



# Affidavit to Amend a Marriage Record

Center for Health Statistics and Informatics – California Vital Records

Effective January 2022

## Introduction

Use the VS 24C - Affidavit to Amend a Marriage Record form to:

- ✓ Correct most typographical or spelling errors
- ✓ Add information to most blank fields
- ✓ Reflect a court order name change on either spouses' name



- Please see [page 8](#) for a list of frequently asked questions and answers.
- California Vital Records (CDPH-VR) cannot amend confidential marriage certificates. To amend a **confidential** marriage certificate, please refer to the County Clerk's office in the county where the marriage license was issued.
- To establish a court order delayed registration of marriage, please refer to the [Court Order Delayed Certificate of Marriage Pamphlet](#).

## What to Submit and Mailing Address

To request an amendment, please submit the following:

- **Properly Completed VS 24C Form** (See Form Guidelines beginning on [page 3](#).)
- **Notarized Sworn Statement** (Only if requesting authorized copy. See [page 6](#).)
- **Appropriate Fee(s)** (See top of [page 7](#).)
- **Supporting Documentation** (See bottom of [page 7](#).)
- **Photocopy of Current Marriage Certificate** (With Local Registration Number listed)

Mail your packet to the address below:

**California Department of Public Health**  
**Vital Records – Amendments – M.S. 5105**  
**P.O. Box 997410**  
**Sacramento, CA 95899-7410**



- Amended certificates are returned via standard mail and do not contain a tracking number.
- You may provide a prepaid self-addressed envelope with your request for CDPH-VR to use and mail the amended certificate back to you. (Not Required)



## **VS 24C - Affidavit to Amend a Marriage Record Checklist**

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

- Properly Completed VS 24C Form**
  - The form is completed in black ink and does not contain alterations or writing in the margins.
  - Part I matches the current marriage certificate, (even if the information is incorrect).
  - Part II, column 5 lists the current marriage certificate's item number that needs correction.
  - 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 amended certificate.
  - Part II, item 8 lists a reason for correction.  
*REQUIRED: If correcting a county clerk error, reason for correction states: "To correct county clerk error."*
  - Fields 9A through 10D are completely filled out in black ink with proper 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 county clerk error in the new name field(s).  
*REQUIRED: One of the signatures is the county clerk.*
  - I am changing my name in the new name field after a court order name change or name change obtained during the naturalization process.  
*REQUIRED: Item 8 states: "To change the new name after a court order name change, case number ###." Or "To change the new name after the naturalization process."*
- Supporting Documentation**
  - I am correcting errors in the personal data listed for one of the parties to the marriage.  
*REQUIRED: I included a photocopy of the person's birth certificate, translated to English if necessary.*
  - I changed my name through the courts and am changing my name in the new name field.  
*REQUIRED: I have included a certified copy of the court order name change or a photocopy of the naturalization certificate and photocopy of the Petition for Name Change form from the Department of Homeland Security.*
  - I am correcting an error in the parent information listed for one of the parties to the marriage.  
*REQUIRED: I included a photocopy of the person's birth certificate, translated to English if necessary.*
- Payment**
  - I am submitting the amendment WITHIN ONE (1) YEAR of date of marriage:**
    - There is no fee to register the amendment and I do not want a copy of the amended certificate.
    - I would like a copy of the amended certificate, and I have enclosed a check/money order (payable to CDPH Vital Records) in the amount of seventeen dollars (\$17) per copy.
  - I am submitting the amendment ONE (1) YEAR OR MORE AFTER the date of marriage:**
    - I have enclosed a check/money order (payable to CDPH Vital Records) in the amount of twenty-six dollars (\$26) for the registration of the amendment, which includes one copy of the amended certificate.
    - I would like additional copies of the amended certificate, and I have enclosed a check/money order (payable to CDPH Vital Records) in the amount of seventeen (\$17) per additional copy requested.
- Notarized Sworn Statement**
  - I would like an authorized copy of the amended certificate, and I have enclosed a notarized sworn statement.
- Photocopy of Marriage Certificate With Local Registration Number**

# Affidavit to Amend a Marriage Record

## Form Guidelines

To prevent processing delays, please adhere to the following guidelines on how to complete the *Affidavit to Amend a Marriage Record (VS 24C)* form.

