

Review of the Certificate of Marriage

Step One: Reviewing the Pre-Printed Information

Please use the checklist below to ensure all the information is correct.

Party A and B must review for accuracy!

<u>PARTY A</u>	<u>PARTY B</u>
<input type="checkbox"/> 1a Name spelled correctly	<input type="checkbox"/> 7a Name spelled correctly
<input type="checkbox"/> 1b Name spelled correctly	<input type="checkbox"/> 7b Name spelled correctly
<input type="checkbox"/> 1c Name AFTER marriage spelled correct	<input type="checkbox"/> 7c Name AFTER marriage spelled correct
<input type="checkbox"/> 3 State of Birth is correct	<input type="checkbox"/> 9 State of Birth is correct
<input type="checkbox"/> 4a Date of Birth is correct	<input type="checkbox"/> 10a Date of Birth is correct
<input type="checkbox"/> 5 Parent name spelled correct	<input type="checkbox"/> 11 Parent name spelled correct
<input type="checkbox"/> 6 Parent name spelled correct	<input type="checkbox"/> 12 Parent name spelled correct

If any of the pre-printed information is incorrect, the Certificate of Marriage must be corrected and reissued.

Please contact your County Recorder to have errors corrected prior to the ceremony.

Step Two: After the Ceremony – Signing the Certificate

****IMPORTANT****

USE BLUE or BLACK INK

The Certificate of Marriage will be rejected if the document contains any of the following:

- Alterations in Fields 1a through 12 – Customers should never add to or change any of the pre-printed information.
- **Scribbles** – any information in a field that has been scribbled out.
- An alteration has been made to a signature field, (13a, 14a, 15a, 16a or 17a).
- The use of White-out or correction tape.
- Document is **stained** or has a Seal affixed to it.
- Date of Ceremony (field 18a) entered incorrectly.

Party A and B – Sign in your designated area!

<u>PARTY A</u>	<u>PARTY B</u>
<input type="checkbox"/> 13a SIGN name AFTER marriage	<input type="checkbox"/> 14a SIGN name AFTER marriage
<input type="checkbox"/> 13b PRINT name AFTER marriage	<input type="checkbox"/> 14b PRINT name AFTER marriage
<input type="checkbox"/> 13c Date Signed	<input type="checkbox"/> 14c Date Signed