Rules of
Department of Public Safety
Division 10—Office of the Director
Chapter 10—Vital Records

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Title 19—DEPARTMENT OF HEALTH
Division 10—Office of the Director
Chapter 10—Vital Records

19 CSR 10-10.010 Birth

PURPOSE: This rule concerns recording of births for babies born in wedlock and out of wedlock.

(1) If the mother was married either at the time of conception or birth, the name of the husband shall be entered on the certificate as the father of the child unless paternity has been determined otherwise by a court of competent jurisdiction, in which case the name of the father, as determined by the court, shall be entered.

(2) If the mother was not married either at the time of conception or birth, the name of the father shall not be entered on the certificate of birth without the written consent of the mother and the person to be named as the father unless a determination of paternity has been made by a court of competent jurisdiction, in which case the name of the father, as determined by the court, shall be entered.


19 CSR 10-10.020 Vital Records

PURPOSE: This rule authorizes local registrars of St. Louis, Kansas City and St. Louis County to certify and issue copies of birth, death and fetal death records of events occurring within their jurisdictions.

(1) Who May Certify. The local registrars for St. Louis City, Kansas City and St. Louis County may certify copies of the duplicate birth, death and stillbirth certificates held by them. Permission to certify grants validity and legality to the certified copy only as far as the local ordinances permit and then only when not in conflict with the laws of this state. No local registrar, other than those described in this section, may certify in any manner, except to the state registrar to a record that s/he holds.

(2) Confidentiality. The state registrar and those local registrars identified in section (1) of this rule shall request the signature and the reason for the record of each applicant for a birth certificate when information identifying parentage is desired, whether for certified copies or for inspection of the record. If the applicant is a minor, the signature of a parent or legal guardian shall be substituted. An exception to this rule shall be made when a governmental agency is obtaining information for protection of the public interest. The signature and title of the agent shall be considered sufficient.

(3) Responsibility of Applicant. The burden of proper and adequate identification of a record in the files of the Bureau of Vital Records shall rest upon the applicant for the record. In contested cases, the burden of proof, that requests for an inspection of a record or a certified copy of a record lies within the meaning of the Uniform Vital Statistics Act, shall rest upon the applicant for the record. The state registrar or those identified in section (1) of this rule at all times may request additional information to support the demand of an applicant whose request for a copy or an inspection appears not to be in accordance with the law.

AUTHORITY: section 193.030, RSMo 1986. This rule was previously filed as 13 CSR 50-150.020 and 19 CSR 30-10.020. Original rule filed March 6, 1951, effective March 16, 1951. Changed to 19 CSR 10-10.020 July 30, 1998.

19 CSR 10-10.030 Filing a Delayed Birth Certificate

PURPOSE: This rule sets up a procedure for filing delayed birth certificates.

(1) The following is the procedure for filing a delayed birth certificate for a child before s/he reaches his/her twelfth birthday:
   (A) The child must be born in Missouri;
   (B) There must be no prior certificate on file in the Bureau of Vital Records which can reasonably be presumed to belong to the child; and
   (C) The registration shall be on current certificates of live birth. The basic procedure shall be as nearly as practicable the same as for filing a current live birth certificate.

(2) The following is the procedure for filing a delayed birth certificate for a person who has passed his/her twelfth birthday: The attached four (4)-page form entitled Application to Record a Birth After Twelfth Birthday shall be used in accordance with the instructions contained in the form.

## Application to Record Birth After 12th Birthday

### Instructions
- This application is sent in response to a request for a certified copy of a birth certificate when no record can be found. Certified copies are $5.00 each. An additional fee of $5.00 is also required for processing. Your check or money order should be made payable to Missouri Department of Health.

- **Use only permanent black ink or ribbon on this form.** Print or type everything except signatures. **Do not erase or trace over or use white out. See complete instructions on page 3.**

This application will become your delayed certificate of birth when accepted and filed by the Bureau of Vital Records.

### Missouri Department of Health Vital Records

<table>
<thead>
<tr>
<th>Full Name at Birth (First, Middle, Last)</th>
<th>Delayed or Special Certificate of Birth No.</th>
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<tr>
<td>Date of Birth (Month, Day, Year)</td>
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<tr>
<th>Race</th>
<th>Sex</th>
<th>Birthplace (City or Town, County, State)</th>
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<tr>
<th>Father: Full Name</th>
<th>Birthplace (State or Country)</th>
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<th>Mother: (First, Middle, Maiden)</th>
<th>Birthplace (State or Country)</th>
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### Affidavit
I have reviewed and hereby declare upon oath that the above statements are true.

### Must Be Signed in Presence of Notary

<table>
<thead>
<tr>
<th>Registrant's Own Signature</th>
<th>Address</th>
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<tr>
<th>Notary Public Embracer Seal</th>
<th>State of</th>
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<th>Subscribed and Sworn Before Me, This Day Of</th>
<th>Use Rubber Stamp in Clear Area Below</th>
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<tr>
<th>Notary Public Signature</th>
<th>My Commission Expires</th>
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### Do Not Write Below This Line

**Abstract of Supporting Evidence**

<table>
<thead>
<tr>
<th>Name and Kind of Document (Including by Whom Issued and Signed)</th>
<th>Date Original Document Was Made</th>
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<tbody>
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### Information Concerning Registrant as Stated in Document

<table>
<thead>
<tr>
<th>Birth Date or Age</th>
<th>Birthplace</th>
<th>Name of Father</th>
<th>Name of Mother</th>
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**Additional Information**

**Reviewer's Statement:** I hereby certify that I have reviewed the evidence submitted in support of the above affidavit and that the preceding abstract is taken from this evidence.

**Filed in the Dept. of Health, Jefferson City, MO, on**

<table>
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<tr>
<th>Reviewer's Signature (Vital Records)</th>
<th>Date</th>
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**MO 580-5656 (7-65)**

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**Code of State Regulations**

(6/30/98) Rebecca McDowell Cook
Secretary of State
SUPPORTING AFFIDAVIT (The person completing this Affidavit MUST be OLDER than the registrant, but NOT necessarily present at the birth.)

I, ________________________________________, of lawful age, being first duly sworn, testify and say that I am ______________________ years of age; that I am well acquainted with ___________________________________________ and have known him/her for more than ________ years last past; that, at the time I first knew him/her, he/she was ______________________ years of age. I verily believe that he/she was born in ____________________________ on _________________________.

I remember the date and place of his/her birth because (state some fact or incident that enables you to recall the birth date and birth place):

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

AFFIANT NAME (PRINT OR TYPE)

ADDRESS (STREET & NUMBER, CITY, STATE)

RELATIONSHIP TO REGISTRANT

MUST BE SIGNED IN PRESENCE OF NOTARY

AFFIANT SIGNATURE

NOTARY PUBLIC EMBOSSED SEAL

SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF __________, 19

NOTARY PUBLIC SIGNATURE

STATE

COUNTY

USE RUBBER STAMP IN CLEAR AREA BELOW.

NOTARY PUBLIC NAME (TYPE OR PRINTED)

WD-350-0656 (1/99)

Rebecca McDowell Cook (6/30/98)
INSTRUCTIONS TO FILE A DELAYED CERTIFICATE OF BIRTH IN MISSOURI
(Only a person who is now 12 years of age or older will use this form.)

1. AFFIDAVIT on Page 1:
   a) Give the facts as of the time of your birth. (If you have been adopted, write to the Bureau of Vital Records for special instructions.)
   b) Sign your present legal name in the presence of a notary public and include the notary's signature, date of signature and date of expiration of commission. (The notary should not be related to registrant.)

2. AFFIDAVIT on Page 2:
   a) Have a parent prepare and sign the Supporting Affidavit before a notary public.
   b) If both parents are deceased, have an OLDER relative or OLDER long-time acquaintance prepare the affidavit. This person must state how he came to know about your date and place of birth. (Not husband/wife.)

3. TWO DOCUMENTS (of different type) are required to verify your name, date and place of birth. (Suggested documents are found on page 4.)
   a) Observe the following as each document must show:
      * Your full correct name when you were born.
      * Your correct date of birth.
      * The source of the document (its name and location).
      * The date the document was first made (filed). (The document must be over 5 years old.)
   b) The older the document, the stronger it's probative value.
   c) An altered document is not acceptable.
   d) Personal knowledge affidavits are not accepted in lieu of documents.

4. Return your application, two documents, and proper fee. (Documents MUST accompany the application.)
   a) A certified copy of the certificate, or any part of it, is $5.00.
   b) A fee of $5.00 is required for processing.
   c) Make check or money order payable to Missouri Department of Health, Jefferson City, Missouri.
   Other forms of remittance at sender's risk.

ADDITIONAL INFORMATION

5. The Bureau of Vital Records was established in 1910. Delayed registration of persons born prior to 1910 was begun in 1931, and then only by request.

6. The Bureau of Vital Records has authorized NO ONE to represent it for handling delayed certificates. Do not give money to anyone who claims to be an agent of this office.

