

**INFORMATION FOR MINOR BIRTH CERTIFICATE CORRECTION IN
MONTGOMERY COUNTY CHANCERY COURT**

Address of Clerk and Master's Office:
**Montgomery County Courthouse
2 Millennium Plaza
Suite 101
Clarksville, TN 37040**

Filing fee: **\$254.50**
Cash, Debit, Cashier's
Check or Money Order
only

In accordance with T.C.A. § 29-8-101, you must be a resident of Montgomery County, Tennessee to petition for a birth certificate correction in Montgomery County Chancery Court. **Both** legal parents must sign the petition for correction of a minor's birth certificate. A stepparent cannot consent to the correction on a behalf of the natural mother/father. There must be an order of adoption or other termination of the natural mother/father. If the father is not identified on the birth certificate, legitimation proceedings must be completed before the parents can petition to correct the birth certificate. The clerks can answer questions about administrative procedures; however, **the clerks cannot give you legal advice nor complete your forms.** Accommodations will be made for persons with disabilities.

Chancery Court requires the petition and order to be filed, along with the following supporting documentation:

- Minor's Birth Certificate showing the names of both parents or a certified court order granting paternity/legitimation/adoption
- Birth Certificates of both parents
- Social Security Card for both parents **and** the minor child
- Photo Identification for both parents
- Marriage Certificate, if applicable

You do not have to appear in court unless otherwise ordered by the Chancellor. After the Chancellor has signed the order for birth certificate correction, one certified copy is provided to you. Any additional certified copies will be \$6.00 per order. Once a court order is entered, it is the parents' responsibility to submit the order to the Tennessee Office of Vital Records.

The information provided by the Clerk and Master's Office including the forms of a petition and an order is a general guide and not intended to cover every possible birth certificate correction scenario. The granting of a birth certificate correction, including what documents are sufficient, is a decision made by the Chancellor. The Clerk and Master's Office is prohibited from providing legal advice other than the advice to seek the assistance of an attorney.

If you have any other questions, please call (931) 648-5703.

**IN THE CHANCERY COURT FOR MONTGOMERY COUNTY
AT CLARKSVILLE, TENNESSEE**

IN THE MATTER OF:

_____, Minor Docket No: MC-CH-CV-BC-_____

BY PARENTS:

_____, Mother

_____, Father

PETITION FOR CORRECTION OF MINOR'S BIRTH CERTIFICATE

**TO THE HONORABLE CHANCELLOR
OF THE CHANCERY COURT OF
MONTGOMERY COUNTY, TENNESSEE**

Come now the Petitioners, on behalf of their child, pursuant to Tenn. Code Ann. § 29-8-101, et seq., in the above captioned cause, and file this petition requesting correction of their child's birth certificate and for cause of action would show unto the Court the following:

1. I am the mother of the child. My information is as follows:

Name: _____ Date of Birth: _____

State, Territory or Foreign Country of birth: _____

Address: _____

2. I am the father of the child. My information is as follows:

Name: _____ Date of Birth: _____

State, Territory or Foreign Country of birth: _____

Address: _____

3. We were married on _____ in _____ (City, State).

OR

We are not married.

4. Our child's information is as follows:

Name: _____ Date of Birth: _____

5. We request the following correction on the birth certificate of our child:

Item to be corrected: _____

The birth certificate currently states: _____

We petition to correct it to: _____

6. The purpose or reason for the correction of the birth certificate is as follows:

7. Has your child ever been convicted of a felony?

Yes, Explain: _____

No

8. We swear or affirm that all information provided herein is true to the best of our knowledge and belief.

WHEREFORE, PREMISES CONSIDERED, PETITIONERS PRAY:

1. That this Court enter an order authorizing and directing the Office of Vital Records of the Department of Public Health of the State of _____ to correct the birth record of said Petitioners' minor child and note that the old information is blocked and deleted.
2. For all other relief to which the Petitioners may be entitled.

Mother

Father

Phone

Phone

Email

Email

**STATE OF TENNESSEE
COUNTY OF MONTGOMERY**

**STATE OF TENNESSEE
COUNTY OF MONTGOMERY**

Sworn to and subscribed before me this
_____ day of _____, _____.

Sworn to and subscribed before me this
_____ day of _____, _____.

NOTARY PUBLIC
My commission expires:

NOTARY PUBLIC
My commission expires:

**IN THE CHANCERY COURT FOR MONTGOMERY COUNTY
AT CLARKSVILLE, TENNESSEE**

IN THE MATTER OF:

_____ Docket No: MC-CH-CV-BC-_____
Minor

BY PARENTS:

_____, Mother

_____, Father

ORDER CORRECTING MINOR'S BIRTH CERTIFICATE

This cause came to be hearing upon the sworn Petition for Correction of Minor's Birth Certificate filed by the Petitioners in the above cause. Wherefore, considering the entire record in this cause, the Court finds that:

1. One or both Petitioners is a resident of Montgomery County, Tennessee.
2. Minor has not been convicted of any felony offense that would preclude them from lawfully obtaining a birth certificate correction pursuant to Tenn. Code Ann. § 29-8-101.
3. Petitioners' request is not in bad faith nor intended to defraud and/or mislead or cause injury to any individual.
4. Petitioners have established good and sufficient cause to permit the Minor's birth certificate to be changed as follows:

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that the Petitioners' request is hereby granted and that the Office of Vital Records of the Department of Public Health of the State of _____ is hereby authorized and directed to correct the birth record of Minor as stated above.

IT IS FURTHER ORDERED, ADJUDGED, AND DECREED that the appropriate State and County agencies officially note on the Petitioner's birth certificate the ordered corrections and the old information is blocked and deleted.

ENTERED this the _____ day of _____, _____.

Chancellor

Mother:

Father:
