

## MILPERSMAN 1000-120

### CORRECTION OF DATE OF BIRTH

<b>Responsible Office</b>	NAVPERSCOM (PERS-331)	Phone:	DSN COM	882-3347 (901) 874-3347
MyNavy Career Center		Phone: Toll Free	1-833-330-MNCC (6622)	
		E-mail:	<a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a>	
		MyNavy Portal:	<a href="https://my.navy.mil/">https://my.navy.mil/</a>	

---

<b>References</b>	(a) Privacy Act of 1974
-------------------	-------------------------

1. **Policy.** A correction of the date of birth to official records of a member is made only after an administrative examination has shown that evidence presented is indisputable and authority has been granted by Commander, Navy Personnel Command (COMNAVPERSCOM).

2. **Command's Responsibility.** Prior to submitting the request for change of the date of birth, the command shall advise the Service member of the Privacy Act Statement per reference (a), as follows:

"The authority to request this information is derived from 5 U.S.C. 301 Departmental Regulations. The purpose is to effect a correction of the date of birth. It will become a permanent part of the Navy Personnel Records System. Disclosure of information is voluntary; however, failure to provide the information will result in disapproval of the request for a change of the date of birth."
---

3. **Member's responsibility:**

a. **Request.** The member must forward the date of birth change letter request to the Navy Standard Integrated Personnel System Help Desk via the commanding officer (CO). The request must include the following:

(1)	Social Security number and complete mailing address.
(2)	A statement of the reason for the erroneous recording.
(3)	A copy of the Birth Certificate or other documentary evidence of the correct date of birth. When the evidence submitted is not identified as a public record, a statement by the responsible public official that no public record of birth exists shall be included.
(4)	An affidavit that the applicant is the person referred to in the documentary evidence submitted.

b. **Documentary Evidence.** The request shall be accompanied by appropriate documentary evidence verifying the change in date of birth. Examples of such suitable evidence for establishing the correct date of birth are listed below in order of preference:

Preference	Examples
(1) Most preferred:	<ul style="list-style-type: none"> <li>• A copy of the <b>Birth Certificate</b> provided it is officially certified by competent civilian authority.</li> <li>• A copy of the <b>Baptismal Certificate</b> by an ecclesiastical official, provided the baptism date is prior to first entry into the naval service.</li> <li>• A copy of the <b>Hospital Record of Birth</b> certified by the official having custody of the records.</li> <li>• A <b>certified statement of the attending physician</b> as to the date and place of birth shown in the records.</li> </ul>
(2) Family records or other records made subsequent to the time of birth of the member may be accepted when substantiated by another such record. When none of the evidence listed above is available, <b>two</b> of these documents in the form specified is acceptable:	<ul style="list-style-type: none"> <li>• Photographic copy of an <b>entry in the family Bible</b> certified by a notary or other public official generally authorized to administer oaths. The certification must state the original has been sighted, that the particular entry appears to have been made contemporaneously with the birth of the member concerned and that no conditions exist tending to discount its authenticity.</li> <li>• <b>Corrected Birth Certificate</b> bearing the raised seal of the clerk having custody of the records together with supporting evidence showing the basis for correction.</li> <li>• <b>Delayed Birth Certificate</b> showing the birth recorded on a report of the attending physician or midwife and bearing the raised seal of the clerk having custody of the records.</li> <li>• Certified extract from the <b>census enumerations</b> of any <b>two</b> of the following periods: 1920, 1930, 1940, 1950, or 1960.</li> <li>• Certified copy of a <b>school document or record.</b></li> </ul>
(3) Affidavits of relatives, friends, or disinterested parties who knew the applicant from time of birth may be accepted when the evidence above is not available. <b>Two</b> affidavits containing the following information are required:	<ul style="list-style-type: none"> <li>• Full identification of the affiants and their respective ages.</li> <li>• Name, date, and place of birth of the applicant.</li> <li>• Source of knowledge of the above information.</li> </ul>

4. **How to send Documents.** Service member will forward letter request via the CO and a copy of the documentary evidence to the following address or facsimile (FAX) number:

SPAWAR Systems Center  
BLDG 3 Third Floor  
Attn: CDM  
2251 Lakeshore Dr  
New Orleans, LA 70145

FAX: (504) 697-0342

5. **Effective Date.** For Navy record purposes, a date of birth change is effective from the date of COMNAVPERSCOM authorization as indicated in Block 1 on DD 1343 Notification of Change in Service Member's Official Records.

**NOTE:** Changes to the Service member's date of birth will reflect in all corporate data systems including the Electronic Service Record. Copies of the DD 1343 may be obtained by written or FAX request to:

Commander, Navy Personnel Command  
Records Management/Policy Section  
PERS 312E  
5720 Integrity Dr  
Millington, TN 38055

FAX: (901) 874-2764 (DSN 882)