7. If you are 62 or over, contact the Social Security Board local office, your County Welfare Office, the Railroad Retirement Board, etc., regarding their requirements before submitting your application to the Bureau.

8. Every state has a procedure to file a delayed birth certificate. You should make every effort to file in your state of birth.

9. A delayed birth certificate cannot be filed for a deceased person. (His death certificate gives all the data which would appear on his delayed birth certificate. The death certificate also includes citizenship.)

10. A delayed certificate that is incorrect or inadequate can be changed by COURT ORDER ONLY.

(The delayed birth certificate application form and these instructions have been filed with the Missouri Secretary of State to conform with law.)
SUGGESTED DOCUMENTS
(Send two)

1. Baptismal, Cradle Roll, or other Church Record
   If the registrant does not have such a record, he should write to the present pastor of the church where
   the record was created. If the record is in a foreign language, the essential information should be translated.
   The officer holding the record shall certify to the facts, using his official title and seal, or letterhead.
   The name, date of birth or age must appear on the record.

2. Physician's, Dentist, Optometrist, or Hospital Record
   Can be either a copy of a record in their files or a statement on their stationery that states your full
   name, date of birth, name and address of the physician or hospital and date you were first seen by
   the doctor or admitted to the hospital. Document must be over 5 years old.

3. Child's Birth Record
   Must be obtained from the State Vital Records Office in the state the child was born. Must show your
   full name, age, place of birth, child's full name, child's birthdate, state file number and must bear the
   state seal. Illegitimate birth records and hospital birth records are not acceptable. Document must be
   over 5 years old. If an amendment has been made on the child's birth record, the amendment must be
   over 5 years old.

4. Insurance Policy (Life, Health and Accident, Hospital, Burial Benefits, etc.)
   Most insurance policies are excellent documents since they usually carry the registrant's name, exact
   date and place of birth and date policy application was made. Be sure your policy is five or more years
   old. If the policy is not now in your possession for any reason, write the Company for the information
   you need. DO NOT SEND A STATEMENT BASED ON A POLICY UNLESS IT IS PREPARED BY THE
   COMPANY'S AGENT FROM HIS RECORDS. An affidavit regarding a policy cannot be accepted.

5. Military Record
   Must show your full name, date of birth, place of birth, date you entered the service, your service number
   and the date you were discharged. Document must be over 5 years old.

6. School Record or School Enumeration Record
   Applicant may be able to obtain a record from the superintendent of the school attended, the county
   superintendent of schools or the county clerk. The record must show the age or date of birth, birthplace,
   date record was prepared. The officer holding the record shall certify to these facts, using his official
   title and seal, or letterhead.

7. Employment Application
   Can be either a copy of the records in their files or a statement on their stationery that states your
   full name, date of birth, date you applied for the job or the date you were hired, and the company's
   name and address. This may be obtained from their Personnel Office. Document must be over 5 years
   old.

8. Voters Registration Application
   Obtained from the County Clerk's Office. Must show your full name, date of birth, place of birth, county
   and state registered in and the date you registered. Document must be over 5 years old.

9. Social Security Numident
   This is a computer print-out of the application that you completed at the time you applied for your
   Social Security Number and can be obtained from your local Social Security Office.

10. Many, many more acceptable records are available. If you have two that fit your affidavit on Page 1,
     send them for review. Driver's licenses, fraternal order membership APPLICATIONS, U.S. Passport, are
     a few other suggestions. Rarely does a registrant fail to have available several acceptable documents.
19 CSR 10-10.040 Filing a Certificate of Live Birth

PURPOSE: This rule prescribes a time for the recording of births and clarifies the procedure, including births not attended by a licensed physician or midwife.

(1) Any physician, midwife or other legally authorized person in attendance at a birth must file a birth certificate within seven (7) days after the date of birth.

(2) If the birth was not attended, one (1) of the parents must file a birth certificate within seven (7) days after the date of birth.

