

Instructions for Completing and Filing an Amendment to an Alabama Marriage Certificate

The Amendment to Alabama Marriage Certificate and Decree of Correction form should be completed only by persons who have filed an Alabama Marriage Certificate with an Alabama county probate court on or after August 29, 2019, and who wish to correct information included on the filed certificate. Alabama law provides that the parties to a marriage may file an amended form with the judge of probate if they agree that a vital records error has been made on their Alabama Marriage Certificate.

IT IS IMPORTANT THAT YOU FOLLOW THE INSTRUCTIONS BELOW FOR YOUR CHANGES TO BECOME EFFECTIVE. HANDWRITTEN FORMS SHOULD BE PRINTED AND LEGIBLE. THIS IS THE ONLY DOCUMENT YOU WILL RECEIVE AS PROOF OF THE CHANGES TO YOUR ALABAMA MARRIAGE CERTIFICATE.

The Amendment to Alabama Marriage Certificate and Decree of Correction form must be printed on one page (front side only) of 8.5 x 11 inch white or light paper. The form should be printed as actual size, not “fit to page” or another modified size. Based on the new legal requirements, amendments with more than one page will not be accepted.

1. Both spouses must print their full names in **Block 1** exactly as they are stated on the original Marriage Certificate, even if you are requesting a correction to one or both names.
2. In **Block 1**, you must provide the date that your original Marriage Certificate was filed with the probate court. This information may be found in the recording stamp the probate court placed on your original Marriage Certificate. If your copy of your Marriage Certificate does not have a recording stamp, you may use the date provided in Block 31 of your original Marriage Certificate. **This information is required under Alabama law, and your amendment cannot be accepted without it.** Please also provide the name of the county probate court where you originally filed your Marriage Certificate.
3. In **Block 1**, you must also provide the Book and Page Number or Instrument Number where your original Marriage Certificate was recorded by the probate court. This information appears in the recording stamp at the top of your Marriage Certificate or in **Block 32** of your original Marriage Certificate.
4. **Block 2** provides a statement of agreement with your spouse that one or more errors have been made on your Alabama Marriage Certificate that require correction. No information is required.
5. In **Block 3**, you must list the incorrect information as it appears on your original, filed Marriage Certificate. **If you are trying to make a correction to a Social Security Number reported on your original Marriage Certificate, no correction is needed.** By law, the Alabama Department of Public Health’s Center for Health Statistics is required to collect Social Security Numbers for marriage parties; however, this information does not appear on certified copies of your Marriage Certificate and is not reported to any government agency.
6. In **Block 4**, you must list the correct information, as it should appear on your Marriage Certificate.
7. Spouse 1 should print his/her current full legal name in **Block 5** and must sign his/her current full legal name and date (month/day/year) the form in **Block 7**. Spouse 1’s signature must be witnessed by an Alabama notary in **Block 11**. A form notarized by a non-Alabama notary shall not be accepted. The notary should place his/her notary seal or stamp and commission expiration date in **Block 9**. **Information on the form cannot be changed or added once the form has been notarized.**

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8. Spouse 2 should print his/her current full legal name in **Block 6** and must sign his/her current full legal name and date (month/day/year) the form in **Block 8**. Spouse 2's signature must be witnessed by an Alabama notary in **Block 12**. A form notarized by a non-Alabama notary shall not be accepted. The notary should place his/her notary seal or stamp and commission expiration date in **Block 10**. **Information on the form cannot be changed or added once the form has been notarized.**
9. **The notarized signatures of both spouses must be provided for the corrections to be valid.** If you and your spouse cannot agree on the corrections or your spouse cannot sign this form, the law provides that one spouse may file an action in circuit court to correct the errors on the Marriage Certificate.
10. **Blocks 13 through 15 are for court use only. DO NOT MARK IN OR COMPLETE BLOCKS 13 THROUGH 15.**
11. The original completed, signed, and notarized form must be delivered to an Alabama county probate court for recording. To ensure that your amendment can be matched with your original Marriage Certificate, it is best to file your amendment in the same county probate court where you filed your original Marriage Certificate.
12. You must pay the required recording fee to the judge of probate at the time you present your form to the probate court. You may request a certified copy from the court when you record your amendment (an additional fee may be required by the court for certified copies). After recording, the court will forward the amendment to the Center for Health Statistics. The amendment will be permanently attached to and issued with the original Marriage Certificate when certified copies are requested through the Center for Health Statistics. For instructions on how to request certified copies in person, online, by mail, or by phone, visit the Department's website at <http://www.alabamapublichealth.gov/vitalrecords/marriage-certificates.html>.

QUESTIONS? Contact an Alabama county probate court for assistance.