



**Montana Vital Records**  
**PO Box 4210**  
**Helena MT 59604**  
**8:00 AM to 4:45 PM**

### **NAME CHANGE**

Requires a certified court order for correcting the child's name i.e. change of first, middle or last name or adding suffix.

### **NOT NAMED CHILD**

#### ***Up to 1 year***

With use of Parent's Informational Copy, add the Child's first and middle name sign and date the form and return to Montana Vital Records.

#### ***1 year and up***

Requires a notarized affidavit from parent on the birth certificate and 2 supporting\* documents are required.

### **MINOR NAME CORRECTIONS**

Means a correction made to a registered certificate because of a typographical error including misspelling and missing or transposed letters.

#### ***Up to 1 year***

With use of Parent's Informational Copy, line through the incorrect spelling and place the correct spelling sign and date the form and return to Montana Vital Records.

#### ***1 year and up***

Requires a notarized affidavit from the parent or individual on the birth certificate and two individual supporting\* documents.

Examples: **Vazquez** to **Vasques**, **Sharon** to **Sharron**

Correction affidavits and supporting documents list may be obtained either at <http://dphhs.mt.gov/vitalrecords> or contact Montana Vital Records. Please contact our Corrections Dept to verify if documentation is acceptable. Corrections Dept 406-444-9039.

**Physical Address:**  
**111 N Sanders Rm 6**  
**Helena MT 59601**

### **ERROR'S ON PARENTS INFORMATION**

***Such as Name, Date of Birth and Place of Birth***

#### ***Up to 1 year***

With use of Parent's Informational Copy, line through the incorrect spelling and place the correct spelling sign and date the form and return to Montana Vital Records.

#### ***1 year and up***

Requires a notarized affidavit from the parent or individual on the birth certificate and one individual supporting\* document.

### **ACKNOWLEDGMENT OF PATERNITY**

If you are not married to the natural father at the time of your child's birth, and you want the natural father's name on the child's birth certificate, you and the natural father of your child can complete an acknowledgment of paternity. This can be done either at the time of your child's birth or anytime in your child's life.

Additionally if at the time of establishing paternity, the parents have an option to change the child's last name (If you desire this change, please contact Montana Vital Records before submitting the Paternity form)

An acknowledgment of paternity may be withdrawn by either the mother or the father within 60 days after the acknowledgment of paternity was signed, or before a support order is entered, whichever comes first.

If you have any questions, you may call (406) 444-9039 for further information.

**Corrections/Paternity call 406-444-9039**

**Non-Paternity call 406-444-4226**

### **NON PATERNITY ON YOUR CHILD'S BIRTH CERTIFICATE**

If you were married at the time of your child's birth, Montana Law 50-15-221 states that if a mother was married at the time of conception or birth or anytime between conception and birth, the name of the husband must be placed on the birth certificate as the father of the child. Even though your husband's name is not shown on the birth certificate, his legal interest to the child still remains.

There are two (2) ways to have your husband's interest removed:

1. You and your husband complete an Affidavit of Nonpaternity and return it to Montana Vital Records. This will remove his name and/or interest to the child on the birth certificate. Once the Affidavit of Nonpaternity form has been signed and received by Montana Vital Records, you may then order a certified copy of your child's birth certificate.
2. Submit a certified Court Order that states:
  - a. Child's full name, date and place of birth
  - b. That your husband (state his name) is not the father of the child and his name should not be shown on the child's birth certificate.
  - c. You may also have the Certified Court Order direct Montana Vital Records to add the natural father's information (including name, date and place of birth) to the birth certificate and if desired, change the child's last name.
  - d. Certified Court Order needs to direct Montana Vital Records to create a new birth certificate.

Once the Certified Court Order has been received by Montana Vital Records, you may then order a certified copy of your child's birth certificate.

You will not be able to order a certified copy of your child's birth certificate until your husband's legal interest in the child has been taken care of. If you have any questions, you may call (406) 444-4226 for further information.