### General Information

<b>AFFIDAVIT TO AMEND A MARRIAGE RECORD</b> <b>NO ERASURES, WHITEOUTS, PHOTOCOPIES, OR ALTERATIONS</b>		LEAVE BLANK	
LEAVE BLANK STATE FILE NUMBER		LOCAL REGISTRATION NUMBER	
<input checked="" type="checkbox"/> PUBLIC	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> DECLARED	<input type="checkbox"/> NON-CLERGY
TYPE OR PRINT CLEARLY <b>IN BLACK INK ONLY</b> - THIS AMENDMENT BECOMES A PART OF THE OFFICIAL RECORD			

#### The VS 24C form must:

- Be completed legibly in **black ink** using the 26 alphabetical characters of the English language.
- **Not contain any** write-overs, whiteouts, alterations, drawings, symbols, accents, or other marks to indicate pronunciation or to distinguish letters in some way, such as è, ñ, ē, or ç.

### Part I

<b>PART I INFORMATION TO LOCATE RECORD—TYPE OR PRINT IN BLACK INK ONLY</b>				
INFORMATION AS IT APPEARS ON ORIGINAL RECORD	1A. FIRST NAME AS LISTED ON MARRIAGE CERTIFICATE IN FIELD 1A	1B. MIDDLE NAME AS LISTED ON MARRIAGE CERTIFICATE IN FIELD 1B		
	John	--		
	1C. CURRENT LAST NAME AS LISTED ON MARRIAGE CERTIFICATE FIELD 1C	1D. BIRTH LAST NAME, IF DIFFERENT FROM FIELD 1C		
	Doe			
	2. DATE OF MARRIAGE—MM/DD/CCYY	3. COUNTY IN WHICH THE LICENSE WAS ISSUED		
	01/13/1998	Sacramento		
4A. FIRST NAME AS LISTED ON MARRIAGE CERTIFICATE IN FIELD 12A	4B. MIDDLE NAME AS LISTED ON MARRIAGE CERTIFICATE IN FIELD 12B			
Mariy	Jane			
4C. CURRENT LAST NAME AS LISTED ON MARRIAGE CERTIFICATE FIELD 12C	4D. BIRTH LAST NAME, IF DIFFERENT FROM FIELD 12C			
Smith				

#### PART I must match the current certificate. This means:

- It should show any **incorrect information** as it appears on the current record.
- If any of the information in Part I was **previously amended**, the changes must be reflected in Part I of the VS 24C form.

### Part II (Column 5)

<b>PART II STATEMENT OF CORRECTIONS TO MARRIAGE RECORD</b>			
LIST ONE ITEM PER LINE	5. ITEM NUMBER TO BE CORRECTED	6. INCORRECT INFORMATION THAT APPEARS ON ORIGINAL RECORD	7. CORRECTED INFORMATION AS IT SHOULD APPEAR
	1A	John	AKA Jonathon
	12A	Mariy	Marie
	2	06/04/1970	06/05/1970
	6	02	01

#### PART II Column 5 must list the certificate item number that needs correction.

NOTE: This is the number located on the top left corner of the box being corrected on the marriage certificate.

## Form Guidelines (Continued)

### Part II (Column 6)


PART II STATEMENT OF CORRECTIONS TO MARRIAGE RECORD			
LIST ONE ITEM PER LINE	5. ITEM NUMBER TO BE CORRECTED	6. INCORRECT INFORMATION THAT APPEARS ON ORIGINAL RECORD	7. CORRECTED INFORMATION AS IT SHOULD APPEAR
	1A	John	AKA Jonathon
	12A	Mariy	Marie
	2	06/04/1970	06/05/1970
	6	02	01

**Part II Column 6 must list the incorrect information as it appears on the current marriage certificate.**

### Part II (Column 7)

PART II STATEMENT OF CORRECTIONS TO MARRIAGE RECORD			
LIST ONE ITEM PER LINE	5. ITEM NUMBER TO BE CORRECTED	6. INCORRECT INFORMATION THAT APPEARS ON ORIGINAL RECORD	7. CORRECTED INFORMATION AS IT SHOULD APPEAR
	1A	John	AKA Jonathon
	12A	Mariy	Marie
	2	06/04/1970	06/05/1970
	6	02	01

**Part II Column 7 must list the correct information as it should appear on the marriage certificate.**



**If either spouse obtained a court order name change, and:**

- If the certificate does not contain a new name section, the court ordered name change may be added as an AKA (also known as) to the **top of the certificate**.
- If there is a “new name” section on the certificate, the court ordered name change may be changed in the **new name section** (not added as an AKA).

### Reason for Correction (Box 8)

<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> <b>REASON FOR CORRECTION</b> </div>	8. To add groom's AKA (also known as) after court order name change number 12345.
	To correct spelling of the bride's first name. Also, to correct items 2 and 6.

