Printed name and title

**SEE REVERSE SIDE FOR INSTRUCTIONS**

- The fee for filing a new birth certificate is \$25.00. An additional fee of \$22.00 must be included for a certified copy of the new birth certificate.

Mail this completed and **NOTARIZED** application with either the attached evidence (certified copy of court order/ marriage license), or filed an Acknowledgment of Paternity, and the required fee to:

TEXAS VITAL STATISTICS  
PO BOX 12040  
AUSTIN TX 78711-2040





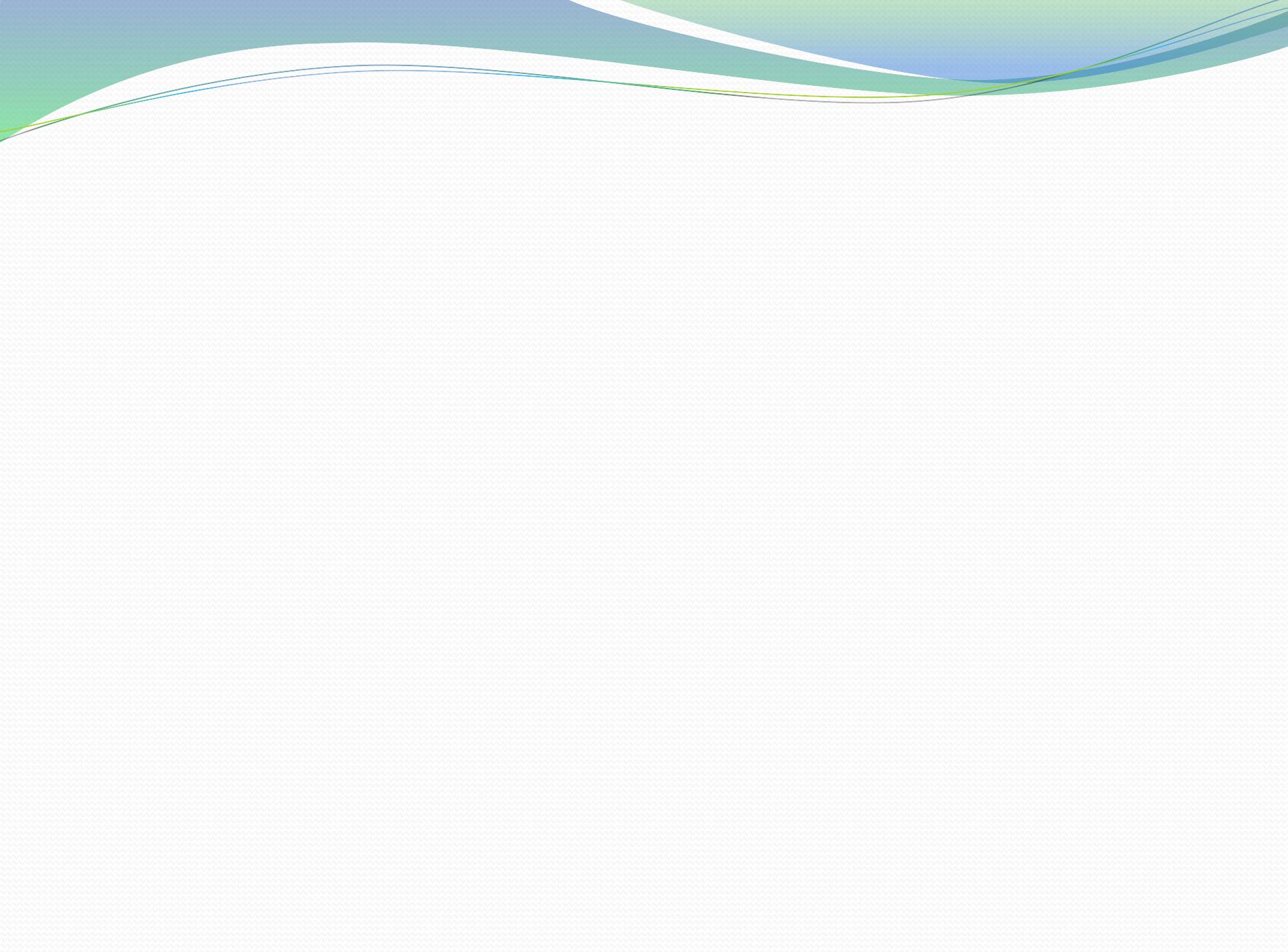
# How effect does this ruling have on amending records?

## Birth Records

- No change

## Death Records

- Marital status
- Name of spouse
- Relationship to informant



# Identification – Mail-In Requests

Vital Record Issuance – Brandy Gibson

Friday, December 11, 2015

8 – 9:30 – Ballroom A

# Reminders and Updates

- The list of acceptable identification will change effective 09/01/2015. Primary and Secondary identification will be updated at [http://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=25&pt=1&ch=181&rl=28](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=181&rl=28). Contact our office for a list of Supporting Documents.
- Mail in applications will required a notarized statement effective 09/01/2015. Application will be updated with notary block including type of document/identification the notary received from the applicant.
- Same Day Service and/or Next Day Service – This service is limited to our walk-in lobby at DSHS, 1100 W. 49<sup>th</sup> St, Austin. Not all certificates can be issued the same day.
- Qualified applicants might require verification.

# Vital Statistics Forms

<http://www.dshs.state.tx.us/vs/reqproc/forms.shtm>

- Birth or Death Record Order Forms
- Birth or Death Record Amendment Forms
- Marriage or Divorce Record Order Forms
- Adoption Forms
- Paternity or Parentage Forms

# Supplemental Records

- Amending Birth Records
- Amending Death Records
- Legal Name Changes
- Disinterment Permits
- Adoption Records
- Paternity Records

# Amendments

Processing Time – 6 weeks

Belinda Cochran, Team Lead  
512-776-2668, 888-963-7111 ext. 2668  
Belinda.Cochran@dshs.state.tx.us

Teresa Bates, Team Lead  
512-776-7800, 888-963-7111 ext. 7800  
Teresa.Bates@dshs.state.tx.us

# Amendments Filed in Fiscal 2014

• Birth Amendments	10,016
• Death Amendments	3,545
• Legal Name Changes	3,429
• Disinterment Permit	338

# Amending a Birth or Death Record

- Once a birth or death certificate has been filed, it may only be corrected by presenting satisfactory evidence that a mistake was made on the original record at the time it was completed. Texas Health and Safety Code 191.028.
- § 191.028. AMENDMENT OF CERTIFICATE. (a) A record of a birth, death, or fetal death accepted by a local registrar for registration may not be changed except as provided by Subsection (b). (b) An amending certificate may be filed to complete or correct a record that is incomplete or proved by satisfactory evidence to be inaccurate. The amendment must be in a form prescribed by the department. The amendment shall be attached to and become a part of the legal record of the birth, death, or fetal death if the amendment is accepted for filing, except as provided by Section 192.011(b). (c) Repealed by Acts 1991, 72nd Leg., ch. 14, § 54, eff. Sept. 1, 1991. Acts 1989, 71st Leg., ch. 678, § 1, eff. Sept. 1, 1989. Amended by Acts 1991, 72nd Leg., ch. 14, § 54, eff. Sept. 1, 1991.

# Application to Amend Certificate of Birth

The application to Amend Certificate of Birth may be used to correct an item left blank or to correct errors made during the completion of the original birth certificate.

