**CORRECTION OF VIRGINIA BIRTH CERTIFICATE**

A petition to correct a Virginia Birth Certificate can only be filed in the Circuit Court if the request to correct was denied by the Virginia Office of Vital Records. If you have not done so, please first contact Virginia Vital Records at 804-662-6200. **Denial letter from Vital Records is required to file a petition to correct a Virginia Birth Certificate.**

Website: https://www.vdh.virginia.gov/vital-records/how-to-request-an-amendment-to-a-birth-certificate/

**FILING FEES**

Filing fee: $91.00

Sheriff’s fee: $12.00

Clerk’s office will prepare a summons for the Sheriff to serve:

Janet Rainey

Division of Vital Records

2001 Maywill Street

Richmond, VA 23230

**REQUIRED DOCUMENTS**

1. Petition for Correction of Birth Certificate-
   1. Original plus 2 copies (Must be Notarized by petitioner or by both parents if for a minor) Petition must include petitioner’s address.
2. Letter of denial from Vital Records – 2 copies

After receiving an answer from Vital Records, matter should be docketed on the Court’s Friday’s Motion Day at 10am. Minimum two (2) week notice is required.

For all other questions, contact the Civil Division at (703) 228-7010.