

BIRTH CERTIFICATE AMENDMENT PETITION INSTRUCTIONS



STEP ONE

Fill out the Petition form. This should take about 30 minutes. Begin to gather your supporting documents that show evidence of correct information.



STEP TWO

Send, email or deliver your completed form. Use the provided envelope if you are mailing or delivering by hand.



STEP THREE

The clerk for the Administrative Law Judge (ALJ) will contact you in up to 2 weeks to schedule your hearing. Your hearing will be scheduled within 30 days.



STEP FOUR

You will receive notice of the ALJ's decision. If the order for amendment is granted and you have not paid the amendment fee, you will be asked to pay the \$25 fee before you can receive your amended birth certificate.



STEP FIVE

We will process your amended birth certificate within 5 business days and send it to you.

For questions regarding petitions, please contact the Office of Administrative Hearings:
OAH@health.ok.gov | 405.426.8240