

MARRIAGE RECORD AMENDMENT REQUEST

FOR OFFICE USE ONLY
STATE FILE NUMBER:

This notarized request, supporting documents, and the applicable fee should be submitted to:

Vital Records
207 E Missouri Suite 1a
Pierre, South Dakota 57501
Tel: 605.773.4961

****Please read instructions on Page 2****

Section 1 AFFIANT/CUSTOMER INFORMATION			
Full Name (Please type or print)		Customer's Relationship to the person named on record <input type="checkbox"/> Self <input type="checkbox"/> Officiant <input type="checkbox"/> Legal Representative (must provide documentation)	
Street Address (if your mailing address is a PO Box, please include your street address of residence)			
City	State	Zip	Phone Number ()

Section 2 CURRENT MARRIAGE RECORD INFORMATION			
Spouse (as it currently appears)	Residence	State of Birth	Date of Birth/Age
Spouse	Residence	State of Birth	Date of Birth/Age
Date of Marriage	Place of Marriage (City, County)	Other (please specify)	

Section 3 ITEMS ON ORIGINAL MARRIAGE CERTIFICATE TO BE CORRECTED: (type or print)		
To be signed in front of a notary public		
NAME OF ITEM	INCORRECT INFORMATION	CORRECT INFORMATION
<i>Example: FIRST NAME</i>	<i>Example: JOAN</i>	<i>Example: JOANNE</i>

FURTHER DEPOSE AND SAY THAT THE ABOVE FACTS ARE TRUE AND THE CHANGES ARE NECESSARY TO REFLECT THE FACTS AS THEY WERE AT THE TIME OF **MARRIAGE**, AND I REQUEST THAT THE RECORD BE CHANGED ACCORDINGLY.

Signature of Affiant

SEAL
OF
OFFICE

IF AFFIANT IS NOT 18 OR OLDER OR OTHER THAN PERSON NAMED ON THE RECORD, GIVE RELATIONSHIP OR STATE IF LEGAL GUARDIAN, OR LEGAL REPRESENTATIVE

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, _____.

MY COMMISSION EXPIRES _____, _____, _____.
NOTARY PUBLIC

Section 4 SUPPORTING DOCUMENTATION INFORMATION (if over one year)
One supporting document must be provided that shows the change that you are requesting. The document must be the original or a certified photocopy of the original and must be 7 years older than your date of application. If your marriage record is under one year old, no documentation or fee is required.
Suggested Documents: <input type="checkbox"/> Birth Record <input type="checkbox"/> Church Record <input type="checkbox"/> Other _____

OFFICE USE ONLY: DOCUMENTS SUBMITTED WITH AFFIDAVIT TO CORRECT RECORD		
KIND OF DOCUMENT	DATE OF ORIGIN	CORRECT INFORMATION

TO BE SIGNED IN FRONT OF A NOTARY PUBLIC

Marriage Record Amendment Instructions

To request a marriage amendment you must:

1. Complete the first page of this form
2. Determine what fees and documentation are required
3. Mail completed, notarized form, fee, and documentation to:
Vital Records
Attn: Marriage Amendments
207 E Missouri Ave Suite 1a
Pierre, SD 57501

Section 1 Instructions:

This section is shall be completed the person who will be signing the affidavit in section 2. Only certain individuals may request an amendment on a marriage record. It can be the spouse on the record, the officiant that solemnized the marriage (performed the marriage) or a legal representative of either spouses.

Please type or print and complete all fields in blue or black ink.

Section 2 Instructions:

Complete this section with the information obtained on the CURRENT marriage record. It may be helpful to have your record in front of you to obtain this information.

Section 3 Instructions:

On the affidavit, **type or print clearly** the item that needs to be corrected, how that item appears on the current record, and the information as you are requesting it be. If you make a mistake, please destroy the request form and complete a new one. If the affidavit is not acceptable for filing due to mistakes, it will NOT be processed. Submitting a form containing errors will cause a delay in completing the request.

Sign affidavit ONLY in the presence of a notary public.

Section 4 Instructions: DO NOT WRITE IN THIS SECTION-FOR OFFICE USE ONLY

You must send documentation that shows how the item on the record SHOULD appear. For example, if your marriage record shows "Janie J Doe" and you need it corrected to "Jane Jill Doe", you must provide a document that is over 7 years old and shows your name as "Jane Jill Doe".

The document MUST be the original or a certified photocopy. All documents will be returned to you.

To verify your documents age, please make sure that the document has a date of creation listed.

****If your marriage record is under one year old, you do not need to provide documentation or fee****

Ordering a Marriage Record after Amendment:

If you have purchased a certified copy of your marriage record, we ask that you send it in with this form. When the amendment is completed, a new one will be issued to you at no charge.

If you have not purchased a marriage record and you require one, you will need to complete the SD Application for Marriage Record and pay \$15 in addition to the \$8 amendment fee.

Summary:

- Send completed affidavit signed by notary
- \$8 if record is over one year old
- Supporting document over 7 years old if record is over one year old
- Certified marriage record or SD Application for Marriage Record with \$15.00 (if applicable)