Application to Amend a Marriage Record

Introduction

Use the Application to Amend a Marriage Record (VS 24C) form to:

- **Amend a Marriage Record** (See checklist on page 3)
  - Correct most typographical or spelling errors
  - Add information to most blank fields **(except for the "New Name" section)**
  - Reflect a court order name change on either spouses' name
- **Change Designation to Reflect Gender Identity** (See checklist on page 7)

- Please see page 11 for a list of frequently asked questions and answers.
- The California Department of Public Health – 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.
- Please see the County Registrar and Recorder web page. (www.cdph.ca.gov/Programs/CHSI/Pages/County-Registrars-and-Recorders.aspx.)

Mailing Address

Mail completed application and appropriate fee(s) to the address below:

CDPH – Vital Records
MS 5105
P.O. Box 997410
Sacramento, CA 95899-7410

- Amended certificates are mailed via USPS First Class and do not contain a tracking number.
- You may provide a self-addressed prepaid envelope that utilizes tracking with your request.

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Amend a Marriage Record Checklist

Use this checklist to:

- Correct most typographical or spelling errors
- Add information to blank fields **(except for the "New Name" section)**
- Reflect a court order name change on either spouses' name

☐ Properly Completed VS 24C Form

- ☐ Applicant name and mailing address are completely filled out.
- ☐ Part 1 matches the current marriage certificate.
- ☐ Part 2:
  - Lists item(s) to correct.
  - Lists reason for the correction.
    - *Ex*: If correcting a county clerk error, "*To correct county clerk error.*"
    - *Ex*: If changing name after a court order or naturalization process name change, "*To add court order name change for a party to the marriage pursuant to [court name], court case number, dated MM/DD/YYYY*," or "*To add name change following the naturalization process dated MM/DD/YYYY*."
- ☐ Both signature fields are signed and dated:
  - If correcting the date of marriage, place of marriage, or officiant information, one of the signatures must be the marriage officiant.
  - If correcting a county clerk error in the new name field(s), one of the signatures must be the county clerk.

☐ Required Documentation

Please provide the required document(s) that applies to the changes you are requesting for:

- ☐ A photocopy of the current marriage certificate.
- ☐ A photocopy of the person's birth certificate if correcting errors in parent information or personal data listed for one of the parties to the marriage.
- ☐ A certified copy of the court ordered name change or photocopy of the naturalization certificate and Petition for Name Change form from the Department of Homeland Security if changing name after a name change process. (See Certified Court Order Requirements on page 10).
- ☐ If documents are not written in English, must include a certified English translation.

☐ Payment (See Appropriate Fees on page 10)

Check or money order in US dollars, made payable to CDPH Vital Records. **Do not send cash.**

☐ Completed Notarized Sworn Statement

Form Instructions: Amend a Marriage Record

Part 1

Must match the current certificate:

- It should show any incorrect information **as it appears** on the current record.
- If any of the information in Part 1 was **previously amended**, the changes must be reflected in Part 1 of the VS 24C form.

Example:

Part 1: Provide the following information so that CDPH-Vital Records can identify the original marriage record. This should reflect how it appears now - before the correction. Please provide as much information as possible.			
First Name John	Middle Name ---	Current Last Name Doe	Last Name at Birth
First Name Mary	Middle Name Jane	Current Last Name Smith	Last Name at Birth
County of Issue (must be in CA) Sacramento		Date of Marriage - MM/DD/YYYY 01/13/1998	

Part 2: Items to Correct

List the item that needs to be changed and provide the new corrected name or value.

Note: “New Name” section cannot be amended by court order.

Example:

Part 2: Items to Correct.	
Items To Change - Enter a descriptive name and the incorrect name or value.	**Enter the New Corrected Name or Value**
1st person, first name - John	Jonathon
1st person, father's name - Eric Smith	Erik Smith
1st person's # of previous marriage/SRDP - 0	1
1st person's last marriage/SRDP ended by - Death	Dissolution
1st person's last marriage ended - 2/25/2000	05/25/1999
2nd person, mother's state of birth - Oregon	Nevada

Form Instructions: Amend a Marriage Record (Continued)

Part 2: Reason for the Correction

The reason for the correction should state the change(s) being made and provide a reason.

- *Ex*: If correcting a county or deputy clerk's clerical error, "*To correct clerical error*."
- *Ex*: If adding spouse's court ordered name change, "*To add court ordered name change for a party to the marriage pursuant to Superior Court of California, County of Sacramento, Court Case Number 2022ABC, dated 04/05/2021.*"
    - Note: Unless specified on the Name Change Order, an AKA (also known as) will not be added to the new name.

Example:

Enter the Reason for the Correction: ♦
To add a court ordered name change for a party to the marriage pursuant to Superior Court of California, County of Sacramento, Court Case Number 2022ABC, dated 04/05/2021.

