



# MARYLAND Department of Health

*Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary*

Division of Vital Records  
6764 -B Reisterstown Road Plaza, Baltimore, Maryland 21215

Date: 07/05/2018

Dear Customer,

Thank you for your request for a certified copy of a Maryland Certificate of Live Birth. On the original certificate there is no given name on record. If you would like to add the full given name to the birth certificate, please complete and sign before a Notary Public the enclosed Affidavit to Add a Given Name to a Certificate of Live Birth. If the person whose name is to be added is 1 -7 years of age, only the notarized affidavit signed by a parent must be submitted. If the person whose name is to be added is 7 years of age or old, the completed affidavit and two documents from the list below must be submitted.

- Baptismal certificate
- Life insurance policy
- Pre-Kindergarten or Grade school records
- Social Security Card
- Voter's card
- Hospital Admission record
- Physician's office record
- Clinic or immunization record
- Your Marriage Certificate
- Your Child's Birth Certificate
- Birth certificate of a brother or sister who is older than the child whose birth certificate is being corrected
- Parent's marriage certificate
- Father's certificate of naturalization indicating change of name
- Mother's certificate of naturalization indicating change of name
- Father's birth certificate with English Translation and/or Passport (unexpired)
- Mother's birth certificate with English Translation and/or Passport (unexpired)
- Court ordered name change

Photocopies of the documents are acceptable if they show all the required information. All documents submitted as evidence will be retained by the Division of Vital Records.

There is a fee of \$10.00 to purchase the certified birth certificate. Please complete the birth application include a check or money order made payable to the Division of Vital Records and a legible copy of a valid government issued identification (passport or driver's license). If you have an uncertified copy of the current birth certificate in your possession you may return it to be exchanged at no additional charge.

If you have any questions concerning this matter, please contact at .

Revised SC 02/03/2015

Sincerely,

Division of Vital Records

Enclosure

**MARYLAND DIVISION OF VITAL RECORDS**  
Affidavit to Add a Given Name to a Certificate of Live Birth

County of \_\_\_\_\_ City of \_\_\_\_\_

**Section One: Applicant Information**

\_\_\_\_\_ of \_\_\_\_\_  
*Name* *Address*

deposes and says that he/she is the \_\_\_\_\_  
\_\_\_\_\_ Person named on certificate  
\_\_\_\_\_ Parent or guardian of person named on certificate  
\_\_\_\_\_ Attorney for person named on certificate

Name of person on certificate \_\_\_\_\_  
who was born at \_\_\_\_\_ in \_\_\_\_\_  
*Name and Street or Name of Institution* *Baltimore City or Maryland County*

on \_\_\_\_\_ child of \_\_\_\_\_  
*Month Day Year* *Mother's Full Name Prior to First Marriage*

and \_\_\_\_\_ and whose birth certificate, State File Number \_\_\_\_\_,  
*Father's Full Name*

is on file at the Division of Vital Records of the Department of Health.

**Section Two: Information on Full Given Name**

**No Scratch Outs or White Outs - Document will be Voided**

Affiant further states that the birth certificate noted above does not list the given name of the subject, and that the information listed below is correct and should be added to the original Certificate of Live Birth.

Full Given Name as it should appear on the original certificate:

\_\_\_\_\_ *First* \_\_\_\_\_ *Middle* \_\_\_\_\_ *Last*

**Section Three: Notary Public Information**

Affiant further states that he/she is making this request of his/her own free will.

If under 18, a parent must sign:

\_\_\_\_\_ *Printed Name* \_\_\_\_\_ *Mother or Father*

Signed \_\_\_\_\_ Affiant (if 18 years of age or older)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ . My commission expires \_\_\_\_\_

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

\_\_\_\_\_ *Seal*

*SUBSEQUENT CORRECTIONS OR ADDITIONS WILL REQUIRE A COURT ORDER. PLEASE RETURN THE COPY OF THE BIRTH CERTIFICATE TO THE DIVISION OF VITAL RECORDS ALONG WITH THIS FORM. YOU WILL BE SENT A CORRECTED COPY. A FEE OF \$10.00 IS REQUIRED FOR ANY CHANGES ON A BIRTH CERTIFICATE IF THE PERSON IS OVER ONE YEAR OF AGE.*