This application, supporting document(s), and the statutory filing fee of \$15.00 should be submitted to: This fee does not include the cost of a certified copy of the record after the amendment is filed. Please enclose the additional fee of \$22.00 for each copy of the amended certificate requested.

VITAL STATISTICS UNIT  
DEPARTMENT OF STATE  
HEALTH SERVICES  
P O BOX 12040  
AUSTIN TEXAS 78711-2040  
1-888-963-7111

 **TEXAS**  
Department of  
State Health Services

**APPLICATION TO AMEND CERTIFICATE OF BIRTH**  
*This application cannot be used to add the fathers information*

STATE OF TEXAS NO.

Name _____ Last _____ First _____ Middle _____	
Street Address _____ Telephone # _____ (8am-5pm)	
City _____ State _____ Zip Code _____	
Signature: _____	

**PART I. ENTER INFORMATION AS IT APPEARS ON THE ORIGINAL BIRTH CERTIFICATE. IF THE CHILD'S NAME DOES NOT APPEAR ON BIRTH CERTIFICATE, ENTER "NOT SHOWN" IN THE FIRST ITEM. (Type or Print)**

1. FULL NAME OF CHILD		2. DATE OF BIRTH	
3. PLACE OF BIRTH	4. SEX	5. STATE FILE NO. (if known)	
6. FULL NAME OF FATHER		7. FULL MAIDEN NAME OF MOTHER	

**PART II. ITEM(S) ON ORIGINAL BIRTH CERTIFICATE TO BE CORRECTED. (Type or Print)**

8. ITEM OR ITEM NO.	9. ENTRY ON ORIGINAL CERTIFICATE	10. CORRECT INFORMATION

**AFFIDAVIT OF OLDER RELATIVE**

**PART III. THIS SECTION MUST BE SIGNED BY THE ATTENDING PHYSICIAN, PARENTS, AN OLDER SISTER OR BROTHER. IF CHILD IS A MINOR, BOTH PARENTS MUST SIGN AFFIDAVIT.**

This section **MUST** be signed in the presence of a Notary Public.

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Before me on this day appeared \_\_\_\_\_ (Name)  
now residing at \_\_\_\_\_ (Street Address) \_\_\_\_\_ (City)  
\_\_\_\_\_, who is related to the person named in Item 1 above as \_\_\_\_\_ (State)  
and who on oath deposes and says that the birth certificate identified in Part I is in error with respect to the entries shown in Item 9 above and that the information shown in Item 10 is true and correct.

Signature \_\_\_\_\_ Father/Legal Guardian      Signature \_\_\_\_\_ Mother/Legal Guardian  
Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary Public \_\_\_\_\_

Commission Expires \_\_\_\_\_

**OFFICE USE ONLY**

Typed or Printed Name \_\_\_\_\_

Street Address \_\_\_\_\_

City and State \_\_\_\_\_

WARNING: The penalty for knowingly making a false statement in this form can be 2-10 years in prison and a fine of up to \$10,000.

VS-170 REV. 12/2005

# Examples – Amend or Change?

**Birth record:**

Cindy Brown

William Smith

Peggy Jo Jones

Linda Ann Lopez

Arturo Torres

Jaime Ybarra

**Change:**

Cynthia Ann Brown

Billie Smith

Margaret Jo Jones

~~Maria Linda Ann Lopez~~

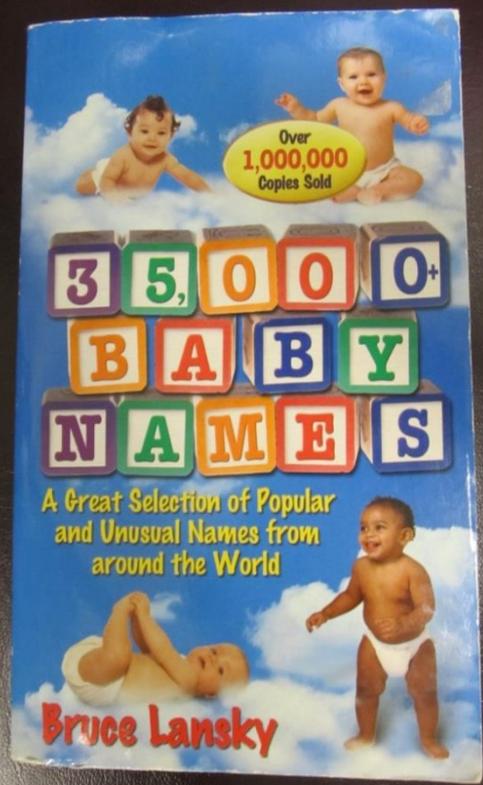
Arturo Gomez Torres

~~Jaime Gomez Ybarra~~

# Amendment or Name Change?

Margaret – Gita, Greta, Gretchen, Marjorie, Markita, Meg, Megan, Peggy, Reet, Rita

John – Evan, Gian, Giovanni, Handel, Hannes, Hans, Hanus, Honza, Ian, Kwam, Owen, Sean, Zane



# Amended Birth or Death Record

- The amendment becomes an addendum to the original record – a new record is not created.
- A copy of the completed amendment will be forwarded to the local registration official in the district where the birth or death occurred.

# Birth Amendment Guidelines

- There are few restrictions on the name a mother may give her child.
- An item can only be changed or corrected by the amendment process one time.
- You cannot file an amendment to a birth certificate based on adoption or paternity.
- Part 1, 2, or 3 cannot be altered – no mark outs, write-over, etc.
- If the registrant signs the amendment – a supporting document is required. **Note – most amendments will require a document, no matter who signs.**
- Most times one supporting document is sufficient. Acceptable documents must be certified and show the issuing organizations name, address, date of original entry, and date issued. Depending on what is being corrected, it must also show the registrant's correct name, date of birth, and parent's names.
- If amending the parent's name it must match exactly.

# Document Guidelines

Subject to Change

## Acceptable

- Baptismal Certificate
- Numident printout issued out of Baltimore, MD
- Elementary school records
- Birth certificate of older child
- Federal census
- School census record
- Affidavit of older relative
- DD-214
- Certified court order

## Unacceptable

- Certificate of Naturalization
- Insurance cards & policies
- SSA printout
- IRS printout
- SSA card
- Driver's License
- Death Certificate
- Passport

# Amendment – Affidavit Portion

- Hospital Error – The affidavit portion of the amendment form should be completed by the HIM Director or Hospital Administrator. The application must be accompanied by a copy of the hospital record from the time of birth.
  - An example would be when parent information is switched – mother’s name on father’s information and father’s name where mother’s name should appear.
  - A parent’s name where the registrant’s name should appear.
- Midwife Error – The amendment must be signed by the midwife. See examples under Hospital Error.
- Registrant (18+) – The affidavit portion should be completed by an older blood relative. If there is not an older relative and the registrant signs it must be supported by a document.
- Registrant is a minor – BOTH parents must sign the form in the presence of a notary.

# Reason's Many Amendments Are Rejected

- Only one parent signed the amendment for a minor child.
- Foreign documents must have an Apostille – Apostille's are issued by the Secretary of State of the particular country. Some countries do not Apostille documents, they do a legalization. Please refer to [www.apostilleinfo.com](http://www.apostilleinfo.com) to determine if a country can Apostille or legalize a document. If the issuing country does not apostille or legalize documents, we require a court order granted in the United States to change a record.
- Paternity order being used for a name change. Call or fax document before submitting to ensure it can be used.
- Amendment being used to add father.
- Supporting document(s) need to show correct information, date file, and date issued.
- Scratch outs and write-overs.
- Parts I, II, or III not properly completed.

