

<p>For State Office Use Only</p> <p>Certificate# _____</p> <p>SE# _____</p>

To Correct Typographical Errors One Year or More after the Event

PART 1. THIS INFORMATION MUST BE THE SAME AS ON THE ORIGINAL MARRIAGE CERTIFICATE

PARTY A / BRIDE / GROOM / SPOUSE First Name	Middle Name	Last Name	Suffix (Jr., Sr., II, III, IV)	Last Name Prior to <u>Any</u> Marriage
PARTY B / BRIDE / GROOM / SPOUSE First Name	Middle Name	Last Name	Suffix (Jr., Sr., II, III, IV)	Last Name Prior to <u>Any</u> Marriage
DATE OF MARRIAGE Month Day Year		PLACE OF MARRIAGE City		County

Item Description	Correction
Item Description	Correction
Item Description	Correction
Item Description	Correction
Item Description	Correction

APPLICANT'S NAME	RELATIONSHIP TO PERSON NAMED ON RECORD					
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">MAILING ADDRESS</td> <td style="width: 40%;">Street</td> <td style="width: 20%;">City</td> <td style="width: 15%;">State</td> <td style="width: 5%;">Zip Code</td> </tr> </table>		MAILING ADDRESS	Street	City	State	Zip Code
MAILING ADDRESS	Street	City	State	Zip Code		
DAYTIME PHONE # (Include Area Code & Extension)	<input type="checkbox"/> \$15.00 processing fee enclosed <input type="checkbox"/> \$15.00 fee <u>per</u> Certificate enclosed # of copies _____ <input type="checkbox"/> Certified Copy Exchange, incorrect copy enclosed					

SEAL

INSTRUCTIONS and GENERAL INFORMATION

When may this form be used?

- To amend items on records of marriage age one year or more from the date of the event.
- To amend marriage records of person(s) still living.
- To amend obvious errors or omissions. A complete change of name requires a court order.
- To amend an item for the first time. Subsequent amendments may only be made with a court order or if the first correction was made in error.
- The amendment process may NOT be used to change the legal name after marriage to a different name. Check with the local Clerk of District Court for the process to legally change a name (Iowa Code ch. 674).

What should the applicant do?

Complete Parts 1 and 2 of this form, except for your signature. Sign this form only in front of a notary public. In Iowa, your local County Recorder/County Registrar of Vital Records office (located in your county courthouse or county office building) may assist you in completing this form and provide notary services. OR, visit the state vital records office.

As requested, present certified copies, original statements, or legible photocopies of documents that support each requested correction. Documents must be clearly dated and established at least five years prior to this request.

INCLUDE A COPY OF YOUR CURRENT GOVERNMENT – ISSUED PHOTO ID.

What are some supporting documents?

- Certified copy of military entry or discharge papers
- Certified copy of Certificate of Birth when used to correct age, birthplace, or name of a parent
- Original statement by employer of employment record
- School enrollment or transcript records, but NOT diploma
- Life insurance policy or pension plan with statement prepared by the company
- Hospital or physician medical record
- Social security application (micro print)

Who may apply to amend a marriage record?

Application to amend a marriage certificate may only be made by the bride or the groom.

What will it cost the applicant? ***

A **\$15.00 processing fee** is required to file an Amendment to a Certificate of Marriage. An **additional \$15.00 fee** is required for a certified copy of the amended marriage certificate, unless a **state** certified copy is relinquished to the state vital records office at the time of the amendment request. Fees are payable in U.S. funds by check or money order to the Iowa Department of Health and Human Services.

What does the Notary Public do?

The applicant must sign this form in front of an authorized Notary Public. The notary completes Part 3 of the form according to the Code of Iowa, and applies a legible signature and seal to this form only. The notary may assist the applicant in selecting supporting evidentiary documents to submit to the state vital records office for review. In Iowa, County Registrars of Vital Records may forward this form, the supporting documents, and fees in with their mailings to the department.

Where is an amendment request sent?

This completed, notarized Amendment to Certificate of Marriage, along with supporting document(s), fees, and the incorrect **state** certified copy, if applicable, is submitted to the Iowa Department of Health and Human Services, Bureau of Health Statistics, Lucas State Office Bldg., 1st Floor, 321 E. 12th Street, Des Moines, Iowa 50319-0075.

What will the state vital records office do?

Your request for an amendment and your supporting document(s) will be verified for accuracy. Processing and filing of your amendment request should be completed within about 15 days after being received by the state office of vital records, unless additional supporting documents are required. After processing, the appropriate correction will be made on the record you have requested to be amended and the record will be marked "Amended". The state vital records office will also notify the County Recorder/Registrar of the county in which your marriage license is filed of the corrections. Incorrect county-issued certified copies may then be relinquished and exchanged at that County Recorder/Registrar office.

Is more information and assistance available?

Additional information, assistance, and amendment forms are available either from local County Recorder / County Registrar of Vital Records or the state office. Visit the state office in Des Moines or call 515-281-4944 and ask for the amendment clerk.