

County Clerk Requests for Marriage Certificate Changes

IMPORTANT – PLEASE READ THIS ENTIRE DOCUMENT AND PAY CLOSE ATTENTION TO THE INSTRUCTIONS TO AVOID ANY UNEXPECTED DELAYS.

Affidavit Requirements:

- Use form PH-4481 to request changes to marriage certificates.
- Check the box if it is a county clerk's error.
- Applicant's names and date of marriage.
- Item(s) to be amended: current information vs. correct information.

Notary Section

- The requester should print their name on the designated line then sign the affidavit in the presence of a notary.
- The county clerk should sign the affidavit only if it is a clerk's error.
- The applicant whose information is being corrected or amended should sign the affidavit.
- County clerks may sign as the notary and place the court's seal or a notary may sign, apply their seal, and enter their commission expiration date.
- A county clerk cannot notarize their own signature.

County Clerk Errors

- Clerks should correct their errors only.
- Clerks should provide the application/document used to create the marriage license when requesting amendments/corrections when the certificate is one year or more from the date of marriage. This document may be requested for amendments/corrections when the certificate is less than a year from the date of marriage.
- No fee is required with the submission of the application that was used to create the marriage.

Applicant Errors

- Applicants may correct information pertaining to themselves.
- Evidence and fee are required for amendments that are one year or more from the date of the marriage. The evidence must be at least 5 years from the date of application.

Amendment Fees and Submission Instructions:

- Changes less than 6 months from the date of marriage- \$0
 - Email notarized affidavits from the county clerks only to: vrmarriageaffidavit@tdhs.zendesk.com
 - Notarized affidavits from applicants must be mailed to Vital Records
 - Changes 6 months or greater from the date of marriage - \$15 amendment fee
 - Mail to Vital Records
 - Changes 1 year or greater from the date of marriage - \$15 amendment fee + requires supporting evidence.
 - Mail to Vital Records
- ❖ We will respond to your email when the amendment/correction is complete.
- ❖ You will be notified if there are any issues with the affidavit and/or supporting documentation.
- ❖ For amendments that are submitted by mail, include an email address for notification when they are completed.