

Amending a Vital Record (Birth/Marriage/Death Certificate)

To amend a birth certificate, marriage certificate, or death certificate when the event occurred more than 365 days ago, you must reach out to the State Vital Records office first. They will review the information you need amended and provide you with the appropriate Report of Court Order form for your specific situation.

Visit [State Vital Records](#) for more information, call (608)266-1373 or email DHSVitalRecords@wi.gov.

Once you have the Report of Court Order from State Vital Records, you will need to complete the following forms:

[Petition to Amend Wisconsin Vital Record](#)

[Order on Petition to Amend Wisconsin Vital Record](#)

Is there a filing fee?

Yes, the filing fee is \$164.50.

How do I file and obtain a court signature:

1. Download both of the forms listed above.
2. Bring the following documentation with you:
 - a. Petition to Amend Wisconsin Vital Record (CV-487)
 - b. Order on Petition to Amend Wisconsin Vital Record (CV-488)
 - c. Report of Court Order provided to you by State Vital Records as stated above.
 - d. A certified copy of the original Wisconsin vital record.
 - e. Any evidence to support the amendment as described on the Report of Court Order provided to you by State Vital Records.
3. All forms must be complete and submitted to the court at the time of filing.
4. File your documents and payment:
 - a. In person:

Wood County Clerk of Courts (3rd floor)
400 Market Street
Wisconsin Rapids, WI 54495
 - b. By mail to:

Wood County Clerk of Courts
PO Box 8095
Wisconsin Rapids, WI 54495
5. The clerk will assign a case number and judge to your case.
 - a. If filing in person, you will take all of your documents to the judge's office for review.
 - b. If filing by mail, your documents will be sent to the judge's office for review. A copy of the signed order will be mailed to you.
6. You are responsible for mailing the signed and sealed order, along with the appropriate fee, to the State Vital Records office.