(3) The birth certificate shall include the following items: registration district number; registrar’s number; child’s name, date of birth, time of birth, sex; city, town or location of birth; county of birth; place of birth; if residence (home) birth, was it planned that way; facility name; certifier signature, date signed, certifier’s name and title; attendant’s name and title, attendant’s Missouri license number, attendant’s mailing address; registrar’s signature, date signed by registrar; mother’s name, maiden surname, date of birth, birthplace, residence—state, county, city, town or location, street and number; inside city limits—yes or no; years living at present address; mother’s mailing address; father’s name, date of birth; birthplace; signature of parent or other informant, relation to child; permission given to provide Social Security Administrative (SSA) with the necessary birth information to issue Social Security number—yes or no; mother of Hispanic origin—no or yes—specify; father of Hispanic origin—no or yes—specify; race of mother; race of father; education—mother; education—father; mother participated during pregnancy (check all that apply); live births now living; live births now dead; date last normal menses began (month, day); pregnancy; weight gained during pregnancy; alcohol use during pregnancy; indicator of Hispanic origin—no or yes; indicator of race; father’s education; mother’s education; if not single birth—specify; sex; plurality; if not plural birth—specify; father of Hispanic origin—no or yes; race; other risk factors; blood type; if born to a mother under age 19 and not married, accidental method of delivery; abnormal conditions of the newborn; and congenital anomalies of child.

(4) A live birth certificate shall be filed for any child showing any evidence of life such as breathing, action of heart or movement of voluntary muscles, after the child is entirely outside of the mother, even if the cord is uncut and the placenta is still attached.


19 CSR 10-10.050 Death Certificate Form

PURPOSE: This rule establishes the content of the death certificate for each death in this state to be filed with the Department of Health.

(1) The death certificate shall include the following items: registration district number; registrar’s number; decedent’s name, sex, date of death, Social Security number, age (under 1 year—months and days—under 1 day—hours, minutes), date of birth, birthplace, decedent was ever in United States armed forces—yes, no or unknown; place of death—hospital (specify inpatient, emergency room (ER)/outpatient or dead on arrival (DOA)) or other (specify nursing home, residence or other); facility name; city, town or location of death; county of death; marital status; surviving spouse’s name; decedent’s usual occupation; kind of business or industry; residence—state, county, city, town or location; zip code, street and number, inside city limits, years at present address; mother’s name, maiden surname, date of birth, residence (state, county, city, town or location), zip code, street and number, inside city limits—yes or no, years living at present address; father’s name, date of birth; immediate and underlying cause of death and specify if cause is fetal or maternal; other significant conditions; date of death—yes or no; manner of death; time of death; was injury alcohol-related—yes, no or unknown; injury at work—yes, no or unknown; describe how injury occurred; check whether certifying physician or medical examiner/coroner; signature and title of certifier; date signed; time of death; name and address of certifier; Missouri license number; case referred to medical examiner/coroner—yes or no; name of attending physician if other than certifier; registrar’s signature; and date received by local registrar.


19 CSR 10-10.060 Report of Fetal Death

PURPOSE: This rule establishes the content of the report of fetal death to be filed with the Department of Health for each fetal death in this state.

(1) The report of fetal death shall include the following items: registration district number; registrar’s number; fetus name; city, town or location of delivery; residence (home) delivery, was it planned that way—yes or no; facility name; mother’s name, maiden surname, date of birth, residence (state, county, city, town or location), zip code, street and number, inside city limits—yes or no, years living at present address; date last normal menses began (month, day); pregnancy; if residence (home) delivery, was it planned that way—yes or no; facility name; mother’s name, maiden surname, date of birth, residence (state, county, city, town or location), zip code, street and number, inside city limits—yes or no, years living at present address; father’s name, date of birth; immediate and underlying cause of death and specify if cause is fetal or maternal; other significant conditions; date of death—yes or no; manner of death; time of death; was injury alcohol-related—yes, no or unknown; injury at work—yes, no or unknown; describe how injury occurred; check whether certifying physician or medical examiner/coroner; signature and title of certifier; date signed; time of death; name and address of certifier; Missouri license number; case referred to medical examiner/coroner—yes or no; name of attending physician if other than certifier; registrar’s signature; and date received by local registrar.


CODE OF STATE REGULATIONS
(6/30/98) Rebecca McDowell Cook
Secretary of State
began (specify); prenatal visits (total number); birth weight; crown heel length; clinical estimate of gestation (weeks); plurality (specify); if not single birth—born first, second, third, etc. (specify); mother transferred from another facility or physician’s office prior to delivery—yes or no and if yes enter name of facility; medical risk factors for this pregnancy (check all that apply); other risk factors for this pregnancy (complete all items); obstetric procedures (check all that apply); complications of labor or delivery or both (check all that apply); method of delivery (check all that apply); congenital anomalies of child (check all that apply).


**19 CSR 10-10.070 Certificate of Dissolution of Marriage**

**PURPOSE:** This rule establishes the content of the certificate of dissolution of marriage for dissolutions granted by any court in this state to be filed with the Department of Health.

