



California Department of Public Health Logo

Affidavit To Amend A Marriage Record

Amending a Marriage Certificate

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Center for Health Statistics and Informatics – Vital Records

Upon request, this document will be made available in alternate formats. To obtain a copy in an alternate format, please call or write:

California Department of Public Health
Vital Records - M.S. 5105
P.O. Box 997410
Sacramento, CA 95899-7410
Telephone: (916) 445-2684
California Relay: 711/1-800-735-2929

Website address: <https://www.cdph.ca.gov/>



VS 24C Affidavit to Amend a Marriage Record Checklist

To assist in the registration of your amendment, please submit the following:

Properly completed VS24C form:

Form is completed entirely in black ink, with no whiteouts, photocopies, or alterations.

Part I of the form matches the marriage certificate on file, even if information is incorrect.

Part II, Column 5, lists the item number from the certificate that needs to be corrected.

Part II, Column 6, lists the incorrect information as it appears on the current marriage certificate.

Part II, Column 7, lists the correct information as it should appear on the marriage certificate.

Part II, Box 8, has a reason for correction. If correcting county clerk error, reason for correction states: *To correct county clerk error.*

Fields 9A through 10D are completely filled out in black ink, with two signatures.

I am correcting the date of marriage, place of marriage, or officiant information.

REQUIRED: One of the signatures is the marriage officiant.

I am correcting a clerical error, made by the county clerk, in the new name field.

REQUIRED: One of the signatures is the county clerk or deputy clerk.

I have changed my name through the courts, and am adding the AKA (also known as) to the marriage certificate.

REQUIRED: Column 7 has the letters AKA before my new name, (i.e. AKA Smith). Box 8 states, "Adding AKA to reflect court order name change, Case number ####." OR "Adding AKA to reflect name change through the naturalization process."

Supporting documentation:

I am correcting a minor typographical error in the name of one of the parties to the marriage.

REQUIRED: I have included a photocopy of the party's birth certificate, translated to English if necessary.

I have changed my name through the courts, and am adding the AKA (also known as) to the marriage certificate.

REQUIRED: I have included either (1) a photocopy of the court order name change, or (2) a photocopy of the naturalization certificate and photocopy of petition for name change form from the Department of Homeland Security.

I am correcting a minor typographical error in the parental information listed for one of the parties to the marriage.

REQUIRED: I have included a photocopy of the party's birth certificate.

Payment:

I am submitting an amendment WITHIN ONE YEAR of the marriage date:

There is no fee to register amendment, and I do not want a certified copy of the amended certificate.

I would like a certified copy of the amended certificate. I have enclosed a check/money order for \$15 for each copy, and a notarized sworn statement. *Check/money order must be made payable to CDPH Vital Records.*

I am submitting an amendment AFTER ONE YEAR of the marriage date:

I have enclosed a check/money order for \$23, and a notarized sworn statement. *Check/money order made payable to CDPH Vital Records.* The fee includes one certified copy of the amended record.

I would like additional copies. I have enclosed \$15 for each additional copy, and a notarized sworn statement. *Check/money order made payable to CDPH Vital Records.*

Enclosed is a photocopy of my public marriage certificate, with local registration number listed.

If there are additional questions, please contact CDPH-VR Customer Service at (916) 445-2684.

Amending a Marriage Certificate

Important Information to Know When Submitting a Marriage Amendment Request

The amendment that is submitted for the marriage certificate becomes an actual part of the record, and must adhere to strict guidelines:

- **Cannot amend signature fields.**
- Every item on the amendment must be completed in black ink.
- The form must be completed using the 26 alphabetical characters of the English language.
- Appropriate punctuation includes: a hyphen such as in “Smith-Jones,” an apostrophe as in “O’Hare,” a period as used with “Jr.,” and a comma as with “Smith, Jr.”
- Unacceptable entries include: drawings, pictures, or symbols, and accents or marks added to a letter to indicate pronunciation or to distinguish it in some way, such as with è, ñ, ē, or ç.
- Because the amendment form becomes part of the official record, every word and letter must be clear and legible. **Typing entries on the form ensures that the information is interpreted clearly.** Documents that are not legible will be returned to you to complete again.
- If you are completing the downloadable amendment form, print on standard 8 ½” x 11” letter size, plain white paper, using black ink only, at 100% scale.
- **Only black ink is acceptable** (per Health and Safety Code Section 102125). There cannot be any erasures, whiteout, or alterations.

Amending a Confidential Marriage Record

The CDPH-VR office **does not maintain** records of **confidential** marriages. To amend a confidential marriage record, you will need to submit your VS 24C form to the County Clerk’s Office in the county where the marriage license was issued (contact their office for the appropriate fee). However, the information in this pamphlet may be used to assist you in completing the VS 24C form.

Amending a Marriage Certificate

What Information Can Be Corrected with a VS 24C Amendment?

Amendments are used to correct **errors** on the marriage certificate. Supporting documentation may be requested.

Amendments are used to:

- Correct spelling **errors**.
- Add information to blank items.

Correcting Names on a Marriage Certificate

Amendments may **not** be used to completely change the names on a marriage certificate.

Correcting Names of Parties:

The name information collected on the top portion of the marriage certificate reflects the birth names used by the parties **prior to marriage**, which may be evidenced at the county clerk prior to issuance of the marriage license, as required by Health and Safety Code (HSC) 103175 and Family Code 351. To correct either party's names on the marriage certificate, copies of the party's birth certificate or court order name change is required.

