

# INSTRUCTIONS FOR COMPLETING FORMS

## PETITION FOR CORRECTION OF CERTIFICATE OF BIRTH

**\*\*WRITE LEGIBLY\*\***

- [1] Fill in your full legal name, including any middle name, secondary name or hyphenated names as listed on your certificate of birth. Indicate any change in name such as, "Mary Jane Smith now known as, Mary Jane Jones" or "Mary Jane Smith formerly known as, Mary Jane Jones."
- [2] Only fill in this line if you are for a minor or other person. Fill in the full legal name of the individual, including any middle name, secondary name or hyphenated names as listed on their certificate of birth.
- [3] Leave this line blank. The Court Clerk will assign you a file number and stamp the number on the first set of papers.
- [4] Fill in your full legal name. (Same as [1].)
- [5] Fill in the city where you live.
- [6] Fill in the county where you live.
- [7] Fill in the state where you live.
- [8] Fill in the city where you were born.
- [9] Fill in the county where you were born.
- [10] Fill in the state where you were born.
- [11] Fill in the name of the individual to whom the certificate of birth belongs that you wish to correct.
- [12] Fill in the date on which the certificate of birth was issued.
- [13] Fill in the state in which the certificate of birth was issued.
- [14] Fill in the certificate of birth number.
- [15] Fill in the correction to the certificate of birth you wish to make.
- [16] If applicable, fill in the name as it is currently written on the certificate of birth.
- [17] If applicable, fill in the full CORRECTED name, exactly as you would like it to be.
- [18] Fill in your reasons for requesting the correction.
- [19] Sign your name on this line.
- [20] Print your name on this line.
- [21] Write the address of the place where you live on this line.
- [22] Write the address where you receive mail, if different from your residence, on these lines.
- [23] Write your telephone number here. If you do not have your own telephone, write your email address.
- [24] Attach a copy of the relevant certificate of birth to this Petition as "Exhibit A."**
- [25] Attach a copy of any other document that might assist the Court in making its determination as "Exhibit B."**

STATE OF NEW MEXICO  
COUNTY OF DONA ANA  
THIRD JUDICIAL DISTRICT COURT

IN THE MATTER OF THE PETITION OF

[1] \_\_\_\_\_  
[Full Legal Name]

FOR THE MINOR/OTHER PERON

NO. [3] \_\_\_\_\_

JUDGE: \_\_\_\_\_

[2] \_\_\_\_\_  
[If Applicable]

FOR CORRECTION OF  
CERTIFICATE OF BIRTH

**PETITION FOR CORRECTION OF CERTIFICATE OF BIRTH**

COMES NOW the Petitioner, [4] \_\_\_\_\_,

and, pursuant to NMSA 1978, § 24-14-25, states:

1. Petitioner is a resident of [5] \_\_\_\_\_ [City],  
[6] \_\_\_\_\_ [County], [7] \_\_\_\_\_ [State].
2. Petitioner was born in [8] \_\_\_\_\_ [City],  
[9] \_\_\_\_\_ [County], [10] \_\_\_\_\_ [State].
3. Petitioner wishes to correct the certificate of birth of [11] \_\_\_\_\_.
4. The relevant certificate of birth was issued on [12] \_\_\_\_\_ [Date] in  
[13] \_\_\_\_\_ [State] under number  
[14] \_\_\_\_\_ [Certificate of Birth Number].
5. Petitioner's desires to make the following correction to the certificate of birth:  
[15] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
6. [Or] Petitioner desires to correct PETITIONER'S/MOTHER'S/FATHER'S/CHILD'S (circle  
one) name from [16] \_\_\_\_\_ to  
[17] \_\_\_\_\_.
7. Petitioner desires to make the above-listed correction for the following reasons:  
[18] \_\_\_\_\_  
\_\_\_\_\_.

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**WHEREFORE**, Petitioner prays:

- A. That the Court set a hearing in this matter; and
- B. Following the time set for the hearing, the Court enter its Order making the correction requested above.

