**HOW TO OBTAIN YOUR BIRTH CERTIFICATE AFTER A COURT ORDER:**

For Name and Gender Change

Mail the following to this address: **California Department of Vital Records**

**MS 5103**

**PO BOX 997410**

**Sacramento, CA 95899-7410**

* 1. **Certified Copy of Court Order:** this means one of the official copies with the original signatures and seals that the court gave you. you won't get this back.
  2. **Check or Money Order for $26:** this fee includes the charge for the new birth certificate and processing fee. Make the check or money order out to "CDPH – Vital Records"
  3. **VS24:** This is the only extra form you have to fill out. I've attached a sample, and a blank for you to use.
     + For PART I, this information must match exactly your original birth certificate, so list your old name, and sex assigned at birth
     + For PART II, list each item separately. Follow the sample format, but only list the items you are actually wanting to change. For example, if you are only changing first name and gender, only list out "1a" and "2"
       - * For column 8, the item numbers correlate as follows:

1a - first name

1b - middle name

1c - last name

2 - gender/sex

* + - * + For section 11 (Reason for Correction) write exactly the phrase shown, nothing else: "To correct name and gender"
    - For the Affidavits and Signatures piece, you only need to write and sign YOUR NAME! Even though it says you need two, you don't. Because you have a court order, you are the only person who needs to sign here.
      * FOR MINORS: Have one parent sign, and then have the minor sign in the “Second Signature” part
  1. **Notarized VS20** – this is a sworn statement verifying you are your self.
     + The “registrant” is your birth name, and the relationship is “Self”.
     + Note: wait to sign until you are at the notary office.
     + You can get this notarized at the UPS in Chico, call to make an appointment: (530) 898-1623