**Box 8 must contain a reason for correction.** Please see requirements below when correcting a county or deputy clerk error or adding a court ordered name change for either spouse:

- If correcting a **county or deputy clerk’s clerical error**, the reason for correction must state *“To correct clerical error.”*
- If adding either spouses’ AKA (also known as) after a court order name change, include the court case number in reason for correction.
- If changing the new name section of the certificate after a court order name change, include the court case number in reason for correction.


## Form Guidelines (Continued)

### Affidavit and Signatures

<b>AFFIDAVIT AND SIGNATURES</b>  <b>TWO PERSONS MUST SIGN THIS FORM TO CORRECT A MARRIAGE RECORD</b>	<b>We, the undersigned, hereby certify under penalty of perjury that we have personal knowledge of the above facts and that the information given above is true and correct.</b>		
	9A. SIGNATURE OF FIRST PERSON ▶ <i>Jonathon Doe</i>	9B. TITLE/RELATIONSHIP TO PERSON(S) IN PART I Self	9C. DATE SIGNED—MM/DD/CCYY 12/05/2010
	9D. ADDRESS (STREET AND NUMBER, CITY, STATE, ZIP CODE) 1234 Main Street Sacramento, CA 95817		
	10A. SIGNATURE OF SECOND PERSON ▶ <i>Marie Jane Smith</i>	10B. TITLE/RELATIONSHIP TO PERSON(S) IN PART I Spouse	10C. DATE SIGNED—MM/DD/CCYY 12/05/2010
10D. ADDRESS (STREET AND NUMBER, CITY, STATE, ZIP CODE) 1234 Main Street Sacramento, CA 95817			

**Two people with knowledge of the facts must sign and complete the Affidavit and Signatures section.** Please see requirements below when correcting a county or deputy clerk’s clerical error, or an error made by the person who solemnized the marriage:

- If correcting the **date of marriage, place of marriage, or data from the person who solemnized the wedding**, one of the signors should be the person who solemnized the marriage.
- If correcting a county or deputy clerk’s clerical error **in the new name section**, the two signers required are:
  - One of the spouses
  - A county or deputy clerk

	<b>The new name section can only be changed to:</b> <ul style="list-style-type: none"><li>• Correct a county or deputy clerk’s clerical error</li><li>• Reflect a spouse’s court order name change</li></ul>
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*End of Form Guidelines section.*

## Notarized Sworn Statement

An authorized person must submit a notarized [sworn statement](#) to receive a certified authorized copy of the amended certificate. Please see list of authorized persons below:

- ✓ Registrant (Name on Certificate)
- ✓ Grandparent/Grandchild of Registrant
- ✓ Authorized by Court Order (Include copy of court order.)
- ✓ Law Enforcement/Govt. Agency (Conducting Official Business)
- ✓ Parent/Legal Guardian of Registrant (Legal guardian must provide documentation.)
- ✓ Child of Registrant
- ✓ Spouse/Registered Domestic Partner of Registrant
- ✓ Attorney Representing Registrant or Registrant's Estate
- ✓ Power of attorney/Executor of the registrant's Estate (Include a copy of the power of attorney or supporting documentation identifying you as executor.)
- ✓ Sibling of Registrant

### The notarized sworn statement must:

- Include a penalty of perjury statement
- Identify the applicant's relationship to the registrant
- Be signed in the presence of a notary public
- Contain the notary's official seal. (*NOTE: A sworn statement notarized by a foreign notary must have an apostille attached. Foreign notarizations obtained at a United States Embassy or Consulate do not require an apostille.*)

Please see sample sworn statement below. (The notary completes the Certificate of Acknowledgment section after the applicant's signature is witnessed.)

SWORN STATEMENT	
I, _____ (Applicant's Printed Name) declare under penalty of perjury under the laws of the State of California	
that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth, death, or marriage certificate of the following individual(s):	
Name of Person Listed on Certificate	Applicant's Relationship to Person Listed on Certificate
<small>(The remaining information must be completed in the presence of a Notary Public or CDPH Vital Records staff.)</small>	
Subscribed to this _____ day of _____, 20____, at _____, _____ (Day) (Month) (City) (State)	
_____ (Applicant's Signature)	
<b>CERTIFICATE OF ACKNOWLEDGMENT</b>	
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.	

### Appropriate Fee(s)

#### **If Amending the Marriage Record Within One (1) Year of Date of Marriage:**

- There is no fee to register the amendment, however a certified copy of the certificate will not be issued.
- The fee for each certified copy of the amended record is seventeen dollars (\$17). There is no fee to register the amendment, but you must pay a fee to receive a certified copy of the amended record.
- Checks or Money Orders must be made payable to *CDPH Vital Records*.

