



IDAHO DEPARTMENT OF HEALTH & WELFARE

BRAD LITTLE – Governor
DAVE JEPPESEN – Director

JAMES B. AYDELOTTE – STATE REGISTRAR AND BUREAU CHIEF
BUREAU OF VITAL RECORDS AND HEALTH STATISTICS
DIVISION OF PUBLIC HEALTH
P.O. Box 83720
Boise, Idaho 83720-0036
PHONE 208-334-5980
FAX 208-332-7260

HOW DO I CORRECT AN ERROR OR OMISSION ON AN IDAHO CERTIFICATE?

A signed written request for a correction is required along with current identification of the person who signs the request. Your request will need to provide the following information:

- The type of certificate (birth, death, stillbirth/miscarriage, marriage or divorce)
- Name(s) on the certificate
- Date of event
- Place of event
- Your relationship to the person(s) named on the certificate
- Your return address
- Your daytime telephone number

If the correction needs to be made to a birth or stillbirth/miscarriage certificate, also include:

- The mother's full maiden name and father's full name

Explain what the error is and what the correct information should be. We will review your correction request and send you detailed instructions on how to make the correction. Requests for corrections are worked in the order they are received. Our response time to your request could take several weeks depending on the volume of requests received. The Idaho Vital Statistics Certificate Request Form* may be used to provide the required certificate information and to request a copy of the certificate, if desired.

If the event occurred over one year ago, there is a \$20.00 fee to make the correction. There is no fee to make a correction if the event occurred less than one year ago.

NOTE: FURNISHING FALSE OR FRAUDULENT INFORMATION AFFECTING A CERTIFICATE IS A FELONY AND MAY BE PUNISHABLE BY A FINE OF NOT MORE THAN FIVE THOUSAND DOLLARS (\$5,000) OR IMPRISONMENT OF NOT MORE THAN FIVE (5) YEARS, OR BOTH

The Idaho Bureau of Vital Records and Health Statistics does not have a public counter. Your request may be dropped off in our lobby drop box located at 450 West State Street, Boise, Idaho 83702, or mailed to our post office box:

VITAL RECORDS
P.O. BOX 83720
BOISE, ID 83720-0036



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Applications to amend an Idaho certificate may be accepted from the following persons:

Birth Certificates:

- The registrant, if age 18 or older
- One or both parents
- The legal guardian (proof of guardianship required)
- The person responsible for filing the certificate

Death Certificates:

- The informant
- The funeral director or person responsible for filing the certificate
- The certifier (physician, coroner, PA, APPN)
- The next of kin (rules for next of kin follows, proof of relationship may be required)
 - a. Spouse (if no surviving spouse then)
 - b. Children (if no surviving children then)
 - c. Parents (if no surviving parents then)
 - d. Siblings (if no surviving siblings then)
 - e. Grandparents or grandchildren (if no surviving grandparent or grandchild then)
 - f. Closest living relative (MUST provide a signed statement that they are the closest living relative and provide proof of relationship)

Marriage and Divorce Certificates:

- The custodian of the official record from which the certificate was prepared
- Either of the parties to the marriage or divorce
- The individual responsible for filing the certificate

* Please visit the following website to obtain forms:

<http://healthandwelfare.idaho.gov/health/vitalrecordsandhealthstatistics/legal/tabid/1507/default.aspx>