Respectfully Submitted,

Signature: [19]\_\_\_\_\_

Print Name: [20]\_\_\_\_\_

Address: [21]\_\_\_\_\_

Mailing address if different: [22]\_\_\_\_\_

\_\_\_\_\_  
Telephone: [23]\_\_\_\_\_

# **INSTRUCTIONS FOR COMPLETING FORMS**

## **ORDER GRANTING CORRECTION OF CERTIFICATE OF BIRTH**

### **\*\*WRITE LEGIBLY\*\***

- [1] Fill in your full legal name, including any middle name, secondary name or hyphenated names as listed on your certificate of birth. Indicate any change in name such as, "Mary Jane Smith now known as, Mary Jane Jones" or "Mary Jane Smith formerly known as, Mary Jane Jones."
- [2] Only fill in this line if you are for a minor or other person. Fill in the full legal name of the individual, including any middle name, secondary name or hyphenated names as listed on their certificate of birth
- [3] Leave this line blank. The Court Clerk will assign you a file number and stamp the number on the first set of papers.
- [4] Fill in the date on which your hearing occurred.
- [5] Fill in your full legal name. (Same as [1].)
- [6] Fill in the name of the individual to whom the certificate of birth belongs that you've petitioned to have corrected.
- [7] Fill in the city where you live.
- [8] Fill in the county where you live.
- [9] Fill in the state where you live.
- [10] Fill in the city where you were born.
- [11] Fill in the county where you were born.
- [12] Fill in the state where you were born.
- [13] Fill in the date on which you were born.
- [14] Fill in the date on which the certificate of birth was issued.
- [15] Fill in the state in which the certificate of birth was issued.
- [16] Fill in the certificate of birth number.
- [17] Fill in the approved correction to the certificate of birth.
- [18] If applicable, fill in the name as it is currently written on the certificate of birth.
- [19] If applicable, fill in the full CORRECTED name, as approved by the Court.
- [20] Fill in the reasons for the approval of the correction.
- [21] Check one or more of the following options based on the judge's statements.
- [22] Fill in the name of the individual to whom the certificate of birth belongs that you've petitioned to have corrected.

STATE OF NEW MEXICO  
COUNTY OF DONA ANA  
THIRD JUDICIAL DISTRICT COURT

IN THE MATTER OF THE PETITION OF

[1] \_\_\_\_\_  
[Full Legal Name]

FOR THE MINOR/OTHER PERON

NO. [3] \_\_\_\_\_  
JUDGE: \_\_\_\_\_

[2] \_\_\_\_\_  
[If Applicable]

FOR CORRECTION OF  
CERTIFICATE OF BIRTH

**ORDER GRANTING CORRECTION OF CERTIFICATE OF BIRTH**

**THIS MATTER** having come before the Court on [4] \_\_\_\_\_, upon a Petition for Correction of Certificate of Birth by the Petitioner, [5] \_\_\_\_\_, to correct the Certificate of Birth of [6] \_\_\_\_\_, the Court having considered the matter and examined all of the evidence, hereby **FINDS** that good cause has been established to authorize the issuance of an amended Certificate of Birth as follows:

1. The Court has jurisdiction over the parties and the subject matter of this action.
2. Petitioner is a resident of [7] \_\_\_\_\_ [City],  
[8] \_\_\_\_\_ [County], [9] \_\_\_\_\_ [State].
3. Petitioner was born in [10] \_\_\_\_\_ [City],  
[11] \_\_\_\_\_ [County],  
[12] \_\_\_\_\_ [State].
4. Petitioner was born on [13] \_\_\_\_\_.
5. The relevant certificate of birth was issued on [14] \_\_\_\_\_ [Date] in  
[15] \_\_\_\_\_ [State] under number  
[16] \_\_\_\_\_ [Certificate of Birth Number].
6. The following correction to the certificate of birth is authorized:  
[17] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

7. [Or] The PETITIONER'S/MOTHER'S/FATHER'S/CHILD'S (circle one) name is corrected from [18]\_\_\_\_\_ to [19]\_\_\_\_\_.

8. The above-listed correction is authorized for the following reasons:

[20]\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. The above-listed correction is authorized based on the following evidence [21]:

- a. Documents provided \_\_\_\_\_
- b. Testimony of the party/parties \_\_\_\_\_
- c. Other \_\_\_\_\_

**IT IS THEREFORE ORDERED** that the above findings are incorporated herein, and that the New Mexico Vital Records and Health Statistics Epidemiology and Response Division is authorized and ordered to issue upon request, an amended Certificate of Birth for [22]\_\_\_\_\_ pursuant to NMSA 1978, § 24-14-25. Petitioner shall be responsible for the costs associated with the correction of the Certificate of Birth.

\_\_\_\_\_  
District Court Judge

**CERTIFICATE OF SERVICE**

I certify that a true and correct copy of this pleading was mailed/delivered to all parties entitled to notice on the date of filing.

\_\_\_\_\_  
Trial Court Administrative Assistant