

**641—99.4 (144) Corrections of minor error in vital record—within one year of event.**

**99.4(1)** Corrections of minor errors may be made by the state registrar within one year and prior to the first anniversary of the date of the event upon observation, upon request of the data provider, upon query, or upon request from an entitled person. Minor errors include obvious errors, omissions, or transpositions of letters in words of common knowledge.

**99.4(2)** For a certificate of live birth, entitled persons include in the following descending order of priority:

- a. The single parent or both parents as shown on the child's certificate of live birth;
- b. The mother, in the case of the death or incapacity of the father;
- c. The father if listed on the birth certificate, in the case of the death or incapacity of the mother;

or

- d. The legal guardian or agency having legal custody of the child.

**99.4(3)** For a certificate of death or fetal death other than the medical certification, entitled persons include in the following descending order of priority:

- a. The surviving spouse as shown on the certificate of death;
- b. A parent as shown on the certificate of death or fetal death;
- c. The informant as shown on the certificate; or
- d. The data provider in the case of a data entry error.

**99.4(4)** For a certificate of marriage, entitled persons include:

- a. The county registrar that issued the license to marry; or
- b. Either of the parties married.

**99.4(5)** Entitled persons requesting a correction shall submit to the state registrar:

- a. A notarized statement and a legible copy of current government-issued photo identification or other identification documents acceptable to the state registrar; and
- b. Supporting evidence if requested by the state registrar.

(1) The state registrar shall determine a priority of best evidence and may, at the state registrar's discretion, require additional documentary evidence to support the requested correction.

(2) The state registrar shall evaluate the evidence submitted in support of any correction, and when there is reason to question the validity or adequacy of the evidence, the state registrar may reject the request for correction and shall advise the applicant of the reasons for this action.

**99.4(6)** Only the state registrar shall make corrections on a vital record. The source of information and the date of correction shall be documented on the record but shall not appear on the certified copy.

**99.4(7)** There are no administrative fees required to correct a certificate pursuant to this rule.

**99.4(8)** Certificates corrected pursuant to this rule shall not be marked "amended."

**99.4(9)** Any certified copies of the incorrect certificate shall be surrendered to the state registrar for replacement at no cost pursuant to 641—subrule 95.6(3). Additional certified copies of the corrected certificate may be obtained upon receipt of a notarized application, legible copy of a current government-issued photo identification or other identification documents acceptable to the state registrar and payment of the fee pursuant to 641—paragraph 95.6(1) "a."

**99.4(10)** The corrected certificate shall be on file at the county registrar's office pursuant to rule 641—95.7(144).