

Court Order

Use this checklist before you mail your request for a correction with a court order. **To ensure the court order is appropriate, EACH STATEMENT BELOW MUST BE TRUE or your request will be returned with a request to obtain an amended court order.**

- The name on the court order matches the name on the certificate EXACTLY. For example, if the name on the certificate is John Michael Doe, the name on the court order must be John Michael Doe, not John M. Doe.
- The court order specifically directs the record to be changed in the "It is ordered that" section of the court order.
- The court order does not include more than 1 person or if the court order includes more than 1 person, the instruction to change each record clearly and specifically identifies by name each record that is to be changed.
- The court order clearly identifies which items on each specified record are to be changed.
- I have not erased or changed information on the certified copy of the court order since it was issued to me.
- I have not written on the certified copy of the court order since it was issued to me.