

**INSTRUCTIONS FOR FILING A  
REPORT OF COURT ORDER TO AMEND A WISCONSIN BIRTH RECORD**  
(F-05091)

1. How do I get a court-ordered amendment for a birth record? Select one
  - a. Petition the Clerk of Court in the county where the birth occurred.
  - b. Present a copy of the current birth record that includes the incorrect information to the court.
  - c. Present evidence that the current birth record is incorrect.
  - d. Examples of evidence:
    - 1) Hospital record
    - 2) Baptismal or other birth ceremony record
    - 3) School record
  - e. Complete the front and the pertinent sections of the back of Report of Court Order to Amend a Wisconsin Birth Record form (F-05091).
2. Take the following items to court:
  - a. Petition
  - b. Current certified copy of the birth record
  - c. Evidence which you have assembled which verifies the correct information
  - d. Report of Court Order to Amend a Wisconsin Birth Record form (F-05091)
3. If the evidence is approved, the court will issue an order and sign and seal the Report of Court Order to Amend a Wisconsin Birth Record form.
4. **Send the following to the State Vital Records Office (address at the bottom of this sheet).**
  - The form (F-05091 Report of Court Order to Amend a Wisconsin Birth Record) signed and sealed by the court. (It must contain a court case number, the original signature of the judge, and the court seal.)**
  - \$10.00 amendment filing fee.** This fee does not include a certified copy of the amended birth record. Make personal check or money order payable to **Wis. Vital Records**.

Optional: \$20.00 to purchase a certified copy of the amended record. Additional copies may be purchased for \$3.00 per copy. If you purchased a certified copy of the birth record from the State Vital Records Office in the last 60 days, you can enclose it with your amendment request and we will exchange it at no additional cost. Any certified copy of a birth record obtained from a Register of Deeds office cannot be exchanged at the State Vital Records Office.
5. After the amendment is processed, the amended birth record will also be on file at the local vital records office, which includes county Register of Deeds and the West Allis and City of Milwaukee Health Office. You may obtain copies from the local vital record offices. However, if you order the a certified copy of the amended birth record from the local vital records office, the State Vital Records Office will not notify you when the amendment has been completed.
6. **IMPORTANT.** The following is required for processing the amendment:
  - The Report of Court Order to Amend a Wisconsin Birth Record form (F-05091) cannot contain erasures, cross-outs, write-overs, correction fluid, or correction tape
  - The Report of Court Order to Amend a Wisconsin Birth Record form (F-05091) must include:
    - The Judge's signature
    - The court case number
    - The court seal
    - A listing of the evidence that was shown to the judge as proof of the changes sought
  - The \$10.00 fee must be included

SEND TO: **STATE VITAL RECORDS OFFICE**  
**ATTN: PSSU**  
**P O BOX 309**  
**MADISON WI 53701-0309**

Questions? Please call (608) 266-1373 or e-mail [DHSVitalRecords@wi.gov](mailto:DHSVitalRecords@wi.gov).