# Amending Registrant's Information

## **Adding Information - Items Left Blank on the Original Certificate (This includes changing an initial to a name with the same first initial)**

- Registrant zero (0) to 17 years of age..... Affidavit signed by both parents
- Adult Registrant (18 and over).....Affidavit signed by a parent or older relative

## **Correcting the Spelling of a First, Middle, or Last Name (Names having the same sound or diminutive and minor misspellings)**

- Registrant zero (0) to 17 years..... Affidavit signed by both parents
- Adult Registrant (18 and over)..... Affidavit signed by a parent or older relative

NOTE: Not all last names that sound the same can be changed with an amendment.  
For clarification call our office.

# Amending Registrant's Information

....Continued

## Changing First or Middle Name(s)

(This includes changing a name to the first initial of the same name)

- Zero (0) to 17 years..... Affidavit signed by both parents **AND** one document that supports the change being requested
- Adult (18 years and older)..... Affidavit signed by a parent or older relative **AND** one document that supports the change being requested

## Changing the Last Name

- Zero (0) to Adult age..... Court Ordered Name Change

# Correcting the Sex When Name Identifies Gender

## Examples:

**Alice, Brenda, Belinda are typical Female names**

**Rodney, George, Stephen are typical Male names**

- Registrant zero (0) to 17 years of age..... Affidavit signed by both parents
- Adult Registrant (18 and over)..... Affidavit signed by a parent or older relative

# Correcting the Sex When Name Does Not Identify Gender

## Examples:

**Sam, Terry, Angel, Kelly are typical Male and  
Female names**

- Registrant zero (0) to 17 years of age..... Affidavit signed by both parents **AND** one supporting document
- Adult Registrant (18 and over)..... Affidavit signed by a parent or older relative **AND** one supporting document

# Amending the Date of Birth

## Month/Year of Birth

- You may amend the date of birth up to **One** year as long as the correct date of birth does not exceed the date the attendant or local registrar signed the record, **AND** one strong supporting document must be presented.

## Day of Birth

- Zero (0) to 17 years ..... Affidavit signed by both parents  
And one strong supporting document.
- Adult Registrants (18 and over)..... Affidavit signed by a parent  
or older relative And one strong supporting document.

# Amending Parent's Information

## Changing First or Middle Name(s) (Significant Changes)

- Affidavit signed by the parent affected AND one document that supports the change being requested

## Changing the Last Name

- Affidavit signed by the parent affected AND one document that supports the change being requested

Double last name.....Depending on the change being requested, in most cases, the birth certificate of affected parent should be submitted. If the record is a foreign document it will have to be apostilled.

# Case 1

- An application is received to add a middle name of a minor child. Both parents sign the affidavit portion, but the notary only indicates that she witnessed the father's signature.
- Accept or Reject?

WARNING: The penalty for knowingly making a false statement

<b>AFFIDAVIT OF OLDER RELATIVE</b>	
PART III. THIS SECTION MUST BE SIGNED BY THE ATTENDING PHYSICIAN, PARENTS, AN OLDER SISTER OR BROTHER. IF CHILD IS A MINOR, BOTH PARENTS MUST SIGN AFFIDAVIT.	
This section <u>MUST</u> be signed in the presence of a Notary Public.	
STATE OF TEXAS COUNTY OF <u>Travis</u>	
Before me on this day appeared <u>Johnny Wayne Doe</u> (Name)	
now residing at <u>1100 W 49th St</u> (Street Address)	<u>Austin</u> (City)
<u>TX</u> (State)	, who is related to the person named in Item I above as <u>Father</u>
and who on oath deposes and says that the birth certificate identified in Part I is in error with respect to the entries shown in Item 9 above and that the information shown in Item 10 is true and correct.	
Signature <u>John Wayne Doe</u> Father/Legal Guardian	Signature <u>Sissy Joe Doe</u> Mother/Legal Guardian
Sworn to and subscribed before me, this <u>6</u> day of <u>December</u> , 20 <u>12</u>	
<b>OFFICE USE ONLY</b>	
Signature of Notary Public	
Commission Expires	
Typed or Printed Name	
Street Address	
City and State	

VS-170 REV. 12/2005

# Answer - Case 1

- **Reject:**
- The notary only indicated that the father appeared before them.
- If the affidavit had been filled out correctly, we could have added a middle name to the child's name.
- **NOTE:** Another common error on the notary portion of the affidavit is “Name of Affiant.” This lists the name of the registrant rather than the person(s) appearing before the notary.

## Case 2

- A grandparent has been raising their ten (10) year old granddaughter for five (5) years. The grandparent claims the child on her Federal Income Tax Return.
- The grandmother wants to change the child's birth by two (2) days. Can she use the Federal Income Tax Return as a document and sign the affidavit.
- Accept or Reject?

# Answer – Case 2

- **Reject:**
- The grandmother must have a legal guardianship order to amend the child's birth record. She must present a certified copy of the court order along with an Affidavit to Amend a Birth Record.

# Case 3

- An applicant submits a request to change his/her gender due to gender reassignment surgery and a change of name. The customer submits a certified copy of a court order granting the name change, a notarized letter from the doctor who performed the gender reassignment surgery, and a completed and notarized amendment form.
- Accept or Reject?

# Answer – Case 3

- **Reject:**
- We would be able to process the legal name change; however, the notarized letter from the doctor is not acceptable to change the gender on the birth record. A certified copy of a court order is needed to change the gender. The court order must order State Vital Statistics to change the gender on the birth certificate from male to female or female to male.

# Reminders

- A registrant can add a name if one is left blank or an initial is used. If an initial is on the original certificate the name must start with that initial.
- We cannot use a Certificate of Naturalization to change a name. We can use the petition for a name change from a Federal Court. It must have the original certification of a clerk of the court. In addition, the name change must have occurred after the child's birth.
- All documents must be original or have original certification.
- A baptismal is the only sacrament document that is accepted. The baptism must have occurred within the first few years of the registrant's life.

# Court Ordered Name Change

- You MUST have a court order to change the last name of a child. (Exception – Filing paternity.)
- A certified copy of the court order should be submitted with the name change form.
- The order must include the registrant's original name, date of birth, and place of birth.
- There are court order name change forms at [www.texaslawhelp.org](http://www.texaslawhelp.org). It is up to the court if they will accept the forms and if they will allow the petitioner to represent themselves.

# Multiple Name Change Court Orders

- If an individual has obtained several court orders changing their name, VSU will require that each order be filed.
- There are times when VSU will receive a 2<sup>nd</sup> or 3<sup>rd</sup> court order but the 1<sup>st</sup> order was never submitted for filing. For tracking purposes VSU will require the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> court orders before the request is processed. There will be a filing fee for each court order filed. All court orders submitted must have the original certification of the court.
- If the court order shows the registrant's married name, we must change the name on the birth record to the married name.

## APPLICATION FOR AMENDED BIRTH CERTIFICATE BASED ON A COURT ORDERED NAME CHANGE

Budget ZZ 706-153

This form may be used to file a legal name change amendment if submitted with a certified copy of a court ordered name change.

This form may **NOT** be used to **ADD** the father's information if the father's information has been left blank on the original birth certificate.

This form may **NOT** be used to **REMOVE** the father's information contained on the original birth certificate.