Correcting Name of Parents:

Amendments may not be used to completely remove the name of the parents' on the marriage certificate. To amend the name of the parents' on the marriage certificate the party's birth certificate is required and the parents' name(s) must be on the birth certificate. Otherwise, a court order is required.

Person Solemnizing Marriage:

To amend the information of the person that solemnized the marriage, as well as the date or place of the marriage, the officiant must be one of the two signers on the affidavit. The other person must have knowledge of the facts (e.g., a party to the marriage). If the officiant is unavailable to sign, a court order is required.

New Name Section:

The New Name Section may only be changed if the error is due to a county clerk error. The county clerk or deputy clerk and one of the parties to the marriage must sign the affidavit. In accordance to Family Code 306.5, "the reason for the amendment shall be stated as correcting a clerical error."

Amending a Marriage Certificate

How can I add my Court Order Name Change to the Marriage Certificate?

If the party receives a court order name change or changes their name through the naturalization process **after** the marriage, they may add that name as an AKA (“also known as”) with a VS 24C, amending items 1A-1D or 12A-12D at the top of the certificate – **NOT the new name fields at the bottom.**

- A certified copy of the court order changing the name of the party is required.
- If the party’s name was changed through the Naturalization process, photocopies of the Petition for Name Change from U.S. Citizenship and Immigration Services AND the Certificate of Naturalization with the Department of Homeland Security seal are required.

What Do I Submit to Amend a Marriage Certificate?

Submit the following items to CDPH-VR by mail, to the address on the front of this pamphlet:

- Completed VS 24C form (including back side for copy requests).
- Photocopy of current marriage certificate (with local registration number).
- Photocopy of parties birth certificate or court order name change if correcting parties or parents’ names.
- Notarized Sworn Statement (if requesting a copy of the amended record).
- Appropriate fee.

Who May Sign Supporting Affidavits?

- Two persons having knowledge of the facts must complete the affidavits and signature section of the VS 24C form (e.g., a party to the marriage).
- **Two signatures are required in items 9A and 10A** on the VS 24C form.

Please see next page regarding special situations where specific persons must sign.

Amending a Marriage Certificate

Who May Sign Supporting Affidavits? (Continued)

There are situations where specific persons must sign the affidavits:

- If a new name field is being amended, one of the parties to the marriage and the county clerk or deputy clerk must sign the affidavit stating it was a clerical error.
- If the date or place of marriage is being amended, the amendment must be signed by the marriage officiant. If the officiant is not available, a court order to amend is required.

Why Do I Need a Sworn Statement?

You must complete and submit a notarized sworn statement if you are requesting an authorized certified copy of the amended record. Only authorized persons (as defined by Health and Safety Code 103526 (c)) may receive a certified copy of a marriage certificate. To help protect against identity theft, you must complete and submit a signed, notarized Sworn Statement declaring under penalty of perjury that you are entitled by law to receive an authorized certified copy.

What is the Fee to Amend a Marriage Certificate?

Within One Year of the Marriage:

- There is no fee to amend a record within one year of the date of marriage, but there is a fee to receive a certified copy of the amended record.
- Within the first year, the fee for each certified copy of the amended record is \$15.

If the Marriage Occurred More Than One Year Ago:

- There is a \$23 fee, which includes one certified copy of the amended record.
- Additional copies are \$15 each.

Fees should be paid by check or money order payable to **CDPH Vital Records**. International money orders for out-of-country requests must be payable in U.S. dollars.

If it is within the first year from the date of marriage and a copy of the amended certificate is not requested, there will be no further contact from CDPH-VR once the amendment is registered.

Amending a Marriage Certificate

Once the Amendment is Filed, What Happens to the Original Record?

The original record remains unchanged, and the amendment becomes an additional page to the marriage certificate – making it a multiple-page document (per Health and Safety Code Sections 102140 and 103255). Anyone receiving a copy after the amendment is applied will receive a copy of the complete record.

What if I Have Additional Questions?

Please contact the CDPH-VR Customer Service Unit at (916) 445-2684. If you are checking the status of your request, please wait until after the processing time has passed before contacting CDPH-VR.

In Summary, What Links to Forms and References May Be Required?

[California Department of Public Health home page](https://www.cdph.ca.gov/)
(<https://www.cdph.ca.gov/>)

[Sworn Statement](https://www.cdph.ca.gov/Programs/CHSI/Pages/Sworn-Statement.aspx) – Application and Sworn Statement: Certified Copy of Marriage Record – VS 113-A form – *page 3 of 3*
(<https://www.cdph.ca.gov/Programs/CHSI/Pages/Sworn-Statement.aspx>)

[Vital Record Applications \(forms\)](https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx) – VS 24 C – Affidavit to Amend a Marriage Record
(<https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx>)

[Request for Amendment or Registration Form](https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx) – VS 140 –
(<https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx>)

[Processing Times](https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx)
(<https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx>)

[Obtaining Vital Records From County Offices](https://www.cdph.ca.gov/Programs/CHSI/Pages/Obtaining-Vital-Records-From-County-Offices.aspx)
(<https://www.cdph.ca.gov/Programs/CHSI/Pages/Obtaining-Vital-Records-From-County-Offices.aspx>)

[Directory of County Vital Records Offices](https://www.cdph.ca.gov/Programs/CHSI/Pages/County-Registrars-and-Recorders.aspx)
(<https://www.cdph.ca.gov/Programs/CHSI/Pages/County-Registrars-and-Recorders.aspx>)