
(Your name)

(Your address)

(Date)

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

To Whom It May Concern,

Enclosed please find a **certified** copy of my or 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.

I can be reached at the following phone number(s) with any questions or concerns:

_____.

Sincerely,

(Signature)