

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

Where to file:

- Prince William Circuit Court
9311 Lee Avenue 3rd Floor, Room 314
Manassas, VA 20110

Website : www.pwcgov.org/ccourt/

Filing Fees are administered by the Circuit Court Clerk's Office and Sheriff's Office, please contact them for more information:

- (703) 792-6000

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: Seth Austin, Director and 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