Part 2: Signatures

Two people with personal knowledge of the facts must sign and complete this section.

- If correcting the date of marriage, place of marriage, or data from the person who solemnized the marriage/officiant, 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

Example:

We, the undersigned, hereby certify under penalty of perjury that we have personal knowledge of the above facts and that the information above is true and correct.			
TWO persons must sign this form to correct a marriage record	Signature of 1st Person ♦ *John Doe*	Printed Name ♦ John Doe	Relationship ♦ Self
	Date Signed ♦ 05/04/2021	Address (Street and Number, City, State, and Zip) ♦ 1234 Main Street, Sacramento, CA 95817	
	Signature of 2nd Person ♦ *Kevin Clark*	Printed Name ♦ Kevin Clark	Relationship ♦ Minister
	Date Signed ♦ 05/04/2021	Address (Street and Number, City, State, and Zip) ♦ 5678 Cole Street, Sacramento, CA 95858	

End of "Form Instructions: Amend a Marriage Record."

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Change Designation to Reflect Gender Identity Checklist

Use this checklist to change designation to bride, groom, or having neither box checked to reflect gender identity.

☐ Properly Completed VS 24C Form

- ☐ Applicant name and mailing address is completely filled out.
- ☐ Part 1 matches the current marriage certificate.
- ☐ Part 2:
  - Lists item(s) to correct.
  - Lists reason for the correction.
    - *Ex*: *"To change designation as bride, groom, or having neither box checked is to conform to my gender identity and is not made for any fraudulent purposes.*"
- ☐ One of the signature fields must be signed and dated by the person changing their gender on the marriage certificate. Note: This is an exception to the two signatures required on the VS 24C form.

☐ Required Documentation

- ☐ A photocopy of the current marriage certificate.
- ☐ A notarized letter from the spouse who is not requesting the change. The letter must state: "*I, (spouse's full name), stipulate to an issuance of a new marriage license and certificate for me that reflects my spouse's legal gender and name."*
- ☐ **AND at least one of the following documents:**
  - A photocopy of the spouse's new birth certificate reflecting a change of gender and sex identifier.
  - A photocopy of the government-issued identity document reflecting the spouse's change of gender and sex identifier.
  - An affidavit attesting under penalty of perjury that the request for a change of the designation as bride, groom, or having neither box checked on the marriage license and certificate is to conform to the person's gender identity and is not made for any fraudulent purpose. *(In lieu of a separate document, the self-attestation language may be entered in "reason for the correction" on the VS 24C Form).*
- ☐ If documents are not written in English, must include a certified English translation.

☐ Payment (See Appropriate Fees on page 10)

Check or money order in US dollars, made payable to CDPH Vital Records. **Do not send cash.**

☐ Completed Notarized Sworn Statement

Form Instructions: Change Designation to Reflect Gender Identity

Part 1:

Must match the current marriage certificate, as outlined on page 4.

Part 2: Items to Correct

List the item that needs to be changed and provide the new corrected name or value.

Example:

Part 2: Items to Correct.	
Items To Change - Enter a descriptive name of the item to change.	**Enter the New Corrected Name or Value**
1st Person, First Name	Jody
Groom	Neither box checked

Part 2: Reason for the Correction

The reason for the correction should state the change(s) being made and provide a reason.

- *Ex*: "*To change the designation as bride, groom, or having neither box checked to conform to my gender identity and is not for fraudulent purposes.*"

If changing the spouse's name at the same time the designation field is being changed, include the court name, court case number, and date. Note: Unless specified on the Name Change Order, an AKA (also known as) will not be added to the new name.

Example:

Enter the Reason for the Correction: ♦ To change the designation to having neither box checked to conform to my gender identity and is not for fraudulent purposes. To add a court ordered name change for a party to the marriage pursuant to Superior Court of California, County of Sacramento, Court Case Number 2022ABC, dated 04/05/2021.

Form Instructions: Change Designation to Reflect Gender Identity (Continued)

Part 2: Signatures

Only the person changing their gender on the marriage certificate signature is required in this section.

Note: This is an exception to the two signatures required on the VS 24C form.

Example:

<table>
<tr><td colspan="4">We, the undersigned, hereby certify under penalty of perjury that we have personal knowledge of the above facts and that the information above is true and correct.</td></tr>
<tr><td rowspan="4">TWO persons must sign this form to correct a marriage record</td><td>Signature of 1st Person ♦
Jody Doe</td><td>Printed Name ♦
Jody Doe</td><td>Relationship ♦
Self</td></tr>
<tr><td>Date Signed ♦
05/04/2021</td><td colspan="2">Address (Street and Number, City, State, and Zip) ♦
1234 Main Street, Sacramento, CA 95817</td></tr>
<tr><td>Signature of 2nd Person ♦</td><td>Printed Name ♦</td><td>Relationship ♦</td></tr>
<tr><td>Date Signed ♦</td><td colspan="2">Address (Street and Number, City, State, and Zip) ♦</td></tr>
</table>

End of "Form Instructions: Change Designation to Reflect Gender Identity."