(1) The certificate of dissolution of marriage shall include the following items: case number; husband’s name, residence (city, town or location), state, zip code, county, date of birth, birthplace; wife’s name, maiden surname, residence (city, town or location), state, zip code, county, date of birth, birthplace, place of marriage (city, town or location), county, state or foreign country; date of this marriage; date couple last resided in same household; number of children under eighteen (18) in this household as of the date the couple last resided in same household; petitioner (check appropriate box); name of petitioner’s attorney; address of attorney; date of dissolution (month, day, year); type of decree (check appropriate box); date recorded; number of children under eighteen (18) whose physical custody was awarded to (designate in appropriate spaces); child support was awarded to (check appropriate box); county of decree; title of court; signature of certifying official; title of certifying official; number of this marriage—husband; number of this marriage—wife; husband—if previously married, last marriage ended by (check box) and date; wife—if previously married, last marriage ended by (check box) and date; husband’s race; wife’s race; husband’s education; wife’s education.

**AUTHORITY:** section 193.205, RSMo 1986. This rule was previously filed as 19 CSR 30-10.070. Original rule filed Sept. 12, 1988, effective Jan. 1, 1989. Changed to 19 CSR 10-10.070 July 30, 1998.

**19 CSR 10-10.080 Report of Marriage**

**PURPOSE:** This rule establishes the content of the report of marriage for each marriage performed in this state to be filed with the Department of Health.

(1) The report of marriage shall include the following items: license number; groom’s name, age last birthday, date of birth, birthplace, residence (city, town or location), state, zip code, county, number of this marriage if previously married, last marriage ended by (check appropriate box), date ended, race, education; bride’s name, maiden surname, age last birthday, date of birth, birthplace, residence (city, town or location), state, zip code, county, number of this marriage if previously married, last marriage ended by (check appropriate box) and date ended, race, education; groom’s signature; bride’s signature; month, day, year and time subscribed to and sworn to; county of recording; date and time license issued; name of recorder of deeds; signature and title of official; date ceremony performed; where married—city, town or location; where married—county; name of parent or legal guardian of groom (if minor), relationship to applicant, address of parent or legal guardian of groom, state, zip code, signature of parent or legal guardian; name of parent or legal guardian of bride (if minor), relationship to applicant, address of parent or legal guardian of bride, state, zip code, signature of parent or legal guardian; month, day and year subscribed to and sworn to; signature and title of official.

**AUTHORITY:** section 193.185, RSMo 1986. This rule was previously filed as 19 CSR 30-10.070. Original rule filed Sept. 12, 1988, effective Jan. 1, 1989. Changed to 19 CSR 10-10.080 July 30, 1998.

**19 CSR 10-10.090 Access to Vital Records**

**PURPOSE:** This rule protects the integrity of vital records and the personal privacy of the registrants and determines who is entitled to receive copies or information from vital records.

(1) The state registrar of vital records or the custodian of permanent local vital records shall not permit anyone to disclose information contained in vital records, or to copy or issue a copy of all or part of any vital records except as authorized in this rule.

(A) As authorized by section 193.255.1, RSMo 1986, the registrant, a member of his/her immediate family, his/her guardian or one (1) of their respective official representatives shall be considered to have a direct and tangible interest and may be issued a certified copy of a vital record. Others may demonstrate a direct and tangible interest when information is needed for determination or protection of personal or property rights.

1. Applicants requesting records shall furnish adequate identifying information contained on the record to insure the correct record is being released.

2. The term immediate family shall include those family members and in-laws in the direct line of descent up to, but not including, cousins. Immediate family members are eligible to receive copies of birth certificates.

3. All family members, genealogists representing a family member and professionally recognized genealogists are eligible to receive copies of death certificates.

4. The term official representative shall include an attorney, physician, funeral director or other authorized agent acting in behalf of the registrant or his/her family. An other authorized agent shall produce a signed statement by the registrant or a member of his/her family authorizing the release of a record. A funeral director may act as the official representative of a family to obtain copies of death certificates.

5. A guardian may receive a copy of the birth certificate of a child who is under his/her care and custody by showing guardianship papers.

6. Foster parents may receive a copy of a birth certificate of a child who is under their care and custody upon furnishing a copy of their custody papers.

7. A stepparent may receive a copy of a certificate of a legitimate birth by stating relationship.

8. An alleged father of a child may not receive a copy of that child’s birth records unless he is shown as the father on that record.

9. Whenever it shall be deemed necessary to establish an applicant’s right to information from a vital record, the state registrar or local custodian also may require identification of the applicant or a notarized sworn statement.
PURPOSE: This rule establishes procedures required prior to cremation of a dead human body.

