Prince William Circuit Court

**Correction of Virginia Birth Certificate**

A petition for correction of a Virginia Birth Certificate can only be filed in a Circuit Court if Virginia Vital Records has denied the parties request for corrections. Corrections to out-of-state Birth Certificates cannot be filed in Virginia. There are several provisions in the Virginia statues whereby changes may be made to a vital record. The Office of Vital Records has a process in place for making modifications or changes to a Birth Certificate. Parties are encouraged to write to Vital Records with their correction request.

**Contact | Reference Information:**

* Office of Vital Records

Attn: Special Services Department

P.O. Box 1000

Richmond, VA 23218-1000

General Information 804.662.6200 |Website: [www.vdh.virginia.gov/vital\_records](http://www.vdh.virginia.gov/vital_records)

**Where to file:**

* Prince William Circuit Court

9311 Lee Avenue 3rd Floor, Room 314

Manassas, VA 20110

Website : [www.pwcgov.org/ccourt/](http://www.pwcgov.org/ccourt/)

**Filing Fees $98.00:**

* Filing fee $86.00
* Sheriff’s fee $12.00

**Forms of acceptable payment:**

* Cash, money order, check, and certified check
* Credit cards (a 4% convenience fee is assessed)

**Required Documents:**

* Petition for Correction of Birth Certificate (Notarized) – Original plus two copies.
	+ Must include
		- Petitioners address
		- Petitioners daytime phone number
* Order for Correction of Birth Certificate, original endorsed (signed by petitioner or both parents if for a minor)
* Motions Day is every Friday and at least two weeks out., Original plus two copies

**Serve:** Janet Rainey, State Registrar

Division of Vital Records

2001 Maywill St., Ste. 101

Richmond, VA 23230

* Letter of Denial from Vital Records - plus 2 copies
* Any supporting documentation – plus 2 copies