



Maine Center for Disease
Control and Prevention
An Office of the
Department of Health and Human Services

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Instructions for Completing the Application to Correct a Vital Record in Maine: VS-7

When you receive a copy of a vital record, you may find errors. The application to correct a birth, marriage or death record must be processed at the address above.

The process for correcting a vital record that is under 90 days old differs from the process for correcting a vital record that is over 90 days.

Review these instructions carefully. If there are any questions concerning the process involved in correcting your vital record, please contact this office at one of the phone numbers above prior to submitting the application.

The following fees apply when correcting a Vital Record:

- Vital record less than 90 days from date of filing – no processing fee, \$15.00 for one certified copy;
- Vital record more than 90 days from date of filing - \$60.00 processing fee (applicant receives one certified copy after correction)
- Completing the name of a child on a birth certificate - \$60.00 processing fee (applicant receives one certified copy after completion)
- Additional certified copies, ordered at the same time - \$6.00 each additional certified copy.

Make checks payable to “Treasurer, State of Maine”

Errors on Birth Certificates – The following persons may apply to make corrections on birth certificates: the registrant, if 18 years of age or older; both parents if known or living; either parent, if the other is unknown or deceased; the guardian or the individual responsible for filing the certificate. An error on a record that is less than 90 days old may be corrected by completing the application with the applicant(s) signature(s) notarized. An error on a record that is more than 90 days old may be corrected by completing the attached application, submitting two (2) forms of documentation showing the correct information and date of birth, and enclosing the fee of \$60.00. Once the record is corrected, a certified copy will be mailed to the person applying for the correction.

Completion of name of child on Birth Certificate: The application can also be used to complete the name of the child listed on the birth certificate, if it was not completed at the time of the birth. The fee for a completion is \$60.00, regardless of how much time has passed. Once the record is completed, a certified copy of the completed birth certificate will be mailed to the person applying for the completion.

Errors on Marriage Certificates – The Party A/Groom or Party B/Bride may apply to correct clerical errors to their personal data by completing the attached application. A municipal clerk may apply to correct clerical errors made at the municipal clerk’s office during preparation of a marriage license. **Only the officiant may apply to correct errors in the ceremony section of a marriage license.** There is no fee to correct an error found on a record of a marriage that took place less than 90 days prior to the date of filing. The application must be completed, sign the front of the form with signed signature(s) notarized and mail it to the Maine CDC vital records office. If the event took place more than 90 days after the date of filing, there is a \$60.00 processing fee and two (2) forms of supporting documentation must be submitted. Required documentation must be sent in along with the fee and application. A list of acceptable documents to support changes to vital records is provided below.

Documents That May Be Used When Applying to Correct a Vital Record

- Personal affidavit – **Births**: A parent or sibling having first-hand knowledge of the correct information may use a personal affidavit. The person signing the personal affidavit **MUST** be as old as or older than the applicant. **Marriages**: The Party A/Groom or Party B/Bride may use the personal affidavit to correct personal information on themselves, a municipal clerk may use the personal affidavit to correct a clerical error made by the municipal clerk, or the officiates may use the personal affidavit to correct information in the ceremony section. **Deaths**: the funeral director, authorized person or the informant may use the personal affidavit. The person completing the personal affidavit **MUST** sign the affidavit in the presence of a notary public or municipal clerk.
- Officiates may also use the personal affidavit as a form of documentation when correcting errors in the ceremony section of a marriage certificate.
- Intentions of marriage
- Other documents (document must be at least 5 years old). Examples: Previous marriage record, death or birth certificate
- Medical records
- Records of employment, education, census, selective service or military service
- Voter registration applications
- Newspaper articles
- **For marriages**: wedding guest book showing names of Party A/Groom or Party B/Bride and date of marriage, church record

Party A/Groom or Party B/Bride: Please note that it is the responsibility of the Party A/Groom or Party B/Bride to review the marriage license at the time of issue, before signing. If the marriage license is not reviewed and a clerical error is discovered after 90 days or more from the date of filing, the Party A/Groom and/or Party B/Bride must apply to make the correction. The \$60.00 correction fee is the responsibility of the party A/Groom and/or Party B/Bride.

Errors on Death Certificates – Only the funeral director, authorized person or the informant listed on the record may apply to correct information that is not part of the medical information or cause of death. If there is an error in medical information; date or place of death or cause of death, only the certifying physician, the attending physician or the certified nurse practitioner that signed the document may apply to correct this error. They may do so by completing a Supplemental Certificate of Death (SCOD) available by calling the Maine CDC vital records office at 1-888-664-9491. If an error is found on a death record and it has been less than 90 days since the date of filing, the applicant may correct the error by completing the application and having their signature notarized. There is no fee and no other documentation is required. If the error is found 90 days or more after the date of filing, the fee to correct the record is \$60.00 and two (2) forms of supporting documentation are required.

To Complete the Name of a Decedent: The authorized person, the funeral director or the informant listed on the record may apply. Two (2) supporting documents must be submitted when applying for a completion regardless of how long the record has been on file. There is no fee when applying within 90 days from the date of filing; however, there is a \$60.00 fee when completing a record that has been filed for more than 90 days.

Please Note

When using documentation to correct a vital record, the document(s) used **MUST** be original true attest copies or notarized copies and show the name of the person whose record is being corrected (as it should appear on the record) and the date of the event.

Please note that Maine law dictates the process for correcting a vital record more than 90 days old. Corrections must be done by drawing a single line through the incorrect information and typing the correct information above or to the side of the error. The record will be marked “AMENDED.”