(1) If the cause of death can be established within seventy-two (72) hours after death, a completed death certificate certifying the cause of death as determined by the medical examiner/coroner or physician shall be delivered or mailed to the local registrar of the county where the death occurred before a body is cremated.

(2) If a completed death certificate cannot be filed because the cause of death has not been determined, the medical examiner/coroner or physician certifying the cause of death shall give the funeral director notice of the reason for the delay. A body shall not be cremated until written authorization by the medical examiner/coroner or physician is received by the funeral director. This authorization shall be a signed statement which identifies the deceased and authorizes final disposition by cremation.
(3) Management of a crematory shall require from an authorized funeral home representa-
tive presenting a body for cremation a signed
statement which identifies the deceased and
which states that—
(A) A completed death certificate has been
filed with the local registrar where the death
occurred; or
(B) The funeral director has received a
written authorization to cremate the body
from the medical examiner/coroner or physi-
cian who will be certifying the cause of
death.

AUTHORITY: sections 193.145 and 193.175,
RSMo 1986. This rule was previously filed as
19 CSR 30-10.100. Original rule filed July

19 CSR 10-10.110 Amending Vital Records

PURPOSE: This rule identifies when an affi-
davit is appropriate to amend a vital record
and when a court order is required.

(1) A request for correction(s) of a certificate
shall be made to the Bureau of Vital Records.
The request shall identify the certificate to be
corrected by stating whether it is a birth,
death or fetal death record; the name of the
registered person; the date and place of the
event; which items are omitted or in error;
and the correct information for the items. The
Bureau of Vital Records shall send a correc-
tion form to the applicant with instructions
regarding who should sign and what docu-
mentary proof is required to support the cor-
rection requested.

(A) To correct an item(s) on a certificate,
documentary evidence necessary to preserve
the integrity of the certificate shall be
required. Depending on the number of items
to be corrected, more than one (1) document
may be required. Corrections, other than
those that are court ordered, require a notar-
ized affidavit. Documentary evidence which
supports the alleged facts shall be a filed doc-
ument which shows, as a minimum, the cor-
rect full name and correct age or date of birth,
and shall have been filed at least five
(5) years prior to the date of application for
the amendment. A filed document is defined as
a record which is permanently maintained
by an agency, organization or business and is
accessible for verification at a later date.

(B) The burden of submitting proof is on
the applicant. The state registrar shall deter-
mine whether the document submitted satis-
factorily supports the correction requested.
When the applicant cannot submit proper
documentation, the applicant shall be notified
of the deficiencies and given appeal rights to
a court of competent jurisdiction.

(2) Major deficiencies on individual vital
records shall be corrected by court order. The
Bureau of Vital Records shall be furnished with
a certified copy of an order from a court of
competent jurisdiction directing them to
make the desired correction. The order shall
identify the record(s) as presently filed and
direct the bureau as to the items to be cor-
rected, amended or changed.

(A) Major deficiencies specifically requir-
ing a court order are those that—
1. Amend year of birth on a birth
record;
2. Amend a previously amended birth
record corrected by court order, adoption or
legitimation;
3. Amend an item previously amended
by affidavit;
4. Amend the date of birth on a birth
record when adequate documentation before
the eleventh birthday is not available;
5. Completely change the mother’s
name on a birth record. The mother’s first,
middle and maiden name can be corrected by
a notarized affidavit from the hospital’s med-
ical records department if the hospital pre-
pared the original record in error. If the error
was not made by the hospital, then one (1) of
the recorded parents or the registrant, if of
legal age, shall furnish a notarized affidavit
requesting correction and a certified copy of
the mother’s birth record or a certified copy
of the parent’s marriage license or a certified
statement of marriage from the recorder of
deeds’ office;
6. Completely change, on the birth
record, the name of the natural parent or add
the name of a parent when deceased;
7. Change, on the birth record, the sur-
name of the registrant or the surname of the
father by changing three (3) or more letters,
or by changing one (1) or two (2) letters
which results in a different pronunciation of
the surname;
8. Change, on the death record, the sur-
name of the deceased by changing three (3) or
more letters or by changing one (1) or two (2)
letters which results in a different pronuncia-
tion of the surname;
9. Change both the sex and registrant’s
name when the name appears to be that typi-
cally used for the opposite sex;
10. Amend a written signature (amend-
signature will be typed); or
11. Delete father’s name on a legitimate
birth record. To delete the father’s name from
a birth certificate, the court order shall find
that he is not the natural father and then
direct the Bureau of Vital Records to delete
his name from the birth record. If the court
also finds the natural father and the mother
have been legally married, the birth certifi-
cate can be legitimated by the same court
order. The order shall give the date and place
of marriage. The order shall also give the nat-
ural father’s full name, date of birth, state of
birth, race, Social Security number, and the
natural mother’s date of birth and Social
Security number to establish a new birth cer-
tificate by legitimation. If the child’s name is
to be changed to the father’s name, the order
also shall indicate the name change.

