



# Quick Reference Guide to Amending the Name of a Parent on a Birth Certificate

This guide provides instructions on how to amend the name of a parent on a Massachusetts birth certificate. The information provided in this guide is for permanent residents of the United States of America.

## Before you begin, you will need:

- An [affidavit](#) indicating parent name change. If submitted by mail, the affidavit must be notarized
- Court-certified copy of your legal name change decree
- A valid form of photo identification during the appointment, if applying in-person
- Payment of \$50 Amendment Fee

## Updating a Parent's Name on a Birth Certificate with the RVRS:

The Registry of Vital Records and Statistics (RVRS) will amend the name of a parent on a Massachusetts birth certificate. Amendments may also be made in the city or town where the applicant's birth occurred. Contact the Local Clerk or the Boston Registrar for information on their processes and fees.

### 1) If applying via Mail

- a. Mail completed *notarized* applicant affidavit and court-certified copy of your legal name change decree with check or money order payable to "Commonwealth of Massachusetts", to:  
Registry of Vital Records and Statistics  
Attention: Amendments  
150 Mt. Vernon St., 1st Floor  
Dorchester, MA 02125
- b. Mailing Fee for certified copy of amended birth certificate is \$32 each

### 2) If applying In-Person

- a. You must schedule an appointment with the Amendments Unit, by phone or email. You will need to show a valid form of photo identification during the appointment
- b. An appointment can be made with the RVRS by emailing [RVRSAmendments@mass.gov](mailto:RVRSAmendments@mass.gov) or calling (617) 740-2674
- c. In-person fee for certified copy of amended birth certificate is \$20 each

*This guide was last updated in November 2025. Please email any questions to [info@masstpc.org](mailto:info@masstpc.org).*