- The fee to file a legal name change amendment is \$15.00.
- The additional fee of \$22.00 is needed to issue one certified copy of the amended birth certificate.
- The total fee of \$37.00 is needed if one copy of the birth certificate is requested after the change is completed.

Mail fee and documents to: Vital Statistics Unit  
P.O. Box 12040  
Austin, Texas 78711-2040

Toll free telephone number: (888) 963-7111

### REQUIRED INFORMATION

Applicant Name:	
Mailing Address (street, city, state, zip)	
Telephone	Email

### New Name of Registrant

First	Middle	Last
-------	--------	------

### Information Currently on the Birth Certificate

1. Full Name of Registrant	First Name	Middle Name	Last Name
2. Date of Birth	Month	Day	Year
4. Place of Birth	City or Town	County	Gender (Sex)
5. Full Maiden Name of Mother	First Name	Middle Name	Maiden Name
6. Full Name of Father	First Name	Middle Name	Last Name

**WARNING:**

THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT CAN BE 2-10 YEARS IN PRISON AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 67B, SEC 195.003)



# Case 4

- A customer submits a court ordered name change. The court order she submits is certified and lists the customer's date of birth and place of birth, but has her married name listed as the current name and the correction to her name includes a married last name. The customer would only like to make changes to her first name and middle name to match the changes on the court order and keep her maiden name on her birth certificate. She includes a certified copy of her marriage license showing her maiden and married name.
- Accept or Reject?

# Answer – Case 4

- **Reject:**
- In order to amend the name on the birth certificate, the court order must exactly identify the record being corrected including the date of birth and full name. We are also only able to correct the name to exactly match what the court orders us to change the name to.

# Application to Amend Certificate of Death

- The application to Amend Certificate of Death may be used to correct an item left blank or to correct errors made during the completion of the original death certificate.
- Most can be corrected by the original informant or funeral director.
- Corrections to medical information must be done by the medical certifier by filing a medical amendment.

Mail application, supporting document(s), and the statutory filing fee of \$15.00 to the address below. This fee does not include the cost of a certified copy of the record after the amendment is filed. Please enclose additional fee of \$20.00 for the first copy of the amendment certificate requested, and \$3.00 for each additional copy.

**TEXAS**  
Department of State Health Services  
P.O. BOX 12640 Austin, Texas 78711-2040

**APPLICATION TO AMEND CERTIFICATE OF DEATH**

Please type or print. NO.

NAME \_\_\_\_\_ NO. \_\_\_\_\_  
LAST FIRST MIDDLE  
 STREET ADDRESS \_\_\_\_\_ DAYTIME PHONE ( \_\_\_\_\_ ) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

**PART I. ENTER NAME, DATE AND PLACE OF DEATH, AND NAMES OF PARENTS AS INFORMATION APPEARS ON DEATH CERTIFICATE.**

1. FULL NAME OF DECEASED		2. DATE OF DEATH
3. PLACE OF DEATH (City or County)	4. SEX	5. STATE OR LOCAL FILE NO. (if known)
6. FULL NAME OF FATHER	7. FULL MARDEN NAME OF MOTHER	

**PART II. ITEM(S) ON ORIGINAL DEATH CERTIFICATE TO BE CORRECTED.**

8. ITEM OR ITEM NO.	9. ENTRY ON ORIGINAL CERTIFICATE	10. CORRECT INFORMATION

**AFFIDAVIT OF PERSONAL KNOWLEDGE**

**PART III. THIS SECTION MUST BE SIGNED BY THE INFORMANT, PHYSICIAN, OR FUNERAL DIRECTOR WHO SIGNED THE ORIGINAL DEATH CERTIFICATE. THIS SECTION MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.**

STATE OF TEXAS, COUNTY OF \_\_\_\_\_  
 Before me on this day appeared \_\_\_\_\_ (Name of Affiant)  
 now residing at \_\_\_\_\_ (Street Address) \_\_\_\_\_ (City)  
 \_\_\_\_\_ (State), who is related to the deceased named in Item 1 above as \_\_\_\_\_  
 and who on oath deposes and says that the death certificate identified in Part I is in error with respect to the entries shown in Item 9 above and that the information shown in Item 10 is true and correct.  
 Signature \_\_\_\_\_  
 Sworn to and subscribed before me, this day of \_\_\_\_\_, 20\_\_\_\_.  
 Signature of Notary Public \_\_\_\_\_

**PART IV. LIST OF DOCUMENTS SUBMITTED WITH THIS APPLICATION**  
(See Parts V and VI on reverse side.)

OFFICE USE ONLY	Commission Expires
	Typed or Printed Name
	Street Address
	City and State

# Correcting the Date of Death

Effective 10-1-2010

The Date of Death should be amended through TER. If the medical certifier is unable to use TER, the date of death will only be corrected by using the Medical Certification form.

The Medical Certification (VS-174) form must be properly completed.

Note: Applications to Amend that are received by VSU requesting the date of death be corrected will be returned.

## Correcting Name of Parent

If a parent of the decedent's name is completely different from the name on the death record, a certified copy of the decedent's birth record is required as a supporting document.

# Case 5

- A funeral home submits an amendment application to change the city of death from Teague to Dallas.
- Accept or Reject?

# Answer: Case 5

- **Reject:**
- Teague and Dallas are in different registration districts. You can only amend the city when both cities are in the same registration district.

## Case 6

- The informant submits a notarized amendment application to correct the date of birth on a death certificate.
  
- Accept or Reject?

# Answer – Case 6

- **Reject:**
- A supporting document is required to amend the date of birth on a death certificate -- the document must be certified. A certified copy of a birth certificate, an elementary school record, or a baptismal would be excellent documents. You can contact an amendment specialist to determine if a document is acceptable.

# Disinterment Permits

- Disinterment Permits are issued by State Vital Statistics to authorize disinterring and reintering a body within the State of Texas.
- A Disinterment Permit is not required if a body is to be disinterred and reinterred in the same cemetery.
- The Application for a Disinterment Permit must be signed by the licensed funeral director or embalmer responsible for the disinterment and submitted with the three (3) part Consent Form.
- The Consent Form consists of the signatures of the cemetery owner, the plot owner, and the closest living next of kin of the decedent.

- Since cremation is considered final disposition, a disinterment permit is not required to remove or transport cremains.
- You can obtain a disinterment permit when cremains are moved.
- We must have original signatures on each of the three parts.
- If we do not have the three signatures a court order is required.
- A Disinterment Permit can be issued even though a death certificate was never filed with State Vital Statistics, Austin, Texas.
- A Disinterment Permit is good for one year.

APPLICATION FOR DISINTERMENT PERMIT

Please print or type

- 1. Full Name of Deceased:
2. Date of Death: month day year
3. Place of Death: city county state
4. Place of Interment: a. Cemetery b. Section Block Lot Space Unknown c. City County State
5. Place body is to be reinterred: a. Cemetery b. Section Block Lot Space Unknown c. City County State
6. Funeral Director: a. Name b. License Number c. Name of Funeral Home d. Address of Funeral Home e. Telephone Number
7. As a basis for this application, I state that I will, in the disinterment of this body, abide by and obey the State Statutes of Texas, local ordinances, and regulations of the cities and counties in which the disinterment and reinterment are to take place.

WARNING: The penalty for knowingly making a false statement in this form can be 2-10 years in prison and a fine of up to \$10,000. (Chapter 195.003, Health and Safety Code)

date signature of Funeral Director

This application, the consent form(s) and the \$25.00 fee must be sent to: Vital Statistics Unit, Department of State Health Services, P.O. Box 12040, Austin, TX 78711-2040. This fee rate was set by the Texas Board of Health and not by the Texas Legislature.