(3) The original certificate/office working
copy of the birth, death or fetal death shall
have the correction entered on its face by
interlineation with a line drawn through the
incorrect entries. It shall be marked amend-
ed. The date of amendment and a summary
description of the evidence submitted in sup-
port of the amendment shall be endorsed on
or made part of the record.

(4) Depending on the item(s) to be amended,
those qualified to make application to change
a record are the informant, midwife, physi-
cian, coroner, medical examiner and person-
nel from institutions, clinics and funeral
homes who were responsible for filing the
certificate.

(A) To amend a death certificate by affi-
davit, application may be made by the infor-
mant or the funeral director or person acting
for the funeral director on the following
items: decedent’s first name, decedent’s mid-
dle name, decedent’s sex, decedent’s date of
death (affidavit of funeral home representa-
tive or certifier only), decedent’s Social
Security number, decedent’s age, decedent’s
month of birth, decedent’s day of birth, was
decedent ever in United States armed forces?,
plane of death, marital status, surviving
spouse’s name (see paragraph (2)(A)8. of this
rule), decedent’s usual occupation and kind
of business or industry, decedent’s residence,
decedent’s origin and race, decedent’s educa-
tion, father’s first name, father’s middle
name, mother’s first name, mother’s middle
name. Informant’s name, informant’s mailing
address, disposition information, name and
address of funeral home and funeral estab-
lishment license number can be amended
only by affidavit of funeral home representa-
tive. The medical information can be amend-
ed only by the medical certifier, coroner or
medical examiner who certified the cause of
death.

1. An affidavit is required to correct the
spelling of a last name(s) except as provided
in paragraph (2)(A)8. of this rule. Age, date
of birth and surnames of mother, father and
surviving spouse require one (1) document other than an insurance policy which gives the correct information. An affidavit is required to correct the age if the year is correct.

2. To correct all other items on a death certificate through the amendment process, documentary evidence considered necessary to preserve the integrity of the certificate shall be required.

(B) To amend a fetal death certificate, application may be made by informant, coroner, medical examiner or personnel from the hospital, clinic or funeral home who prepared the certificate.

1. Except for medical information, the amendment process is the same as for a birth or death certificate.

2. The medical information can be changed only by the medical certifier, coroner, medical examiner or personnel of the institution responsible for filing the certificate. Cause of death information can be amended only by the medical certifier, coroner or medical examiner.

3. To correct all other items on a fetal death certificate, documentary evidence considered necessary to preserve the integrity of the certificate shall be required.

