

BIRTH CERTIFICATE AMENDMENT INTAKE

For births that occurred in Springfield, Massachusetts • M.G.L. c. 46, § 13 and c. 209C

DATE RECEIVED	STAFF INITIALS	APPOINTMENT DATE	APPOINTMENT TIME

1. TYPE OF AMENDMENT REQUESTED (check all that apply)

☐ Add / establish other parent (Voluntary Acknowledgment of Parentage)	☐ Correct an error that existed at the time of birth
☐ Change child's surname in connection with a parentage action	☐ Court order (parentage, adoption, or related decree)
☐ Affidavit of Non-Paternity (spouse is not the parent)	☐ Change of sex designation on the birth record
☐ Correct parent name, date of birth, birthplace, or other fact	☐ Other (describe below)
IF OTHER, DESCRIBE THE REQUESTED CHANGE	
Be specific. Most amendments must reflect facts as they existed at the time of birth, except as provided by statute.	

2. CHILD — INFORMATION AS CURRENTLY RECORDED

CHILD'S FULL NAME AS IT APPEARS ON THE CURRENT BIRTH RECORD		
First, middle, last		
DATE OF BIRTH	PLACE OF BIRTH (hospital / city)	SEX AS RECORDED
MM / DD / YYYY	Usually Springfield, MA	☐ F ☐ M ☐ X ☐ Other
CHILD'S SOCIAL SECURITY NO. (if available)	REQUESTED NEW NAME FOR CHILD (if changing)	
Optional — used for matching only	First, middle, last as it should appear	

3. PARENT WHO GAVE BIRTH (Parent 1)

FULL LEGAL NAME (include current name and name at the child's birth if different)		
DATE OF BIRTH	PLACE OF BIRTH (city / state / country)	SOCIAL SECURITY NUMBER
MM / DD / YYYY		
PRESENT RESIDENTIAL ADDRESS (street, city, state, ZIP)		
PHONE	EMAIL	

4. OTHER PARENT (Parent 2 — to be added or already on the record)

FULL LEGAL NAME		
Leave blank if no other parent is being added or listed		
DATE OF BIRTH	PLACE OF BIRTH (city / state / country)	SOCIAL SECURITY NUMBER
MM / DD / YYYY		

PRESENT RESIDENTIAL ADDRESS (street, city, state, ZIP)	
PHONE	EMAIL

5. PARENTAGE AND MARITAL STATUS (required when adding or changing a parent)

Was the person who gave birth married at the time of the child's birth, or within 300 days before the birth?

☐ Yes — married to Parent 2 (Sec. 4)	☐ Yes — married to a different person	☐ No — not married
---	--	---

If married to a different person at birth, that spouse is the presumed parent unless an Affidavit of Non-Paternity plus a Voluntary Acknowledgment of Parentage (or a court judgment) are completed. Staff will issue the required forms.

Is the person in Section 4 the genetic, intended, or acknowledged other parent?

☐ Yes	☐ No	☐ Unknown / disputed — court action may be required
------------------------------	-----------------------------	--

How will parentage be established or changed?

☐ Voluntary Acknowledgment of Parentage (both parents sign before a notary)	☐ Certified court judgment / order of parentage or adoption
☐ Affidavit of Non-Paternity (spouse is not the parent)	☐ Correction of an existing listed parent's information only

6. PERSON COMPLETING THIS INTAKE

FULL NAME OF REQUESTOR		
RELATIONSHIP TO CHILD	PHONE	EMAIL
Parent, adult child, guardian, attorney, etc.		

Valid photo identification presented:

☐ MA driver's license / state ID	☐ U.S. or foreign passport	☐ Other government-issued photo ID
ID TYPE / ISSUING AUTHORITY (staff may record last 4 of ID number only)		

7. DOCUMENTS PRESENTED OR STILL NEEDED

Staff: check items received today. Circle items the customer must still obtain.

☐ Current certified copy of the Springfield birth record (or office pull)	☐ Photo ID of each signing parent / requestor
☐ Voluntary Acknowledgment of Parentage (notarized)	☐ Affidavit of Non-Paternity (if applicable)
☐ Certified court order / judgment (parentage, adoption, name, etc.)	☐ Affidavit + documentary evidence of error at time of birth
☐ Applicant affidavit for change of sex designation (if applicable)	☐ Other supporting evidence (list below)
OTHER DOCUMENTS / MISSING ITEMS / LANGUAGE ASSISTANCE	

8. FEES AND OFFICE DISPOSITION

AMENDMENT / AFFIDAVIT FEE	CERTIFIED COPIES REQUESTED	TOTAL COLLECTED

\$40 local (confirm current fee)	Qty: _____ × \$20 = \$ _____	\$ _____ ☐ Cash ☐ MO ☐ Debit/Credit
----------------------------------	------------------------------	--

Payment accepted: cash, debit/credit, money order, or certified bank check payable to City of Springfield. No personal checks.

DISPOSITION	RECORD / RECEIPT #
☐ Completed today ☐ Pending documents ☐ Referred to RVRS ☐ Referred to Probate & Family Court ☐ Customer declined / withdrew	
STAFF NOTES	
Evidence reviewed, forms issued, follow-up needed, interpreter used, etc.	

IMPORTANT INFORMATION FOR CUSTOMERS

- ▶ The City Clerk can amend a Springfield birth record only when Massachusetts law allows it. In most cases the record must show what was true at the time of the birth. A later legal name change of the person named on the record does not, by itself, change the birth certificate.
- ▶ Adding a parent. If both parents agree, they may sign a Voluntary Acknowledgment of Parentage before a notary (the City Clerk can notarize). That filing adds the other parent to the birth record. If the person who gave birth was married to someone else at the time of birth, an Affidavit of Non-Paternity is also required. If the parties do not agree, parentage must be established in the Probate and Family Court.
- ▶ Errors. To correct a misspelling or other fact that was wrong when the birth was recorded, the Clerk needs an affidavit and documentary evidence that proves the correct fact beyond a reasonable doubt (M.G.L. c. 46, § 13).
- ▶ Sex designation. A change of sex designation on a Massachusetts birth record is available by affidavit under M.G.L. c. 46, § 13(e). No medical documentation is required. Changing the name on the same record requires a certified court decree.
- ▶ State Registry. Some amendments (including many court-ordered and adoption cases) are processed by the Registry of Vital Records and Statistics, 150 Mt. Vernon Street, 1st Floor, Dorchester, MA 02125. Email RVRSAmendments@mass.gov or call (617) 740-2674. The state amendment fee is \$50 plus the cost of certified copies.
- ▶ Office hours. Monday, Tuesday, Wednesday, and Friday 8:30 a.m.–4:00 p.m. • Thursday 8:30 a.m.–6:00 p.m. • Phone 311 or (413) 736-3111.

This intake sheet is an internal worksheet. Completing it does not amend the record. The official change is made only after required forms, evidence, identification, and fees are accepted.