OFFICIAL USE ONLY: Date Approved: Date Issued: State File Number: signature of State Registrar

### CEMETERY CONSENT FORM

I (We) hereby give our consent for the disinterment and removal of \_\_\_\_\_ who is buried in \_\_\_\_\_.  
*(Name of Deceased)* *(Plot & Block)*  
Our records indicate that the plot owner(s) is/are \_\_\_\_\_.

\_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Name of Cemetery*

### PLOT OWNER CONSENT FORM

I (We) hereby certify that we are the owner(s) of record \_\_\_\_\_  
*(Plot)*  
in \_\_\_\_\_ either by purchase or inheritance and we hereby  
give our permission of the disinterment of \_\_\_\_\_ who is buried  
in that plot.

\_\_\_\_\_  
*Signature of Owner* *Date*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone Number*

### NEXT-OF-KIN CONSENT FORM

I hereby certify that I am the \_\_\_\_\_ of \_\_\_\_\_.  
*(Relationship)* *(Name of Deceased)*  
There are no other living relatives that precede me in the degree of kindred; and I give my  
permission for the body to be disinterred and moved to \_\_\_\_\_.  
*(Name of Cemetery Where Body is to be Interred)*

\_\_\_\_\_  
*Signature* *Date*



# Establishing Paternity

Processing Time – 6-8 weeks

Debbie Chambers, Team Lead  
512-776-7370, 888-963-7111 ext. 7370  
Debbie.Chambers@dshs.state.tx.us

Ida.Cavazos, Team Lead Assistant  
512-776-3224, 888-963-7111 ext. 3224  
Ida.Cavazos@dshs.state.tx.us

# Paternalities Filed in Fiscal 2014

10,756

# What is required?

## Application for a New Birth Certificate Based on Parentage

You can use this to:

- Add the biological father's name and information.
- Remove the father or mother's name and information with a court order.
- Substitute the Intended Parents in a gestational agreement.

### APPLICATION FOR A NEW BIRTH CERTIFICATE BASED ON PARENTAGE

BUDGET 22-708-153

This form is used to **ADD, REMOVE, or REPLACE** information regarding the **father and/or mother** listed on the original birth certificate according to an establishment of **PATERNITY** or a **COURT ORDER**.

Child's original birth information: Type or Print in Blue/Black Ink

Full name of child as registered at birth \_\_\_\_\_ Date of Birth: \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_ Place of Birth: \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_  
Father's name \_\_\_\_\_ Mother's full maiden name \_\_\_\_\_

We hereby request a new birth certificate be filed as evidenced by:

PLEASE CHECK **ONE** OF THE FOLLOWING:

- Attached certified copy of court decree (must send all pages of the court order) **OR**
- A properly completed Acknowledgment of Paternity (form VS-159.1) (Date form was faxed to Vital Statistics Unit (VSU) or signed before a certified entity: \_\_\_\_\_) **OR**
- Attached certified copy of the parents' marriage license
- A properly completed Rescission of Acknowledgment of Paternity (form VS-158) (Date Mailed to VSU \_\_\_\_\_)

INFORMATION TO BE PLACED ON NEW BIRTH CERTIFICATE:

FULL NEW NAME OF CHILD (may require a court order): \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Title To Appear On Birth Record:  Mother  Father  Parent; If Mother, Full Maiden Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Parent's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_ Place of Birth: \_\_\_\_\_ city \_\_\_\_\_ state or foreign country \_\_\_\_\_  
Title To Appear On Birth Record:  Mother  Father  Parent; If Mother, Full Maiden Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Parent's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_ Place of Birth: \_\_\_\_\_ city \_\_\_\_\_ state or foreign country \_\_\_\_\_

**WARNING:** The Penalty for knowingly making a false statement in this form can be 2-10 years in prison and a fine of up to \$10,000. (Texas Health and Safety Code, Chapter 195).

Signature of PARENT or Legal Guardian swearing to this affidavit \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_

Daytime telephone number \_\_\_\_\_

Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Notary Public, County Clerk, or other person authorized to administer oaths \_\_\_\_\_

Printed name and title \_\_\_\_\_

Signature of PARENT or Legal Guardian swearing to this affidavit \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_

Daytime telephone number \_\_\_\_\_

Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Notary Public, County Clerk, or other person authorized to administer oaths \_\_\_\_\_

Printed name and title \_\_\_\_\_

SEE REVERSE SIDE FOR INSTRUCTIONS

- The fee for filing a new birth certificate is \$25.00. An additional fee of \$22.00 must be included for a certified copy of the new birth certificate.

Mail this completed and NOTARIZED application with either the attached evidence (certified copy of court order/ marriage license), or filed an Acknowledgment of Paternity, and the required fee to:

TEXAS VITAL STATISTICS  
PO BOX 12040  
AUSTIN TX 78711-2040



# What other documents?

One of the following documents must be presented with the Application for a New Birth Certificate Based on Parentage:

- Certified copy of a court order that establishes paternity. This can be a court order establishing paternity or a divorce decree that establishes paternity.
- Filed Acknowledgment of Paternity.
- Marriage License of Biological parents – marriage must have occurred after the birth of the child.

# More About Paternity Documents

- If using a child support order – the order must list that he is the biological father.
- Partial AOP's can be completed and submitted.
- Establishing paternity through divorce decree must verify the findings -- children of the marriage.
- An adult can sign their own Application to Amend Based on Parentage and submit a court order establishing paternity if neither parent is living.

# Reasons Paternity Documents Are Rejected

- The notary only seals one side of the application.
- Seal missing from notary or notary does not sign.
- Missing parents signature(s).
- Court Orders do not specify to remove the father.
- Terminating the rights does not remove the father.
- Applications not being properly completed – items left blank pertaining to biological mother and new name of child.
- Court order and application must match.
- Child support orders – not listing biological father.
- Partial AOP's being received.
- Establishing Paternity through divorce decree must verify the finds, children of the marriage, and biological parents.
- When a recession is filed it is a separate transaction from adding the biological father.
- The father's last name on the application must match the document being used to add him to the child's record.

# Reminders

- Wrong application - We are receiving a name change or amendment form rather than the Application to Amend Based on Paternity VS-166.
- NO whiteout, mark-overs, changes, etc.
- A rescission of paternity does not change the name of the child. A court order name change is required.
- If using a marriage license the marriage must have occurred after the birth of the child.
- The Application – All blanks must be completed. If information is missing it will be returned to the applicant. You can enter “unknown,” however that will often cause problems for the child when trying to obtain a passport or other legal documents.
- Father’s Information – The date of birth should be that of the father, not the child.

# Case 1

An application for a name change is received to change the child's name per a court order establishing parentage.

The court order states to amend the birth record to show him as the father and change the surname of the child.

Can the name change be done only?

Accept or Reject

# Answer: Case 1

- **Reject:**

The parentage application (vs-166) signed by one parent in the presence notary public, an additional \$10 fee, and a certified copy of the court order establishing parentage is needed to add the father and change the child's name as stated in the court order.

## Case 2

The VS-166 Application For New Birth Certificate Based on Parentage was submitted with an approved supplemental document but the application was incomplete. The child's name was left blank under new information to be added.

Can the child's name be left blank?

Accept or Reject

# Answer: Case 2

## **Reject:**

The name must be listed on the application even if it is not changing.