(C) To amend a birth certificate, application may be made by one (1) of the parents, the legal guardian, the registrant, if of legal age, or the individual responsible for the filing of the certificate. An affidavit and any required supporting document shall be filed according to the requirements of the following chart:
<table>
<thead>
<tr>
<th>Items Amended or Inserted</th>
<th>Affidavit of Registrant or Parent if &lt;18 yrs.</th>
<th>Affidavit of Hospital or Attendant</th>
<th>Supporting Documentation</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILD’S NAME</td>
<td>x</td>
<td>x</td>
<td>x after age 11</td>
<td>Affidavit not required if court ordered</td>
</tr>
<tr>
<td>First, middle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last</td>
<td>x</td>
<td>x</td>
<td>x see paragraph (2)(A)7. of this rule</td>
<td>Document must show maiden name of married woman.</td>
</tr>
<tr>
<td>Title</td>
<td>x</td>
<td>x</td>
<td>x after age 11</td>
<td>Affidavit not required if court ordered</td>
</tr>
<tr>
<td>No name</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHILD’S DATE OF BIRTH</td>
<td>Day, month</td>
<td>x</td>
<td>x document prior to 11th birthday if no hospital/attendant affidavit</td>
<td>Affidavit not required if court ordered</td>
</tr>
<tr>
<td>Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHILD’S TIME OF BIRTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHILD’S SEX</td>
<td>x</td>
<td>x</td>
<td>x see paragraph (2)(A)9. if does not require court order and-attendant affidavit are not available, a document and affidavit of registrant (parent if &lt;18 yrs.) is acceptable.</td>
<td>Affidavit not required if court ordered.</td>
</tr>
<tr>
<td>MOTHER’S NAME</td>
<td>First, middle</td>
<td>x</td>
<td>x document if no hospital or attendant’s affidavit. See paragraph (2)(A)5. of this rule.</td>
<td>Affidavit not required if court ordered.</td>
</tr>
<tr>
<td>Last (legal)</td>
<td>x</td>
<td>x</td>
<td>x see paragraph (2)(A)7. of this rule.</td>
<td></td>
</tr>
<tr>
<td>Maiden</td>
<td>x</td>
<td>x</td>
<td>x see paragraph (2)(A)5. of this rule</td>
<td>Affidavit not required if court ordered.</td>
</tr>
<tr>
<td>MOTHER’S AGE</td>
<td>x</td>
<td>x</td>
<td>x document if no hospital or attendant affidavit.</td>
<td></td>
</tr>
<tr>
<td>MOTHER’S DATE OF BIRTH</td>
<td>x</td>
<td>x</td>
<td>x document if no hospital or attendant affidavit</td>
<td></td>
</tr>
<tr>
<td>MOTHER’S RACE</td>
<td>x</td>
<td>x</td>
<td>x document if no hospital or attendant affidavit</td>
<td>Mother’s birth record is required document.</td>
</tr>
<tr>
<td>FATHER’S NAME</td>
<td>First, middle</td>
<td>x</td>
<td>x document if no hospital or attendant affidavit</td>
<td></td>
</tr>
<tr>
<td>Last</td>
<td>x</td>
<td>x</td>
<td>x see paragraphs (2)(A)6..7..and 9. of this rule, 19 CSR 30-10.1100</td>
<td></td>
</tr>
<tr>
<td>Items Amended or Inserted</td>
<td>Affidavit of Registrant or Parent if &lt;18 yrs.</td>
<td>Affidavit of Hospital or Attendant</td>
<td>Supporting Documentation</td>
<td>Other</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------</td>
<td>--------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>FATHER’S AGE/DATE OF BIRTH</td>
<td>x</td>
<td>x</td>
<td>x document if no hospital or attendant affidavit</td>
<td>Father’s birth record and mother’s and father’s affidavit required when item is blank after court or paternity affidavit.</td>
</tr>
<tr>
<td>FATHER’S STATE OF BIRTH</td>
<td>x</td>
<td>x</td>
<td>x document if no hospital or attendant affidavit</td>
<td>Father’s birth record and mother’s and father’s affidavit required when item is blank after court order or paternity affidavit.</td>
</tr>
<tr>
<td>FATHER’S RACE</td>
<td>x</td>
<td>x</td>
<td>x document if no hospital or attendant affidavit</td>
<td>Father’s birth record is required document.</td>
</tr>
<tr>
<td>INFORMANT’S TYPED SIGNATURE</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**
1. The medical information can be changed only by the medical certifier or personnel of the institution responsible for filing the certificate.
2. To correct other items on a birth certificate, documentary evidence shall be required as is considered necessary to preserve the integrity of the certificate.
3. Original documents for amending certificates are not required; copies are acceptable as supplemental proof.
19 CSR 10-10.120 New Certificate Through Legitimation

PURPOSE: This rule defines the documentation required to legitimate a birth record.

(1) If the mother marries the natural father after the birth of their child, a new birth certificate can be created by the mother furnishing certified copies of her marriage license or marriage certification to the natural father. If the mother previously was married, certified copies of other marriage licenses or marriage certification also shall be furnished. Notarized affidavits shall be signed by the mother and father.

   (A) If the father is deceased, a notarized affidavit is required from one (1) of the alleged father’s parents or his brother or sister stating that s/he believes him to be the father of the child based on an oral or written statement of the man. A certified copy of the father’s death certificate also is required.

   (B) If the mother is deceased, an affidavit is required from one (1) of the mother’s parents or her brother or sister stating that s/he believes the man to be the father of the child based on an oral or written statement of the man. A certified copy of the mother’s death certificate also is required.

(2) A court-ordered legitimation shall be obtained when the requirements of section (1) of this rule cannot be met. The court shall find that the natural parents are or were legally married and state the date and place of marriage. The order also shall give the natural father’s full name, date of birth, state of birth, race and Social Security number, and the natural mother’s date of birth and Social Security number in order to establish a new birth certificate by legitimation. If the child’s surname is to be changed to the father’s surname, the order also shall indicate this change.

AUTHORITY: section 193.135, RSMo 1986. This rule was previously filed as 19 CSR 30-10.120. Original rule filed Jan. 24, 1992, effective June 25, 1992. Changed to 19 CSR 10-10.120 July 30, 1998.