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.*