## Case 3

A court order termination of rights was received to remove the father on the record. The court order only terminates the rights of the father.

- Can the father be removed from the birth certificate?
- Can the name of the child be changed back to the mother's maiden name?

Accept or Reject?

# Answer: Case 3

- **Reject**
- The court order must state the name change for the child to change the last name.
- The court order must state to remove the father on the record or that he is not the biological father of the child.

# Adoptions

Processing Time – Approximately 8 Weeks

Brenda White, Team Lead  
512-776-7483, 888-963-7111 ext. 7483  
Brenda.White@dshs.state.tx.us

Becky Ortega, Team Lead Assistant  
512-776-2798, 888-963-7111 ext. 2798  
Becky.Ortega@dshs.state.tx.us

# Adoptions Filed in Fiscal 2014

11,713

# Adoptions

## Certificate of Adoption (CA) VS 160

### **When to use?**

- Use to file an adoption which has been completed in a Texas court.
- Use to file an adoption for a child who was born in another country and the adoption has been validated by a Texas court. Parents must be Texas residents.
- A partially completed CA may be submitted with a certified copy of the court order when section four (4) has not been certified by the clerk of the court.

### **Where to find?**

- The Certificate of Adoption is available on our website.  
Revision date of 01/2014

# On the Certificate of Adoption:

- Section One - The original or current/existing birth information must be completed for VSU to locate the correct birth record.
- Section Two - To prepare the new birth record the CA must include all parent(s) information even if they are a biological parent.
- Section Four - The clerk of the court certifying the CA must complete the name of the child in Item 44 whether the name remains the same or is changed by the decree.

**STATE OF TEXAS  
CERTIFICATE OF ADOPTION  
THIS IS A PERMANENT RECORD – PLEASE TYPE OR PRINT ONLY**

**SECTION 1 PLEASE FURNISH THE BIRTH CERTIFICATE INFORMATION CURRENTLY ON FILE IN THE VITAL STATISTICS OFFICE. THIS INFORMATION IS NECESSARY TO LOCATE THE BIRTH CERTIFICATE**

ORIGINAL BIRTH INFORMATION	1. YEAR OF BIRTH	2. YEAR OF BIRTH	3. CITY	4. COUNTY	5. STATE OR FOREIGN COUNTRY
	1. YEAR OF BIRTH	2. YEAR OF BIRTH	3. CITY	4. COUNTY	5. STATE OR FOREIGN COUNTRY

**SECTION 2 PLEASE ENTER THE INFORMATION AS IT IS TO APPEAR ON THE NEW BIRTH RECORD. All information below MUST be provided or a new birth certificate cannot be completed. Single-Parent Adoption – Complete Only The Appropriate Information Regarding The Adopting Parent**

11. Is This a Step-Parent Adoption?	12. Is This a Single Parent Adoption?	13. Do You Want The Birth Record Changed Based on the Adoption Decree?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
PARENT	14. TITLE OF PARENT	<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> PARENT			
<input type="checkbox"/> Adoptive	15. YEAR OF PARENT BIRTH	16. PARENT'S SOCIAL SECURITY NO. (DO NOT APPEAR ON THE BIRTH CERTIFICATE)			
<input type="checkbox"/> Biological	17. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)	18. PARENT'S SOCIAL SECURITY NO. (DO NOT APPEAR ON THE BIRTH CERTIFICATE)			
PARENT	19. TITLE OF PARENT	<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> PARENT			
<input type="checkbox"/> Adoptive	20. YEAR OF PARENT BIRTH	21. PARENT'S SOCIAL SECURITY NO. (DO NOT APPEAR ON THE BIRTH CERTIFICATE)			
<input type="checkbox"/> Biological	22. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)	23. PARENT'S SOCIAL SECURITY NO. (DO NOT APPEAR ON THE BIRTH CERTIFICATE)			
19. STREET ADDRESS	CITY	STATE	ZIP	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20. STREET ADDRESS	CITY	STATE	ZIP	24. PARENT'S TELEPHONE NUMBER	
21. MAILING ADDRESS	25. SIGNATURE OF PARENT(S)				
22. MAIL BIRTH CERTIFICATE TO:	<input type="checkbox"/> Attorney <input type="checkbox"/> Parent(s) <input type="checkbox"/> Clerk's Office	26. MAILING ADDRESS	CITY	STATE	ZIP

**SECTION 3 PLEASE PROVIDE THE INFORMATION BELOW FOR THE CENTRAL ADOPTION REGISTRY**

CENTRAL ADOPTION REGISTRY INFORMATION	27. BIOLOGICAL MOTHER	28. BIOLOGICAL MOTHER'S DATE OF BIRTH	29. BIOLOGICAL MOTHER'S PLACE OF BIRTH
	30. BIOLOGICAL FATHER	31. BIOLOGICAL FATHER'S DATE OF BIRTH	32. BIOLOGICAL FATHER'S PLACE OF BIRTH
	33. YEAR OF ATTORNEY OF RECORD	34. ATTORNEY'S MAIL ADDRESS	
	35. MAILING ADDRESS OF ATTORNEY	36. ATTORNEY'S TELEPHONE NUMBER	
PLACING AGENCY OR MANAGING CONSERVATOR	37. NAME OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR		38. TELEPHONE NUMBER
	39. MAILING ADDRESS OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR		40. TELEPHONE NUMBER

**SECTION 4 CERTIFICATION OF THE COURT**

**Please complete the child's name as set forth in the Decree of Adoption**

41. NAME OF THE CHILD AS SET FORTH IN THE ADOPTION DECREE

42. I, TREASURY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AS STATED IN THE DECREE OF ADOPTION WHICH WAS GRANTED ON \_\_\_\_\_ DAY OF \_\_\_\_\_ IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_ COUNTY, TEXAS IN CAUSE # \_\_\_\_\_

\_\_\_\_\_  
DISTRICT CLERK'S SIGNATURE

Warning: It is a felony to falsify information on this document. The penalty for knowingly making a false statement on this form or for signing a form which contains a false statement is 2 to 10 years imprisonment and a fine of up to \$10,000. (Health & Safety Code, §195.002) VS-160 REV 8/2015

**CERTIFICATE OF ADOPTION  
INSTRUCTIONS**

These instructions are designed to assist you in the proper completion of the Certificate of Adoption. Should you have any questions, please contact our office toll free at 888-963-7111 for assistance. PLEASE TYPE OR PRINT LEGIBLY.

**SECTION 1**

The information in this section relates to the child's information currently on file in the Vital Statistics Office. Enter the name of the child prior to adoption in item 1. This information must be supplied to enable us to locate the adoptee's current certificate of birth.

**SECTION 2**

Item #11 if this is a step-parent adoption, the information concerning the biological parent (s) **MUST** also be furnished.

Item # 12 if this is a single parent adoption, please complete the appropriate information regarding adopting parent.

A step-parent adoption is not a single-parent adoption.

Item #13 if a NEW certificate is to be prepared, mark "YES".

Items #14 through #28 this information relates to the adoptive parents. Some of this information will be transferred to the NEW certificate of birth.

Item #30 should be completed to indicate if the Attorney, Parent(s), or District Clerk will receive the new birth certificate and provide the current mailing address of the recipient.

**SECTION 3**

Items #31 through #38 are for the Central Adoption Registry. Please provide the requested information obtained on the biological parent(s) at the time of the adoption and/or termination of parental rights.