Certified Court Order Requirements (if applicable)

- ✓ Original court certification stamp and court seal with court clerk's signature (cannot be a photocopy).
- ✓ Judge's signature or signature stamp.
- ✓ Certified English translation (if applicable).
- ✓ For name changes, must state the name listed on the current birth certificate and list what the name is being changed to.

Appropriate Fees

Check or money order in US dollars, made payable to CDPH Vital Records. **Do not send cash.**

If submitting the amendment within one (1) year of date of marriage:

- There is no fee to register the amendment and does not include a certified copy of the amended certificate.
- The fee is $19 per certified copy for the amended certificate.

If submitting the amendment one (1) year or more after the date of marriage:

- The fee is $26 to register the amendment and includes one new amended certified copy of the certificate.
- Additional certified copies of the amended certificate are $19 each.

If submitting an amendment for the reason below, there is $26 fee (includes one certified copy of the amended certificate) regardless of date of marriage:

- Changing either spouses' designation as bride, groom, or having neither box checked to reflect gender identity.

Frequently Asked Questions

Q: Where can I find application forms and informational pamphlets?

A: Application forms, including informational pamphlets for all amendment types, are located on the CDPH-VR Forms: Birth Death Marriage Certificates web page.
(www.cdph.ca.gov/Programs/PSB/Pages/BirthDeathMarriageCertificates.aspx).

Q: What is the current processing time?

A: Current processing times are listed on the CDPH-VR website.
(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, EXCEPT for gender changes.
You must keep the marriage 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 CHSIVitalRecords@cdph.ca.gov or telephone at (916) 445-2684.

For questions relating to gender changes per Assembly Bill (AB) 218, please visit the Frequently Asked Questions (FAQ) web page.
(www.cdph.ca.gov/Programs/CHSI/Pages/Assembly-Bill-(AB)-218.aspx)

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Application to Amend a Marriage Record (VS 24C)

Applicant Name and Mailing Address

Name: _____ Street: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Calculate the Fee

(this depends on the date of marriage, use the appropriate table)

Within one year of date of marriage	
Amendment Fee (amended copy not included)	$0
Fee for Copy of Amended Record ($19 each)	
Total Fee	

After one year of date of marriage	
Amendment Fee (1 amended copy included)	$26
Fee for Additional Copies ($19 each)	
Total Fee	

For the following amendment, please use the "**After one year of date of marriage**" box above to calculate the fee:

- Changing either spouses' designation as bride, groom, or having neither box checked to reflect gender identity

Please Read the Instructions Carefully

Step 1: Complete page 2 of this form and include information for all required fields.

Step 2: Complete and include a Notarized Sworn Statement (form VS 20) if you are requesting a copy of the amended record (this applies to most requests). A copy of this form is downloadable from: www.cdph.ca.gov (type VS 20 in the Search Field).

Step 3: Include a certified copy of the Court Order (if applicable). Please review the pamphlet to determine if you need a court order.

Step 4: Include a check or money order for fee calculated above. Make the check or money order payable to CDPH - Vital Records. **Do not send cash.**

Step 5: If you have any questions on how to complete these forms, please email your questions to CHSIVitalRecords@cdph.ca.gov before submitting your package.

Step 6: Mail all of the items above to:

CDPH - Vital Records
MS 5105
P.O. Box 997410
Sacramento, CA 95899-7410



Items Marked with a Diamond (♦) are Required

Part 1: Provide the following information so that CDPH-Vital Records can identify the original marriage record. This should reflect how it appears now - before the correction. Please provide as much information as possible.

First Name	Middle Name	Current Last Name	Last Name at Birth
First Name	Middle Name	Current Last Name	Last Name at Birth

County of Issue (must be in CA)	Date of Marriage - MM/DD/YYYY

Part 2: Items to Correct.

Items To Change - Enter a descriptive name and the incorrect name or value.	**Enter the New Corrected Name or Value**

Enter the Reason for the Correction: ♦

We, the undersigned, hereby certify under penalty of perjury that we have personal knowledge of the above facts and that the information above is true and correct.

TWO persons must sign this form to correct a marriage record	Signature of 1st Person ♦	Printed Name ♦	Relationship ♦
	Date Signed ♦	Address (Street and Number, City, State, and Zip) ♦	
	Signature of 2nd Person ♦	Printed Name ♦	Relationship ♦
	Date Signed ♦	Address (Street and Number, City, State, and Zip) ♦	

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.)*

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