

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

**1. When do I need a court order to correct information on my birth certificate?**

You need to obtain a court order to correct information on your birth certificate if

- a. Your birth certificate contains information that was erroneously listed on the birth certificate **AND**
- b. You have contacted the State Vital Records Office at: (608) 267-7821 and have received a packet of information from (including this instruction page and the F-05191 Court Order form) informing you that you need a court order to correct the erroneous information.

**2. How do I get a court-ordered amendment for my birth certificate?**

- a. Make arrangements to petition the Clerk of Court in the county where the birth occurred.
- b. Make sure you have a certified copy of your birth certificate showing how it now reads (with the incorrect information). You must present this document to the court in order to process your case.
- c. Assemble the proof for the correction to be made.
- d. Examples of proof:
  - 1) Hospital record
  - 2) School record
  - 3) Baptismal record
- e. Complete the front and the pertinent sections of the back of the F-05091 form.

**3. Take the following items to court:**

- a. Certified copy of your birth certificate
- b. Evidence which you have assembled that verifies the corrected information
- c. F-05091 form (with the pertinent portions completed)

**4. If the judge is satisfied with the evidence, he or she will sign the form and have the court seal put on it.**

**5. Send the following to the State Vital Records Office (address at the bottom of this sheet).**

- a. **The form (F-05091) signed and sealed by the court (It must contain a court case number, the original signature of the judge and the court seal.)**
- b. **\$10.00 amendment filing fee.**
- c. If you want certified copies from the State Vital Records Office, **you must also send the fees for those copies** (\$20.00 for the first copy, \$3.00 for each additional copy).
- d. Do not send the certified copy of the certificate or the evidence used to change the certificate.

**6. After our office processes the amendment, we will send a copy of the amended birth certificate to the Local Registrar in the county in which you were born (usually the Register of Deeds Office). If you choose, you may wait and obtain your copies from that office. However, if you do not order the copies from the State Vital Records Office, our office will not notify you when the amendment has been completed.**

**7. IMPORTANT.** The amendment will NOT BE PROCESSED if:

- The F-05091 form contains erasures, cross-outs, write-overs, correction fluid, or correction tape
- The F-05091 form does not have:
  - Judge's signature
  - court case number
  - the court seal
  - A listing of the proof that was shown to the judge as proof of the changes sought
- The \$10.00 fee is not included

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