#### **If Amending the Marriage Record One (1) Year or More From Date of Marriage:**

- There is a twenty-six dollar (\$26) registration fee, which includes one (1) certified copy of the amended certificate.
  - Additional certified copies are seventeen dollars (\$17) each.
  - Checks or Money Orders must be made payable to *CDPH Vital Records*.
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### Supporting Documentation

It is preferred that you submit documentation supporting the amendment requested. Please submit any applicable documents listed below:

- **If either spouse is adding a court ordered name change to the certificate, please submit a certified copy of the court order name change, which contains a(n):**
  - Original court seal. (This authenticating court seal cannot be a photocopy.)
  - Signature or stamp of the judge's signature.
  - Signature/stamp of the court clerk's signature
- **If correcting a typographical error on either spouses' statistical information, including their name, date of birth, place of birth, or parental information, please submit a photocopy of the person's birth certificate.**

### Frequently Asked Questions

**Q: Where can I find application forms?**

A: Application forms, including the Affidavit to Amend a Marriage Record (VS 24C) form, are located on the CDPH-VR [Vital Records, Data and Statistics Forms](https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx) webpage.

(<https://www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx>)

**Q: Where can I find informational pamphlets?**

A: Informational pamphlets for all amendment types are located on the CDPH-VR [Vital Record Pamphlets](https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Record-Pamphlets.aspx) webpage.

(<https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Record-Pamphlets.aspx>)

**Q: What is the current processing time?**

A: Current processing times are listed on the CDPH-VR [website](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>)

**Q: Once the amendment is registered, what happens to the marriage certificate?**

A: Amendments become part of the original record, resulting in a multi-page certificate. You must keep the certificate with all amendments attached for the marriage certificate to be valid.

**Q: Will my supporting documents be returned?**

A: Supporting documents, including sworn statements and courts orders, are not returned once the amendment is registered. Please keep copies of all documents submitted.

**Q: What is a confidential marriage certificate?**

A: Confidential marriage certificates are a type of marriage license that are clearly titled CONFIDENTIAL and are maintained by the county of issuance. California Vital Records (CDPH-VR) cannot amend confidential marriage certificates. Please refer to the County Clerk's office in the county where the marriage license was issued to request amendments to confidential marriage certificates.

**Q: What if I still have questions?**

A: Please contact our Customer Service Unit by email at [AmendVR@cdph.ca.gov](mailto:AmendVR@cdph.ca.gov) or telephone at (916) 445-2684.



## SWORN STATEMENT INSTRUCTIONS

- Only one sworn statement is required for multiple records.
- Sworn statements are not required for informational copy requests.
- Authorized individuals must complete the top portion of the sworn statement by signing and identifying their relationship to person listed on certificate.
- Sworn statements must be notarized for authorized copy requests. **Law enforcement, governmental agencies, and funeral establishments (death records only) are exempt from the notary requirement, but must complete the top portion of the sworn statement page.**
- A sworn statement notarized by a foreign notary must have an apostille attached. Foreign notarizations obtained by an Ambassador, Minister, Consul, Vice Consul or Consular Agent of the United States, or from a Judge of Court of record having a seal in a foreign county do not require an apostille.

## RELATIONSHIP TO REGISTRANT

### List of Authorized Persons:

- The registrant or a parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.
- A party entitled to receive the record as a result of court order or an attorney or licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code. (Please include a copy of the court order.)
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. (Companies representing a government agency must provide authorization from the government agency.)
- Any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate (Include a copy of the power of attorney or documentation identifying you as executor.)
- An attorney representing the registrant or the registrant's estate.
- Any agent or employee of a funeral establishment who acts within the course and scope of employment and on behalf of persons specified in HSC § 7100 (a) (1)-(8).
- Surviving next of kin (As specified in HSC § 7100).

**SWORN STATEMENT**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the  
 (Applicant’s Printed Name)

State of California, that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth, death, or marriage certificate of the following individual(s):

Registrant (Name of person whose certificate you are requesting)	Applicant's Relationship to Registrant (Must be an authorized person)

*(The remaining information must be completed in the presence of a Notary Public or CDPH Vital Records staff.)*

Subscribed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.  
 (Day) (Month) (City) (State)

\_\_\_\_\_  
 (Applicant’s Signature)

**CERTIFICATE OF ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_,  
 (Insert name and title of the officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.  
 (SEAL)

\_\_\_\_\_  
 (SIGNATURE OF NOTARY PUBLIC)

