



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!

PARTY A

- 1a - Name spelled correctly
- 1b- Name spelled correctly
- 1c- Name **AFTER** marriage spelled correct
- 3- State of Birth is correct
- 4a- Date of Birth is correct
- 5- Parent name spelled correct

PARTY B

- 7a- Name spelled correctly
- 7b- Name spelled correctly
- 7c- Name **AFTER** marriage spelled correct
- 9- State of Birth is correct
- 10a- Date of Birth is correct
- 11- 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!

PARTY A

- 13a- **SIGN** name **AFTER** marriage
- 13b- **PRINT** name **AFTER** marriage
- 13c- Date Signed

PARTY B

- 14a- **SIGN** name **AFTER** marriage
- 14b- **PRINT** name **AFTER** marriage
- 14c- Date Signed