Items #39 through #42 Enter the name, mailing address, email address and telephone number of the attorney of record.

Items #43 through #45 Enter the information relating to the child placing agency or managing conservator.

**SECTION 4**

Items #46 through #47, should be completed by the Clerk of the Court. This section **MUST** be completed to show the child's name after adoption as shown in the final decree of adoption. If Section 4 is not completed by the clerk of the court granting the adoption, a **CERTIFIED COPY** of the final decree of adoption **MUST** be attached to the certificate of adoption form and will be retained by our office.

**EXPLANATION OF FEES:**

FOR CHILDREN BORN IN TEXAS OR A FOREIGN COUNTRY, THE FEE TO FILE A NEW BIRTH CERTIFICATE BASED ON ADOPTION IS \$47.00. THE \$47.00 FEE INCLUDES THE REQUIRED \$25.00 FEE TO FILE THE ADOPTION AND THE \$22.00 FEE TO ISSUE ONE CERTIFIED COPY OF THE NEW BIRTH CERTIFICATE. (ADDITIONAL CERTIFIED COPIES ARE \$22.00 EACH)

THE \$16.00 CENTRAL ADOPTION REGISTRY (CAR) FEE IS REQUIRED ON EACH ADOPTION DECREE GRANTED IN TEXAS. IF THE CHILD WAS BORN IN ANOTHER STATE AND THE ADOPTION WAS GRANTED IN TEXAS, ONLY THE \$15.00 CAR FEE IS REQUIRED.

FOR ADOPTIONS GRANTED IN OTHER US STATES OR TERRITORIES THE CENTRAL ADOPTION REGISTRY FEE OF \$15.00 IS NOT REQUIRED.

A TOTAL FEE OF \$82.00 MAY BE SUBMITTED IN ONE PAYMENT MADE PAYABLE TO TEXAS VITAL STATISTICS.

MAIL THE PROPERLY COMPLETED CERTIFICATE OF ADOPTION WITH THE APPROPRIATE FEES TO:

VITAL STATISTICS UNIT  
TEXAS DEPARTMENT OF STATE HEALTH SERVICES  
PO BOX 12040  
AUSTIN TX 78711-2040

Warning: It is a felony to falsify information on this document. The penalty for knowingly making a false statement on this form or for signing a form which contains a false statement is 2 to 10 years imprisonment and a fine of up to \$10,000. (Health & Safety Code, §195.002) VS-160 REV 8/2015

# Reasons Many Adoptions Are Rejected

- The name of child not being listed or being altered.
- The maiden name of the adoptive AND/OR biological mother is not listed.
- Section 4 of the CA is not certified.
- Court orders are not certified.
- In the case of a step-parent adoption the biological parent's information has been omitted in Section Two of the CA.

# Foreign Adoptions

- Texas Vital Statistics only accepts court orders from the United States. Texas residents who adopt children from other countries must have the adoption validated through a Texas court.
- If a Texas born child is adopted in a foreign country, any court located in the United States can validate the foreign decree of adoption. It does not have to be a federal court or a Texas court.

# Sample Forms for Foreign Adoption Validation

## Example of Validation Petition

NO \_\_\_\_\_

EX PARTE  
\_\_\_\_\_

IN THE DISTRICT COURT  
\_\_\_\_\_ JUDICIAL DISTRICT

ET UX  
\_\_\_\_\_

\_\_\_\_\_ COUNTY, TX

APPLICATION FOR ORDER RECOGNIZING VALIDITY OF FOREIGN DECREE OF ADOPTION, NOTARIAL ACT OF ADOPTION, \*AND FOR CHANGE OF NAME TO THE HONORABLE JUDGE OF SAID COURT:

Now come \_\_\_\_\_ and wife, \_\_\_\_\_, hereinafter called Petitioners, and respectfully show the Court the Following:

I. That heretofore on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, your petitioners obtained a Decree of Adoption for the minor child, \_\_\_\_\_ born on \_\_\_\_\_ in the Country of \_\_\_\_\_, in a Court of competent jurisdiction in the country of \_\_\_\_\_, which Decree as a matter of comity is entitled to recognition under the laws of the State of Texas.

II. A photostatic copy of the official translation of said Decree of Adoption is attached hereto and made a part hereof for all purposes.

III. It is in the best interest and welfare of said child that an appropriate order be made and entered by the Court permitting the issuance of a Birth Certificate for said child by the State Registrar of the Bureau of Vital Statistics of the State of Texas.

IV. It is in the best interest of said child that his/her name be changed from \_\_\_\_\_ to \_\_\_\_\_.

Wherefore, premises considered, your petitioners pray that this honorable Court make and enter its order recognizing said adoption as valid and of full force and effect in the State of Texas, \* that the name of said child be changed to \_\_\_\_\_, and for such other and further orders as the Court may deem proper to grant.

\_\_\_\_\_  
Attorney for the Petitioners

\* when applicable

Rev. 7/2009

166.531

## Example of Validation Order

NO \_\_\_\_\_

EX PARTE  
\_\_\_\_\_

IN THE DISTRICT COURT  
\_\_\_\_\_ JUDICIAL DISTRICT

ET UX  
\_\_\_\_\_

\_\_\_\_\_ COUNTY, TX

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, came on to be heard the application of \_\_\_\_\_ and his wife, \_\_\_\_\_, in the above entitled and numbered cause; and upon hearing thereon, and evidence having been presented to the Court, the Court FINDS that petitioners have heretofore on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in a \_\_\_\_\_ Court of competent jurisdiction duly adopted the minor child, \_\_\_\_\_ born on \_\_\_\_\_ in the Country of \_\_\_\_\_.

The Court further FINDS that all of the prerequisites of the law have been fully complied with by petitioners and that said \_\_\_\_\_ order of adoption was and is legally valid and of full force and effect under the laws of the United States of America and of the State of Texas. The Court further FINDS that the best interest and welfare of said minor child requires that the following order be entered of record in order that the Birth Certificate may be issued for said child by the State Registrar of the Bureau of Vital Statistics of the State of Texas.

It is therefore ORDERED, ADJUDGED and DECREED by the Court that the \_\_\_\_\_ adoption proceedings by which the petitioners \_\_\_\_\_ and his wife, \_\_\_\_\_, be and the same are hereby recognized by the Court as valid and of full force and effect in the State of Texas; that said adoption is hereby approved and accorded the same validity and dignity as though originally granted by this Court.

\*It is further ORDERED, ADJUDGED and DECREED that the name of said child be and the same is hereby changed from:

\_\_\_\_\_ to \_\_\_\_\_.  
SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge Presiding

\*when applicable

Rev. 7/2009

166.532

# Sealed File Opening Process

1. VSU - If you do not know the Identity of Court you will need to submit an Application For Identity of Court of Adoption to VSU along with a copy of your government issued photo identification. Processing time – 4 weeks.
2. Court - The court that granted the adoption is the only court that can order VSU to open the adoption.
3. VSU - Once the sealed filed opening is granted by the court of adoption, a certified copy of the court order should be submitted to VSU along with the fee of \$10 and a copy of your government issued photo identification. Processing time – 4 weeks.

