
Your name

Your address

Date _____

Legal Unit, Vital Records
1680 Phoenix Boulevard, Suite 100
Atlanta, GA 30349

To Whom It May Concern,

Enclosed please find a **certified** copy of my my child's birth certificate, State File No. _____. The birth certificate contains an error(s) and must be amended.

I have circled the changes on the birth certificate that I wish to make.

I am writing to request that your office provide me with further instructions or procedures necessary to make the desired changes. The instructions and procedures can be mailed to me at the address listed at the top of this letter.

I have enclosed a certified check or money order payable to "Vital Records" in the amount of \$10.00, which is the current fee required to make the change on the birth certificate.

During business hours, I can be reached at the following email address and phone number(s) with any questions or concerns:

Email: _____

Cell phone: _____

Other phone: _____

Sincerely,

(Signature)