



## APPLICATION TO CORRECT A VITAL RECORD IN MAINE (VS-7)

☐ BIRTH      ☐ MARRIAGE      ☐ DEATH

Full name(s) of the registrant(s) as they currently appear on the vital record (for marriages, this includes both party's names):	
Date of event (mm/dd/yyyy)	City/Town of event
Sex/gender currently shown on record:	Sex/gender as it should appear:
<input type="checkbox"/> M (Male) <input type="checkbox"/> F (Female) <input type="checkbox"/> U (Undetermined)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X (Non-binary)
Please use the boxes below to list the item(s) you would like to correct or amend on a vital record. (This includes if you are changing the sex/gender (as specified above) on a vital record and would like to change the first and middle names to align with your gender identity.)	
List items with the wrong information as it appears on the record	List items with the correct information to appear on the record

### SIGNATURES MUST BE NOTARIZED

*I hereby declare under penalty of perjury that the request for correction or amendment of the vital record specified above, including a request for a change of gender (if applicable), is not fraudulent and that the information provided above is true to the best of my knowledge and belief.*

Applicant's Signature \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

Subscribed and Sworn on (mm/dd/yyyy) \_\_\_\_\_

Subscribed and Sworn on (mm/dd/yyyy) \_\_\_\_\_

My Term Expires (mm/dd/yyyy) \_\_\_\_\_

My Term Expires (mm/dd/yyyy) \_\_\_\_\_

Signature of Notary Public or Municipal Clerk \_\_\_\_\_

Signature of Notary Public or Municipal Clerk \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_  
(Street address) (City/Town) (State) (Zip Code)

Applicant's E-mail Address \_\_\_\_\_ Applicant's Phone Number \_\_\_\_\_

### PERSONAL AFFIDAVIT SECTION

*I hereby declare under oath that the information presented on this form is true and correct to the best of my knowledge and belief and I agree to the issuance of an amended record as requested by the applicant(s) named above, if different.*

Relationship to Registrant \_\_\_\_\_ Signature \_\_\_\_\_

Mailing address (if different than above) \_\_\_\_\_

Subscribed and Sworn on (mm/dd/yyyy) \_\_\_\_\_ My Commission Expires \_\_\_\_\_

Signature of Notary Public or Municipal Clerk \_\_\_\_\_

Vital Records Use Only	Check or Money Order #	Amount Paid	Date Approved (mm/dd/yyyy)
Description of Supporting Documentation Used			



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

Appointments must be made if you are planning on coming to the office by calling (207) 287-3771 or toll-free 1-800-664-9491. The processing time for corrections may be up to 4 to 6 weeks. Corrections are processed in the order they are received. Once the record has been corrected, a certified copy of the corrected record will be mailed to the applicant's address provided on the application form along with any documents provided in support of the correction.

**Fees.** The Department does not have the authority to waive any fees. Fees are governed by 10-146 Department Rules, CMR Chapter 7 at <https://www.maine.gov/sos/cec/rules/10/chaps10.htm#146>.

- There is no fee for correcting a vital record within 90 days from the date of the filing. If a certified copy of the corrected record is needed after the correction, the fee is \$15.00.
- The fee for correcting or amending a vital record after 90 days of filing is \$60.00.
- The fee for completing a first and middle name on a birth record (for an unnamed child), regardless of the amount of time, is \$60.00.
- The fee for changing the gender, and first and middle name(s) on a birth, marriage, or death record is \$60.00.
- The fee for applying a legal name change of a parent on a child's birth record is \$60.00.
- The fee for applying a legal name change for "Legal Name After Marriage" on a marriage record (9/19/2019 to present), regardless of the amount of time, is \$60.00.

Checks or money orders may be made out to the "Treasurer, State of Maine." Applications received without payment will not be processed and will be returned to the applicant. Most of the fees above include a certified copy of the corrected record. Additional copies ordered at the same time are \$6.00 each.

**Who May Apply?** If the documentary evidence requirements are met, a request for a correction, completion, or amendment to a vital record may be accepted from:

- The registrant (person listed on the vital record) who is 18 years old or older or an emancipated minor on a birth record.
- If the registrant is younger than 18 years of age, the parents listed on the birth record, or, if one parent is deceased, the other parent.
- The legally appointed guardian or the legal representative acting on behalf of the registrant.
- The informant or funeral director listed on the death record.
- The parties listed on the marriage record may correct their personal information on the marriage record and the marriage officiant listed on the marriage record may correct only the ceremony information.
- The municipal clerk who made the clerical error on the marriage record provided the marriage intentions on file in their municipality contained the correct information.

### Types of Corrections, Amendments, and Completions.

- An error on a vital record that is less than 90 days old may be amended by completing the application with the applicant(s) signature(s) notarized.
- A change of gender of an adult 18 years or older and the change of their first and middle names on a birth record may be amended to align with the gender identity at any point in time by completing the application with the applicant's signature notarized.
- A change of gender for a minor child under the age of 18 and the change of their first and middle names on a birth record may be amended to align with the gender identity by completing the application with the parent(s) signature notarized and the "Declaration of Gender Transition or Intersex Condition by Licensed Health Care Professional" form.
- A change of gender and the first and middle names on a marriage record may be amended to align with the gender identity at any point in time by completing the application with both the party's signatures notarized, and the personal affidavit notarized by the spouse who is not changing their gender.
- An error on a vital record that is more than 90 days old may be amended by completing the application and providing two (2) forms of supporting documentation must be provided.
- A completion may be made for a child not named at the time of birth by completing the application with the parent(s) signature(s) notarized. If the record is more than 90 days old, two (2) forms of supporting documentation must be provided.



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

- Personal affidavit – **Births**: A parent, grandparent, older sibling, or legal guardian who has first-hand knowledge of the registrant's birth may complete the personal affidavit and have it notarized. **Marriages**: The parties may complete the personal affidavit to correct personal information on themselves, a municipal clerk may complete the personal affidavit to correct a clerical error made by the municipal clerk, or the marriage officiate may complete the personal affidavit to correct information in the ceremony section. **Deaths**: the funeral director, authorized person, or the informant may complete the personal affidavit. **The person completing the personal affidavit MUST sign the affidavit in the presence of a notary public or municipal clerk.**
- Birth, death, marriage records, and marriage intentions.
- Passport.
- Medical records or immunization records.
- Records of employment, education, census, selective service, or military service.
- Voter registration applications.
- Vehicle registrations, hunting, or fishing licenses.
- SSA statements.
- Income taxes.
- Insurance records.
- Housing/rental agreements.
- Court orders and/or divorce records.
- Ceremonial certificate from the church and/or baptismal record.
- Other documents approved by the State Registrar.

#### **Please Note**

**When presenting documentation to correct a vital record, the document(s) MUST be original or true attested copies or notarized copies of the original document. They must show the name(s) of the person whose record is being corrected (as it should appear on the record) and the date of the event. Documents must be five years old or older.**

Please note, that Maine statutes and rules dictate the process for correcting a vital record in the State of Maine. More information may be found by visiting the Maine Legislature website at <https://legislature.maine.gov/statutes/22/title22sec2705.html>. 10-146 Department rules, CMR Chapter 2, may be found at: <https://www.maine.gov/sos/cec/rules/10/chaps10.htm#146>.

### **Questions?**

Please contact Data, Research, and Vital Statistics (DRVS) to schedule an appointment or if you have any questions at (207) 287-3771 or 287-1919.