ZZ 708-153



## APPLICATION FOR IDENTITY OF COURT OF ADOPTION

PLEASE PRINT AND INCLUDE A PHOTOCOPY OF A VALID PHOTO ID WITH YOUR REQUEST

1. Full Adoptive Name of Person on Record	First Name	Middle Name	Last Name
2. Date of Birth	Month	Day	Year
3. Sex	4. Place of Birth City or Town		State
5. Full Name of Adoptive Father	First Name	Middle Name	Last Name
6. Full Name of Adoptive Mother	First Name	Middle Name	Maiden Name

7. YOUR NAME: \_\_\_\_\_ 8. TELEPHONE # ( \_\_\_\_\_ )  
(MON-FRI 8:00-5:00)

9. MAILING ADDRESS: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Your Signature \_\_\_\_\_ Date of Application \_\_\_\_\_

### INSTRUCTIONS:

#### Please mail

- this application
- \$10 payment by check or money order
- a photocopy of valid photo ID

#### TO:

Texas Vital Records  
Department of State Health Services  
P.O. Box 12040  
Austin, TX 78711-2040

VS-143 12/2005

# Original Birth Certificate of an Adult Adoptee

Processing Time – 4 Weeks



**VITAL STATISTICS UNIT  
ADULT ADOPTEE APPLICATION  
NON-CERTIFIED COPY OF ORIGINAL BIRTH CERTIFICATE**

OFFICE USE ONLY
Remit No. _____
ZZ 708-153

PLEASE PRINT CLEARLY USING BLUE OR BLACK INK.

Your Full Name after Adoption	First Name	Middle Name	Last Name
Date of Birth	MM/DD/YEAR / /		
Place of Birth	City or Town	County	State
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Full Name of Adoptive Father	First Name	Middle Name	Last Name
Full Maiden Name of Adoptive Mother	First Name	Middle Name	Maiden Name
Full Name of Father on original record (if listed)	First Name	Middle Name	Last Name
Full Name of Birth Mother as listed on original record	First Name	Middle Name	Maiden Name

APPLICANT NAME: \_\_\_\_\_ DAYTIME PHONE: ( ) - \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CELLPHONE: ( ) - \_\_\_\_\_

STREET or PO BOX NUMBER \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Form of ID submitted \_\_\_\_\_

<p><b>MAIL COMPLETED APPLICATION, A CHECK OR MONEY ORDER FOR \$10.00* PAYABLE TO DSHS PLUS A COPY OF A VALID GOVERNMENT ISSUED PHOTO ID TO:</b></p> <p><b>Department of State Health Services Texas Vital Statistics P.O. Box 12040 Austin, TX 78711-2040</b></p> <p><small>*Fee for searching records is non-refundable and may not be applied to other Vital Statistics' services if a record cannot be located.</small></p> <p><b>WARNING: THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT IN THIS FORM CAN BE 2-10 YEARS IN PRISON AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003)</b></p>
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# Reminders

- When a replacement record is received by the local registrar you do not return the original record to the state. You can destroy the record.
- Please download the latest revision of the CA – VS 160. This will enhance the number of adoptions that are ready to file when received.
- Foreign Adoptions – You **MUST** be a current resident of Texas or have been a Texas resident at the time of adoption.
- Court orders must have original certification.
- The name of the child in Section Four, Item 44 cannot have any whiteouts, write-overs, alterations, or be left blank.
- The Texas Health and Safety Codes 192.009.b and 192.009c states that “all” CA’s will be forwarded to VSU. VSU will forward the CA’s for any out of state births to the appropriate state(s).
- NOTE: Court orders and/or Certificates of Adoption must identify the child.

# Voluntary Central Adoption Registry (CAR)

Tricia Zeigler, Team Lead  
512-776-7388, 888-963-7111 ext. 7388  
[Tricia.Zeigler@dshs.state.tx.us](mailto:Tricia.Zeigler@dshs.state.tx.us)

Vacant, Team Lead Assistant  
512-776-6279, 888-963-7111 ext. 6279

# Texas Adoption Information & The Central Adoption Registry

## Central Adoption Registry Requirements

- A person must be adopted in Texas, or be born in Texas and adopted in another state; or
- Be the birth parent or sibling of the adoptee; and
- Be 18 years of age or older.
- Provide proof of age and identity (copy of birth certificate and a valid government-issued photo ID).
- \$30 check or money order, payable to DSHS.

To receive an application, call or write the Central Adoption Registry (CAR) at:

VSU-CAR (MC 2096)  
POB 149347  
Austin, TX 78714-9347  
512/776-7388 or  
Toll Free: 1/888/963-7111 x7388

The purpose of the Central Adoption Registry is to reunite adult adoptees with birth parents or siblings who register looking for them. The registry is unique in that it has the authority, without a court order, to view a sealed file or confidential record. Since VS houses the original birth certificate, guesswork is rarely involved in determining the biological relationship. Identifying information is released when all parties involved complete the following:

1. Attend a one- hour post-adoption counseling session to help educate and prepare one for a reunion.
2. Prepare an autobiography with photographs. The registry exchanges the biographies at the same time it releases identifying information.

## New Legislation

**Original birth certificates:** If you are an adult adoptee who can identify the names of the parents listed on your original birth certificate, you may be eligible to receive a plain-paper copy of it. An application to request the original birth certificate is located on the Vital Statistics (VS) web page: <http://www.dshs.state.tx.us/vs>, (**under adoption**) or contact us at 1/888/963-7111 if you would like one mailed.

## Adoption Information

Adoption records are confidential. The court, child-placing agency and VS have various records relating to the adoptee.

**Court:** The clerk who represents the adopting court often has copies of all documents submitted during the adoption process. An individual may petition this court to unseal these records. If the petitioner presents good cause to the presiding judge, the judge may order the record open.

**Child-Placing Agencies:** A licensed child-placing agency maintains a file on each child it places for adoption. The adult adoptee and the adoptive parents are eligible to receive de-identified copies or summarized descriptions about the birth family. If the adoptee does not know the name of the agency, then he/she may wish to contact the Central Adoption Registry (see below).

**Vital Statistics (VS):** If an adoptee was born in Texas, VS typically has the original birth certificate and a certificate of adoption that amends the original birth information with the adoptive information. If the adult adoptee cannot identify the birth parents on the original birth certificate (see New Legislation above) then the adoptee may wish to apply to the Central Adoption Registry. At the same time, the adoptee may wish to request the identity of the original adoptive court to petition for the release or unsealing of the record.

**International Adoptions:** Texas residents who have adopted a child internationally in that child's home country can request a Texas-issued foreign-born birth certificate by registering the foreign adoption in the county where the adoptive parents reside.

## Medical/Social Information

Vital Statistics (VS) provides medical and social information to adoptees and other eligible persons via two types of records: the **Health, Social, Education and Genetic History** report (HSEGH) and out-of-business child-placing agency records.

- In 1984, Texas started collecting medical and social information on birth families if the child was being privately placed without the aid of an agency. Adult adoptees, adoptive parents and other qualified persons may obtain non-identified information from these reports.
- If one was placed for adoption by a child-placing agency, the agency is responsible for issuing non-identifying information from the HSEGH and other records concerning the birth family.
- Years after the adoption, the birth family may wish to provide current social, medical and genetic history relevant to the health and well-being of the adoptee. Once received, VS will attempt to locate the adoptive parents and inform them of the information. If the adoption occurred through an existing child-placing agency, the birth family must contact that agency.
- The Central Adoption Registry (CAR) Unit maintains many, but not all, adoption records from child-placing agencies that have ceased operation. Adult adoptees and their adoptive parents may obtain social and medical history from those records.

DSHS – Vital Statistics  
VSU-CAR (MC 2096)  
P.O. BOX 149347  
Austin, TX 78714-9347

